

**CLASS TITLE: ASSISTANT MEDICAL DIRECTOR
(DOH)**

**Class Code: 02944700
Pay Grade: 51A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Health, to assist Medical Director in the administration of a state public health program in Family Health of Disease Prevention and Control; or in another area of the Department; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a Medical Director with considerable latitude for the exercise of independent judgement in discharging duties and responsibilities; work will be reviewed for the application of accepted professional principles, methods and techniques and for conformance to law, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, reviews and evaluates the work of professional, technical, clerical and other personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Provides medical policy oversight for programs, advises on medical issues and program planning; To provide consultation services to the medical profession and public health officials.

To coordinate the program activities with others within the Department of Health in order to improve the health of the citizens of the state.

As assigned within an area of specialization: Meets with supervisors to describe and discuss budget process, health and program proposals, cuts, amendments, priorities, etc.

Meets with superiors to discuss and receive directions concerning budget and program planning.

Evaluates workload and resources to assess impact on budget and staffing needs. Communicates with staff to establish expenditure controls.

To review periodically the various activities of the program and to evaluate their efficiency and their impact on the decrease, control and prevention of such diseases and to take necessary action to improve them.

To write and edit reports for use by officials, physicians, local health officers, school officials and boards, nurses, news media and for health agencies in other states.

To attend conferences, meetings and hearings as necessary.

Directs staff to develop written policies, draft legislation, establish procedures, rules and regulations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of medical science, public health and preventive medicine and skill in the application of such knowledge; the demonstrated ability to plan, organize, review and evaluate programs; ability to plan, organize, review and evaluate the effectiveness of the divisional program and the work of professional, non-professional, clerical and other relationships with superiors and associates, the community, and public and private agencies; the ability to address professional and other groups in the area of Family Health Services; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a medical school of recognized standing, and completion of an internship or residency in an approved hospital; and possession of a Master's Degree in Public Health, or board certification in Pediatrics, preventive medicine, Internal Medicine or related specialty; and

Experience: Such as may have been gained through: employment in a responsible position in public health administration or in a Family Health Services program in a hospital, community or agency setting. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must meet established requirements of the Rhode Island Department of Health to practice medicine in Rhode Island and must maintain such requirements as a condition of employment.

Class Revised: June 7, 1998

Editorial Review: 3/15/03