

**DUTY STATEMENT**

OPOS XXX-XXX-XXXX-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:

<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> Staff Services Manager I
<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>

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 Staff Services Manager II, Peace Officer Appointment Section, the Staff Services Manager I, Psychological Screening Unit (PSU), is responsible for day-to-day operations of the Office of Peace Officer Selection (OPOS) Psychological Screening Program (PSP). The PSU is responsible for the administration of the psychological screening component of the peace officer selection process required of all candidates considered for peace officer positions in the California Department of Corrections and Rehabilitation (CDCR). The incumbent is also responsible for tracking/monitoring responses to psychological decisions appealed to the State Personnel Board, the Department of Fair Employment and Housing, and the Equal Employment Opportunity Commission and; if necessary, assists in preparing responses pursuant to litigation. Works closely with the Chief of OPOS, Assistant Chief of OPOS, and other office managers, to resolve processing issues related to the PSP, and ensures timely completion and forwarding of decisions resulting from psychological screenings. The PSU Manager assists the Section Chief in providing case management coordination amongst contracted Psychologists, OPOS' Chief Psychologist, and supervises analyst and clerical staff.

% 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)*

60%

**ESSENTIAL FUNCTIONS****PSYCHOLOGICAL SCREENING PROGRAM:**

- Manage case flow and ensure timely completion of work.
- Organize, direct and supervise analysts, , technical and clerical staff involved in the administration, analysis, and required support activities required to operate the Department's psychological screening program for peace officer classifications.
- Ensures the proper referral of cases for review and scheduling of psychological interviews by PSU psychologists, and ensures staff collection of required documentation.
- Prepare, analyze and summarize reports related to case processing.
- Independently interacts with the contracted psychologists to ensure timely delivery of psychological decisions.
- Performs quality assurance reviews of redacted confidential information.

% 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>	
30%	<p><b>ADMINISTRATIVE DUTIES:</b></p> <ul style="list-style-type: none"> <li>Review, evaluate and report on the effectiveness of program procedures and policies, recommend and implement revisions to program policies and procedures, assist in developing psychological screening documents and materials as recommended by staff psychologists, draft and/or assign and review responses to program inquiries and candidate appeals.</li> </ul>	
10%	<p><b>OTHER RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>Assist the POAS Section Chief in coordinating the OPOS's statewide psychological screening program to obtain on-site psychological evaluations of applicants by contract psychologists.</li> </ul>	
<p><b>DESIRABLE QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>Independent.</li> <li>Excellent organization skills.</li> <li>Attention to details.</li> <li>Confidentiality due to nature of work projects.</li> <li>Tactful and professional.</li> <li>Open-minded and flexible to other ideas and solutions.</li> <li>Excellent written and communication skills.</li> <li>Working knowledge of computer applications – Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint, Internet Explorer).</li> <li>Able to multi-task.</li> </ul>		
<p><b>INTERPERSONAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>Works well with a team or group.</li> <li>Able to receive and provide direction.</li> </ul>		
<p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</b></p> <ul style="list-style-type: none"> <li>Office environment.</li> <li>Business dress, according to current policy.</li> <li>Extended periods of time in seated position.</li> <li>Use computer and telephone in performing work.</li> <li>Ability to handle stress.</li> <li>Confidential and sensitive environment.</li> </ul>		
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b></p>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<p><b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b></p>		
<p>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.</p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE