

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**4/7/05****MANAGING PHYSICIAN, 0657**

Summary of Duties: Assigns, reviews and evaluates the work of subordinate physicians, supervisory nurses, nurses, and ancillary staff in the provision of medical care. Applies sound management and supervisory principles and techniques in building and maintaining an effective work force; on occasion performs clinical duties; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Managing Physician is responsible for the management of the medical care provided in the areas of responsibility, such as City Jail Clinics or Occupational Health Clinic. Employees in this class are distinguished from those in the classes of Physician I and Physician II by the fact that the latter employees do not supervise or manage a medical operation or direct work through subordinate supervisors.

Incumbents in the class of Managing Physician, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

Example of Duties:

- Is responsible for the overall function of the medical/clinical operation;
- Manages, supervises, directs, and works with subordinate physicians, nursing supervisors, nurses, and ancillary staff;
- Supervises supervisory staff;
- Prepares budgetary items and maintains fiscal compliance;
- Instruct subordinates in the proper performance of duties;
- Maintains safety standards;
- Ensures supervisory approval of time off and reviews time sheets for accuracy as necessary;
- Is responsible for personnel issues;
- Develops policies, protocols, and procedures;
- Trains and advises other personnel on physician and nursing protocols and clinic procedures;
- Advises supervisors on the performance of subordinate personnel;
- Develops work schedules and receives call offs from staff;
- Ensures adequate inventory of equipment, medication/drugs, and emergency equipment;
- Communicates in a professional manner;
- Provides clinical care and documents the care provided in the patient's medical record;
- Communicates equal employment/affirmative action information to employees;

- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

- Problems, procedures and techniques in the administration of emergency medical treatment;
- Legal provisions, policies and procedures for the provision of medical care in the area of specialty;
- Safety regulations and practices necessary in a medical environment;
- Management and supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing and evaluating subordinate work performance;
- Techniques for counseling, disciplining and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices;
- Memoranda of understanding as they apply to subordinate personnel; and
- City Personnel rules, policies and procedures.

Ability to:

- Follow instructions and act independently in conformance with established medical practices;
- Operate medical emergency equipment and apparatus and render first aid;
- Keep accurate records;
- Deal tactfully and effectively with employees, subordinate staff, patients, and the public;
- Manage and supervise the work of physicians and nurses on various shifts;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Proactively determine the requirements and components of the programs being managed;
- Monitor functions and make adjustments necessary to achieve program goals and objectives; and
- Communicate effectively through oral and written communication with a variety of audiences.

Requirements: Applicants must possess a current and valid Physician License issued by the State of California, and have at least five years of full-time paid professional experience as a physician.

Appointments to positions in this class are subject to a one-year probationary period as provided by Section 1011 of the Los Angeles City Charter.

License: A valid California driver's license and good driving record may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.