

City of Dallas
Classification Specification

Title:	Physician Manager	Class Code:	06003
Application:	Career Series	Pay Grade:	P
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Directs the health services and medical personnel engaged in providing medical treatment within a community health clinic to provide primary and preventive medical health care services.

Essential Functions:

1. Reviews medical history of clients in order to provide effective medical evaluations, diagnosis and treatment.
2. Provides primary medical treatment to child health clients to prescribe treatment or medication for condition.
3. Counsels clients to encourage them to adopt healthier lifestyles to reduce illnesses and attempt to ensure good overall health.
4. Coordinates and makes client referrals to other health care agencies when necessary for client's well-being.
5. Plans and evaluates medical services for City of Dallas health clinics to monitor and evaluate the effectiveness of services provided.
6. Supervises and directs the health clinic personnel to ensure that work is performed according to prescribed methods and meets established standards.
7. Performs preventive medical care services such as well baby examinations to attempt to improve health of clients through early detection of diseases and other medical conditions.
8. Provides consultation for clinic nursing staff to provide a medical opinion in areas such as medical conditions of clients and treatments prescribed.
9. Implements changes to policy after networking and consulting with other local, state and national health providers.
10. Performs other duties as assigned.
11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of the principles, practices, methods, and techniques of general and pediatric medicine and public health.

Thorough knowledge of health and medical agencies to which patients should be referred for treatment.

Ability to analyze symptoms and diagnose diseases, disorders, and treat injuries.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective work relationships with others.

Licensed to practice medicine in the State of Texas.

Ability to supervise a clinical staff.

Working Conditions and Hazards:

Works in clinic.

Exposed to various contagious diseases and infections.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.