

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5295950

Director Health Services Medical Service, M-8

Brief Description of Class

The Director Health Services Medical Service functions as the medical director of the Department of Civil Services' Employee Health Service (EHS) Division, and oversees all program, clinic, and nursing station functions. The incumbent also oversees statewide occupational health programs and advises agency occupational health directors and managers on occupational health best practices and requirements stipulated in the Civil Service Law.

Distinguishing Characteristics

Director Health Services Medical Service: non-competitive; one position class; functions as the medical director of EHS; oversees all EHS medical and non-medical programs; supervises EHS administrators, clinicians, and support staff; and provides occupational health expertise to agency occupational health directors.

Related Class

Employee Health Service Physicians conduct medical evaluations of pre-employment candidates to determine their ability to perform the duties of the job title, employees referred to EHS by their agencies for fitness-for-duty determinations; and assist with occupational health and mandatory health examinations.

Illustrative Duties

Provides overall direction for EHS occupational health programs, and participates in the formulation of statewide occupational health policies by building relationships with agency occupational health directors.

Supervises and directs EHS medical and administrative staff, which includes providing overall medical direction, reviewing work performance, providing feedback, mentoring staff, and implementing new procedures to ensure efficient utilization of resources.

Performs medical examinations on employees and candidates for State employment requirements; diagnoses and treats medical illnesses and injuries; and reviews and interprets laboratory and medical test reports.

Serves as a medical provider for the purposes of ordering blood work, medications, vaccines, and drug testing.

Prepares evaluations of EHS operations, and makes recommendations for staffing, hiring, policy development, meetings, cost containment strategies, equipment, and other matters.

Reviews agency referrals to assess whether the referral is appropriate, and whether or not the employee can be assessed consistent with Civil Service Law.

Reviews occupational health assessments performed by State and contract physicians, nurse practitioners, psychologists, and other clinicians to assess whether findings are appropriate. Signs off on adverse determinations, including disqualifications.

Serves as a medical expert when testifying at legal proceedings and Civil Service appeals.

May function as the EHS medical review officer for drug tests by receiving and reviewing laboratory results generated by State drug testing programs, and evaluating medical explanations for drug test results.

Minimum Qualifications

Director Health Services Medical Service

Non-Competitive: possession of a license to practice medicine in New York State, and two years of full-time post-licensure medical experience in internal medicine, family medicine, preventative medicine, emergency medicine, or surgery.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 7/2025

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