

DUTY STATEMENT

OPOS 065-556-9859-XXX

(Rev. 2/13)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Peace Officer Selection (OPOS)	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Peace Officer Appointment Section (POAS) - Sacramento Psychological Screening Program (PSP)	CLASS TITLE Chief Psychologist, CF
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 9838 Old Placerville Road, Suite B, Sacramento 95827
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE YOU WORK WITH.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the SSMIII and/or Chief, Office of Peace Officer Selection (OPOS), Psychological Screening Program, the Chief Psychologist will be directly responsible for the supervision of Staff Psychologist(s) and contracted Psychologists as well as oversee the psychological screening program for OPOS. The Chief Psychologist will apply psychological knowledge in a multi step process of determining the psychological suitability of peace officer applicants prior to, and through the appointment process. The Chief Psychologist will provide professional consultation to OPOS leadership as well as program leadership.

% of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

75%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>PSYCHOLOGICAL SCREENING:</p> <ul style="list-style-type: none"> • Review Pre-Employment Psychological Screening Reports. • Follow up with contracted psychologists regarding clarification or incomplete information. • Conduct re-evaluations as needed. • Make the final determination on clearances or disqualifications. • Review and approve dispute resolutions. • Represent the Department at appeal hearings. • Provide training to contract psychologists. • Monitor diagnostic assessment work of contract psychologists. • Supervise Staff Psychologist(s). • Internal evaluation of CDCR/OPOS Psychologist(s). • Oversee the retention of confidential psychological records.
25%	<p>OTHER RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Provide in-service training to psychological program staff. • Attend annual training and education enhancement. • Represent and defend psychological screening decisions before Appeals hearing panels and Courts. • Perform special projects, records management and other duties as required. • Discuss recommendations with contract interviewers and other OPOS psychologists. • Discuss relevant aspects of cases with department's background investigators.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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DESIRABLE QUALIFICATIONS:

- Independent.
- Excellent organization skills.
- Excellent analytical skills.
- Attention to details.
- Confidentiality due to nature of work projects.
- Tactful and professional.
- Open-minded and flexible to other ideas and solutions.
- Excellent written and communication skills.
- Excellent skills in the computer application, Word, Excel, and Internet Explorer.
- Working knowledge of the computer applications – Outlook, Access, and PowerPoint.
- Able to multi-task.

INTERPERSONAL SKILLS:

- Works well with a team or group.
- Able to receive verbal and written direction.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Office environment.
- Business dress, according to current policy.
- Extended periods of time in seated position.
- Use computer and telephone in performing work.
- Meet multiple and sometimes conflicting deadlines.
- Ability to handle stress.
- Confidential and sensitive environment.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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