



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **MEDICAL CONSULTANT**  
Jurisdictional Class: Non-Competitive (Part-Time)  
Civil Division: Public Health Department  
Department of Social Services  
Adoption: CSM 8/12/81  
Revised: CSM 2/12/03; 11/12/08; 4/8/09

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the County Health & Human Services Department and involves responsibility to provide medical expertise to Director of Health & Human Services who is the department administrator. The State Sanitary Code requires that a non-medical administrator have professional medical input in those matters requiring a licensed physician's determination. The Director relies on the Medical Consultant 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 is not 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 or human services 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;  
Is responsible and aids the Director of Health & Human Services in the development of policies and procedures governing patient care including the planning, organizing, and overseeing of a local public health program, in accordance with generally accepted standards of professional practice;  
Responsible and aids the Director of Health & Human Services regarding policies and procedures concerning the appointment of medical and dental staff;  
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;  
Keeps the Director of Health & Human Services informed on health and medical needs and changes that may involve the department and advises on policies, procedures, and strategies accordingly;  
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;  
Advises clinics for the treatment of sexually transmitted diseases and for prevention and discovery of other communicable diseases;  
Oversees the quality assurance program and reports to the Director activities of the program;  
Participates in professional conferences and training programs to keep abreast of new developments in the field of public health;  
Prepares a variety of public relations material such as news releases, articles, radio, and television announcements relative to public health matters;  
Speaks before groups and organizations regarding the functions and activities of the County Health & Human Services Department;  
Prepares a variety of records and reports related to the work;  
May 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 and human services 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 and registered to practice medicine in New York State and 2 years of experience as a practicing physician.