



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **STAFF PHYSICIAN***
Jurisdictional Class: Non-Competitive (Part-Time)
Civil Division: Public Health Department

Adoption: CSM 9/24/83
Revised: CSM 1/8/21

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Health Department and involves responsibility to provide medical expertise to Director of Health & Human Services who is the department administrator. The State requires that a professional medical Physician has input in matters requiring a licensed physician's determination. The Director relies on the Staff Physician for advice and guidance in connection with a variety of medical matters, such as preventive medicine, immunizations, disease outbreaks, and other related details. The work is performed under general direction of the Director of Health & Human Services with leeway allowed for exercise of independent professional judgment in carrying out details of the work. Supervision over the work of others may be a responsibility of employees in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Advises and is responsible to the Director of Health & Human Services or his/her deputies and other staff in a variety of health areas such as disease problems, policies regarding conducting clinics, medical aspects of public or community health nursing, as pertaining to the adequacy and quality of care provided to patients in the department;
Interprets health problems and issues to public officials, heads of other governmental agencies and elected and appointed officers of various levels of government in the county;
Oversees and aids with a program for control of communicable diseases by advising investigative staff in detection, treatment, and analysis of statistical and other factual data;
Prepares a variety of records and reports related to the work;
Participate in disaster activities as trained and assigned;
Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the sciences underlying, and of the principles and practices of medicine as applied to public health practices;
Thorough knowledge of the principles and practices of epidemiology, sanitation, and of the diagnosis and treatment of communicable diseases;
Ability to advise on planning, directing, and evaluating public health programs;
Ability to deal with the public on projects related to public health;
Ability to speak before groups on public health matters;
Ability to prepare and analyze technical and statistical reports;
Interest in maintaining a high standard of professional ethics;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a current valid license to practice medicine in New York State.
