

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. SENEXPSYA05N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-WALTER P.REUTHER PSY HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description SENIOR EXEC PSYCH DIRECTOR	10. Division Child and Adolescent Services
5. Working Title (What the agency calls the position) Chief of Clinical Affairs for Child and Adolescent Services	11. Section Clinical Affairs
6. Name and Position Code Description of Direct Supervisor SOLKY, MARY C; SENIOR EXEC HOSPITAL DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WIEFERICH, JEFFERY; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 18471 Haggerty Road, Northville MI / 8 am - 4:30 pm; Monday - Friday
14. General Summary of Function/Purpose of Position Responsible for planning, organizing, directing and improving the overall program of clinical activities and therapies for Child and Adolescent Services. Serves as key assistant to the Hospital Director and substitutes for him/her in his/her absence when designated.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 55

Oversight of treatment of children and youth.

Individual tasks related to the duty:

- Oversees, manages, evaluates and adjusts all clinical services in conjunction with the Hospital Director.
- Meets regularly with Director of Psychology to oversee and monitor clinical activities for all children and youth.
- Collaborates with Deputy Director of Nursing for children and youth.
- Meets regularly with Pharmacist to oversee and monitor clinical activities for all children and youth
- Meets regularly with Psychiatrists to oversee and monitor treatment of children and youth.
- Meets regularly with Social Work Director to oversee and monitor clinical activities for children and youth.

Duty 2

General Summary:

Percentage: 25

Advises clinical staff on a variety of problems, policies, and procedures. Oversees Admission activities.

Individual tasks related to the duty:

- Attends various committee meetings regularly to review several facility and division based activities and advises on a variety of issues/problems.
- Leads, directs and periodically assesses the Admissions function for Child and Adolescent.
- Consult on complex cases.

Duty 3

General Summary:

Percentage: 15

Assists Hospital Director in overall administration of Child and Adolescent. Formulates current and long-range plans, coordinates administrative programs and policies for hospital operations.

Individual tasks related to the duty:

- Key members of Hospital's Administrative and Leadership teams.
- Assists in developing long and short-range plans for the improvement of Child and Adolescent Services.
- Develops comprehensive plans for resolution of problems and for the completion of projects in the various clinical departments.
- Assists in developing plans to assure hospital compliance and ongoing monitoring to ensure continuing certification and accreditation.
- Provides coverage for the Hospital Director when appointed to do so.
- Represents Child and Adolescent Services in meetings with community agencies and partners as directed by Facility Director.
- Ensures compliance with accrediting and oversight bodies (TJC).

Duty 4

General Summary:

Percentage: 5

Participates in education program, staff development and training program for psychiatrists and other clinical staff.

Individual tasks related to the duty:

- Provides orientation to new employees in coordination with Staff Development and Training Department.
- Provides supervision to psychiatric residents and/or coordinates residency training activities in consultation with the Director of Residency Training.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Makes clinical policy decisions involving patients and families according to Hospital and Departmental guidelines. Oversees all clinical planning and direction for Child and Adolescent. Leave of absence authorization for clinical department heads. Hiring, orientating, supervising, developing of new employees.

17. Describe the types of decisions that require the supervisor's review.

All decisions of policy, procedures, hiring practices and disciplinary actions will be taken following supervisory review.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Attend meetings in different areas of facility; walking to all areas of the facility for review of clinical program; attend meetings outside the facility serving as facility representative.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
JAYASUNDERA, GEETHANIR	PSYCHIATRIST MANAGER-1 19	VACANT	STUDENT ASSISTANT-E
PECK, BRIAN	PSYCHOLOGIST MANAGER-2 13	FRANKMANN, TAMARA M	CLINICAL SOCIAL WORK MGR-2 13
HUGHES, GREGORY	MENTAL HEALTH SERVICES MGR-2 13	REESE, LESA A	SECRETARY-A 9
VACANT	PSYCHIATRIST-A		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

To assume responsibility to organize and direct the overall program of clinical activities and therapies for Child and Adolescent Services.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updated to include tasks related to ensuring regulatory readiness.

25. What is the function of the work area and how does this position fit into that function?

To treat medical, psychiatric and neurological problems of patients in the facility; participates in the diagnosis and treatment of newly admitted patients; directs the support services of the section; directs the overall program of clinical activities and therapies in the entire hospital.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a medical degree from an accredited school of medicine.

EXPERIENCE:

Senior Executive Psychiatrist Director 21

Four years of professional experience equivalent to a Psychiatrist in a mental health facility or clinic, including two years equivalent to a Psychiatrist Manager 19, or one year equivalent to a Psychiatrist Director 20.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of medicine, psychiatry, and neurology.

Thorough knowledge of the current theories, practices, and trends in the field of mental health.

Ability to administer a treatment program. Ability to diagnose and treat mental illness.

Ability to deal with emotionally disturbed children.

Ability to supervise professional and non-professional medical, nursing and technical support staff in the delivery of medical care.

Ability to interpret treatment programs to relative and staff.

Ability to direct a residency training program.

Ability to coordinate the activities of the facility's medical services.

Ability to provide leadership to clinical and administrative personnel.

Ability to communicate effectively.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect, and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a license to practice medicine in Michigan.

Possession of board certification in psychiatry or neurology.

Possession of the American Board of Psychiatry and Neurology's general requirements for certification in: Child and Adolescent Psychiatry.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

FELISHIA WILLIAMS

Appointing Authority

8/12/2026

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date