



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

GENERAL MANAGER I – PHYSICIAN

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
General Manager I – Physician	X60650	90	98

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose of Position

Directs all professional services and patient care programs in a state hospital, institution or agency.

Nature of Work

Physicians perform professional medical duties involving general examinations, diagnosis, care, and treatment. They diagnose illnesses and prescribe and administer treatment for people suffering from injury or disease. Physicians examine patients, obtain medical histories, and order, perform, and interpret diagnostic tests. They counsel patients on diet, hygiene, and preventive health care. At an agency or institution level, incumbents are responsible for general, technical direction of all services related to patient care and professional operations.

Distinguishing Characteristics

Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Plans, coordinates, and directs all professional health activities and patient care programs of a state hospital, institution, or agency.
- Develops new programs for improved health care facilities including standardization of professional procedures.
- Reviews all phases of hospital or public health administration.
- Directs evaluation of hospital or public health programs, insuring compliance with applicable federal, state and agency regulations.
- Represents the agency before professional, governmental, civic, and other community groups. Performs related work as required.

General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the General Manager I – Physician.

Scope and complexity of responsibility: *Comprehensive*. Assigned objectives are broadly defined by statute, grant, and agency mission. Requires defining objectives, scope, and policies. Integrates the activities between divisions and high-level areas within state agencies. Develops goals, objectives and organizational plans for mission accomplishment.

Types of employees managed: General Manager I is assigned ***comprehensive and diverse***

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staffing resources of mid-level managers and senior professionals.

Financial accountability: Objectives managed has an **extensive** relationship to the mission of the total organization.

Strategic planning/decision challenge: Managing objectives generally **requires exhibiting a wide mental grasp of broad-ranging concepts and circumstances**. Problem solving requires analysis and evaluation of the facts, issues, and circumstances. Alternative solutions and the relative benefits/consequences must be considered when making decisions. Develops goals for strategic plan within area of responsibility. Consults with community leaders and legislative bodies.

Manager Concept

The General Manager I administers resources and operational activities to ensure delivery of products and services to citizens, customers, clients, etc.

Determines objective resource needs and allocates them within financial parameters. The organizational unit (bureau or division) managed represents **a diverse part of the department's total operations**.

Minimum Qualifications

Current license as a Physician issued by the New Mexico Board of Medical Examiners and eight (8) years of professional experience in the general medical aspects of surgery, orthopedics, obstetrics, gynecology, and epidemiology.

Statutory Requirements: Current license as a Physician issued by the New Mexico Board of Medical Examiners.

Conditions of Employment: Working Conditions for individual positions in this Manager Category Level will vary based on each *agency's utilization, essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: *Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.*

Bargaining Unit: Not Represented

Developed: 07/07/2002

Revised: 6/22/12