



**Code: 3384**

Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Professional Medical

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## **CLASS TITLE: PSYCHIATRIST**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions as a medical doctor diagnosing and treating patients with mental, emotional, and behavioral disorders, and performs related duties as required

### **ESSENTIAL DUTIES**

- Conducts psychiatric and medical evaluations to assess the nature and extent of patients' mental disorders
- Formulates treatment plans based upon the diagnoses of patients' mental illnesses
- Provides psychotherapeutic counseling through individual, group, and family therapy sessions
- Prescribes medication for treatment of patients' mental, emotional, and behavioral disorders
- Coordinates various phases of treatment with other health care providers
- Provides clinical oversight for Psychiatric Nurse Practitioners as they diagnose, treat, and monitor patients
- Leads quality improvement initiatives by developing and implementing new policies and protocols to enhance operational efficiency and patient care
- Provides consultation and directions to staff in the diagnosis and treatment of complex cases
- Serves as collaborating physician for psychiatric nurse practitioners to provide clinical and administrative supervision
- Reviews medical records regularly to ensure high quality care
- Refers patients to hospitals as their treatment or condition warrants
- Prepares and maintains patient case records and related work activity reports
- Examines patients to determine general physical condition, as required
- Develops and conducts in-service training programs for clinical staff
- Reviews protocols and procedures to ensure clinic adheres to accreditation best practices
- Oversees Psychiatric Nurse Practitioners to review their patient files and guidelines for practice

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited school of medicine with a Doctor of Medicine or Osteopathy degree accredited by the Liaison Committee on Medical Education (LCME) or the Educational Commission for Foreign Medical Graduates (ECFMG) or the Commission for Osteopathic College Accreditation (COCA), and completion of a psychiatry residency program (or anticipated completion of a psychiatry residency program, prior to employment) approved by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA).
- **NOTE:** *Completion of psychiatry residency is not required at time of application but must be*

*completed at the time of employment.*

**Licensure, Certification, or Other Qualifications**

- Applicants must possess a valid and unrestricted physician license awarded by any U.S. state at the time of application
- Applicants must possess a valid and unrestricted State of Illinois physician license and Drug Enforcement Administration (DEA) certificate at the time of employment
- Applicants must be board certified in Psychiatry or eligible certification at the time of employment

**WORKING CONDITIONS**

- General office environment
- Medical facilities environment (e.g., health clinic)

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier)
- Computers and peripheral equipment (e.g., personal computer)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Considerable knowledge of:

- \*psychiatric professional principles, practices, and procedures
- \*uses, side effects, and interactions of prescription medicines and other drugs
- \*anatomy and physiology
- \*Biology and Chemistry

Some knowledge of:

- applicable federal, state, local laws, regulations, and guidelines
- \*applicable research and analytical practices and procedures
- \*mental health care principles, practices, and procedures
- \*clinical methods and procedures
- \*medical conditions, treatments, standards, and procedures
- \*individual, family, and group psychological counseling and treatment methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*SERVICE ORIENTATION - Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

### **Other Work Requirements**

- PERSISTENCE – Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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