



Office of Human Resources
Associate Director Physician Services - CO2725
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General Statement of Duties

Assists in the direction and coordinates the operation of a major clinical service in the recognized medical areas of psychiatry, pathology, pediatrics, internal medicine, family practice or other fields of medicine, or manages and additional program which impacts and addresses Department of Health and Hospital issues.

Distinguishing Characteristics

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

This class assists in the direction and coordinates the operation of a major clinical service in the recognized medical areas of psychiatry, pathology, pediatrics, internal medicine, family practice or other fields of medicine, or manages and additional program which impacts and addresses Department of Health and Hospital issues. This class is distinguished from the Associate Director of Technical Physician Services, which assists in the direction and coordination of the operation of a major clinical service in the recognized technical or procedural medical areas of radiology, oral maxillofacial surgery, emergency medicine, anesthesiology, obstetrics/gynecology, surgery, or other technical fields of medicine, or manages an additional program, which affects and addresses Department of Health and Hospital issues.

Essential Duties

Assists the director in planning, organizing and directing the operation and daily activities of a medical service and directs clinics and/or major programs within the service.

Assists in the formulation of short and long-term plans.

Organizes and administers medical services to ensure consistency with management policy and goals and compliance with federal and state directives.

Develops and ensures implementation of a staff development program which provides opportunities for individual employee growth, continuity of workflow during employee absences and long-range development of employees for management functions.

Directs or assists in the direction of programs and participates in the supervision of the training and education of residents, interns, medical students and allied personnel to ensure the training meets required criteria.

Directs the development of the performance evaluation program for the entire clinical service and directly develops evaluations for section managers and personal support staff.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Maintains a comprehensive quality improvement program and utilizes the continuous quality improvement process to assess and enhance standards of quality in the assigned medical service.

Coordinates, plans and recommends programs and policies that include directing and participating in the training and education of professional staff engaged in medical education.

Manages and directs a major program assignment, which impacts and addresses department wide issues.

Plans and administers research programs within the scope of department policies and coordinates such programs with similar efforts in the community.

Plans, organizes and coordinates the activities of professional, technical and administrative staff, which includes establishing goals and priorities for work assignments and monitoring work status to ensure work functions remain consistent with departmental objectives.

Assumes total service responsibility in the absence of the director.

Resolves problems, recommends assignments, transfers, promotions and disciplinary action.

Prepares technical and administrative reports, training documents and other written materials and assists in the preparation of the departmental budget.

Performs professional patient care in a recognized medical area, examining patients, diagnosing and treating as necessary.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Level of Supervision Exercised

Exercises executive supervision over supervisors who have personal accountability for carrying out an assigned function and who are expected to resolve problems that arise in the normal course of work.

Education Requirement

Graduation from an approved school of medicine plus completion of board approved post-graduate training.

Experience Requirement

Five (5) years of experience at the type and level of functional or operational management, which must have included management of subordinate supervisors.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

Possession of a license to practice medicine in the State of Colorado at the time of appointment and board certification in a specialty area by the American Board of the appropriate medical area at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Contact with patients under wide variety of circumstances
Potential exposure to infection from disease-bearing specimens
Potential exposure to infections and contagious disease.
Potential exposure to patient elements.
Potential exposure to risk of blood borne diseases.
Potential exposure to unpleasant elements (accidents, injuries and illness)
Potential exposure to hazardous chemicals.
May perform emergency care
Occasional pressure due to multiple calls and inquiries
Occasionally Potential exposure to radiation hazards
Requires judgment/action which could result in death of patient
Subject to long irregular hours
Subject to many interruptions
Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-25

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 7/1/2024

Revised By: CW

Class History: 6/11/19 - Updated working environment verbiage; 11/27/2022 - Revised pay grade as a result of CN1746; 7/1/24 – Revised Experience Requirement.