

**DUTY STATEMENT**

OPOS 065-556-9252-XXX

**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:

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of Peace Officer Selection (OPOS)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b>
<b>UNIT NAME AND CITY LOCATED</b> Peace Officer Appointment Section (POAS) – Sacramento Psychological Screening Program (PSP)	<b>CLASS TITLE</b> Psychologist, State Personnel Board (9252)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 9838 Old Placerville Road, Suite B, Sacramento 95827
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 065-556-9252-XXX

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 Chief Psychologist, Peace Officer Appointment Section, Psychological Screening Program, the Staff Psychologist will apply psychological knowledge in a multi step process of assessing the psychological suitability of peace officer candidates prior to, and through the appointment process. This process includes:(1) reviewing written assessment data, background investigation data, psychological history data, and medical and psychological treatment records for factors pertinent to peace officer suitability; (2) reviewing and discussing written reports and recommendations made by contract interviewing psychologists; (3) conducting primary and re-evaluation interviews as necessary; (4) preparing and presenting screening decision cases for Appeal hearings; (5) performing other professional and specialty related work as required.

% 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><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p><b>PSYCHOLOGICAL SCREENING:</b></p> <ul style="list-style-type: none"> <li>• Interpret psychological test data profiles for the pre-screening evaluations.</li> <li>• Review Psychological History Questionnaires.</li> <li>• Review Background Investigation Summaries.</li> <li>• Review prior treatment records.</li> <li>• Review/Prepare Interview Summary Reports.</li> <li>• Prepare response to disputes.</li> <li>• Review dispute resolutions.</li> <li>• Respond to appeals.</li> </ul>
25%	<p><b>OTHER RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Provide in-service training to program staff.</li> <li>• Attend annual training and education enhancement.</li> <li>• Represent and defend psychological screening decisions before Appeal hearing panels and Judicial entities.</li> <li>• Perform special projects, records management and other duties as required.</li> <li>• Discuss recommendations with contract Psychologists and with other OPOS psychologists.</li> <li>• Discuss relevant aspects of cases with Department's Background Investigators.</li> </ul>

% 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 computer applications Word, Excel, and Internet Explorer.
- Working knowledge of computer applications, Outlook, Access, and Power Point.
- 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 of 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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