



# Department of Health

ANDREW M. CUOMO  
Governor

HOWARD A. ZUCKER, M.D., J.D.  
Commissioner

SALLY DRESLIN, M.S., R.N.  
Executive Deputy Commissioner

## **ANNOUNCEMENT OF TRANSFER OPPORTUNITY** **Open to NYS Dept. of Health Employees Only**

<b>TITLE</b>	Supervising Medical Conduct Investigator – 59675
<b>SALARY/GRADE</b>	\$67,703 - \$85,635 / Grade 23
<b>NEGOTIATING UNIT</b>	Professional, Scientific and Technical/05
<b>LOCATION</b>	Central New York Regional Office Office of Professional Medical Conduct (OPMC) 217 South Salina Street Syracuse, NY 13202-1380
<b>MINIMUM QUALIFICATIONS</b>	<p><b>Permanent Transfer Candidates:</b> Current DOH employee with one year permanent or contingent-permanent competitive status as a Supervising Medical Conduct Investigator.</p> <p><b>Provisional Promotion Candidates:</b> Current Department of Health employee with at least one year of permanent competitive or 55-b/55-c service as <b>Either A.</b> as a Senior Medical Conduct Investigator or Senior Medical Conduct Investigator (Spanish Language); <b>Or B.</b> as a Community Nursing Services Consultant (Home Health Services), Health Care Surveyor 2 (Nursing), Health Program Investigation Specialist 1, Health Systems Specialist 1, Health Systems Specialist 2 (Nutrition), Health Systems Specialist 2 (Social Work), Hospital Nursing Services Consultant, Medical Care Administrator, Narcotic Investigator 1, Narcotic Investigator 1 (Spanish Language), Nutrition Services Consultant, Program Research Specialist 2 (Health Systems Analysis), Program Research Specialist 2 (Human Services), Public Health Representative 3, Public Health Social Work Consultant, Regional Medical Care Administrator, Senior Nutrition Services Consultant, or a Senior Public Health Social Work Consultant.</p>
<b>PREFERRED QUALIFICATIONS</b>	Experience in investigations involving doctors and medical care of patients. Good writing skills, good oral communication skills. Ability to be flexible in travel scheduling.
<b>RESPONSIBILITIES</b>	Review and investigate complaints and allegations relating to conduct of physicians and physicians' assistants. Prioritize cases to determine which require extensive work up and which can be closed after preliminary review. Investigations should include, but not be limited to, obtaining documents inclusive of medical records, reviewing medical records, conducting interviews with appropriate individuals and coordinating case analysis with OPMC Program Director, physician and legal staff. Prepare reports of findings, summarizing the actions taken and conclusions reached as a result of the investigation. Handle sensitive communication with complainants, patient, victims, and DOH staff. Assign hearing case preparation work and evaluate the need for additional information. Supervise support staff in the OPMC Program. Assist Program Director with monitoring cases and oversight of other professional staff.
<b>CONDITIONS OF EMPLOYMENT</b>	Permanent or Provisional pending examination, full-time. Occasional travel to areas that may not be served by public transportation may be required. Provisional candidates will be required to take the next holding of the Supervising Medical Conduct Investigator exam and must be eligible for appointment from the resultant eligible list to maintain continued employment.
<b>APPLICATION PROCEDURE</b>	Submit resume, preferably in PDF format, to Human Resources Management Group, <b>JB/SupMCI/59675</b> , Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237- 0012, or by fax to (518) 473-3395, or by email to <a href="mailto:resume@health.ny.gov">resume@health.ny.gov</a> with <b>Reference Code JB/SupMCI/59675 included in the subject line.</b> <u>*Failure to include the required information in the subject line of your email or fax may result in your resume not being considered for this position.</u> Resumes accepted until position filled or by May 20, 2016

Issued: April 1, 2016

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**  
**WOMEN, MINORITIES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY**