

Current     Proposed

<b>Classification Title</b> Chief Psychologist	<b>Division/Unit</b> Medical and Psychological Screening Division
<b>Working Title</b> Chief Psychologist	<b>IT Domain</b> (if applicable) N/A
<b>Position Number</b> 363-242-9251-001	<b>Effective Date</b>
<b>Name</b> Vacant	<b>Date Prepared</b> March 21, 2022

### CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

**Our Vision:** To be the premier leader and trusted partner in innovative human resources management.

**Our Mission:** To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

### General Statement

Under administrative direction of the Chief of the Medical and Psychological Screening Division (MPSD), the Chief Psychologist is responsible for the operation of the Psychological Screening Program (PSP) and maintaining standards governing determinations of psychological suitability of peace officer and non-peace officer candidates under the Peace Officer Standards and Training (POST) regulations. The incumbent will mentor, coach and supervise a team of Staff Psychologists and oversee the work of independent psychologists working under contract to perform psychological screenings of peace officer and non-peace officer candidates subject to POST requirements. The Chief Psychologist will act as the final arbiter in reaching a determination of suitability during the dispute resolution process. In the event a decision is appealed to the State Personnel Board (SPB), the incumbent, acting as the state's expert authority on all matters related to psychological suitability under POST regulations, will prepare and present expert testimony at an informal hearing held before a Staff Hearing Officer.

The Chief Psychologist may also review written assessment data, background investigation data, psychological history data, and medical and psychological treatment records for factors pertinent to candidate suitability; confer with representatives of state agencies to better understand their hiring needs and provide guidance on the significance of thorough background investigations to inform the psychological suitability evaluation process; conduct interviews of candidates; conduct research, oversee related project work and perform other duties as necessary and appropriate.

The incumbent must maintain the highest ethical standards and demonstrate a commitment to fairness in process to serve the needs both of state agencies and the public; appropriately safeguard confidential medical information; apply innovative solutions to support organizational

improvements; create a work environment that encourages collaboration, creative thinking and innovation; and demonstrate leadership to support diversity in the PSP selection process and the workplace.

## Job Functions

[Essential (E) / Marginal (M) Functions]:

**An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.**

Percentage (%)	(E) or (M)	Job Duties
35%	(E)	Provide leadership and direction to all PSP and contracted Psychologists. Supervise the work of PSP Psychologists which includes directing, coaching and mentoring, training, monitoring work and addressing employee discipline issues. Ensure that all Psychologists maintain a current and valid Psychology license to operate within the State of California and stay compliant with POST continuing education requirements.
20%	(E)	Work collaboratively with the MPSD Chief and Assistant Chief to plan and carry out operations for continued improvement of PSP, including conduct operational reviews to formulate policies and procedures, establish appropriate safeguards to ensure the confidentiality of sensitive personal and confidential information, monitor relevant laws, rules and regulations governing PSP to ensure continued compliance, and conduct recruitment for staff Psychologists, as needed.
15%	(E)	Review all second opinion reports submitted by Outside Qualified Evaluators; render final determinations of suitability in the event of a second opinion disagreement with the initial disqualifications; prepare a written justification, and present expert testimony at SPB appeal hearings.
15%	(E)	Working with the Assistant Chief, collaborate with PSP analysts to inform and guide the Dispute Resolution Process, including providing input into the development of policies, procedures and best practices in accordance with existing laws, rules and regulations. Establish, maintain, and foster effective working relationships with state departments, associations, organizations, and other relevant parties.
10%	(E)	Update and provide information to the Chief, Director and/or Chief Deputy Director on clinical aspects of PSP. Prepare written/oral reports as required.
5%	(E)	Review legislation and proposed regulatory changes affecting the psychological screening of peace officer candidates. Work collaboratively with Assistant Chief to ensure candidates' sensitive personal information is maintained confidentially.

## Supervision Received

The incumbent reports directly to and receives the majority of assignments from the MPSD Chief; however, direction and assignments may also come from the Director and/or Chief Deputy Director.

## Supervision Exercised

Directly supervises staff Psychologists and oversees sufficiency of work submitted by contracted Psychologists.

## Special Requirements / Desirable Qualifications

Ability to communicate effectively, have a keen ability to pay attention to details, and be flexible to changing work assignments and timelines/deadlines with short notice.

Must maintain the highest ethical standards; a valid Psychology license to operate within the State of California; compliance with POST continuing education requirements; and must actively support diversity, equity and inclusion in the workplace.

## Working Conditions

The duties of this position are performed indoors. The employee may work remotely as appropriate and allowable under applicable laws, rules and regulations, and may also have a workstation in a state-owned building equipped with standard or ergonomic office equipment, as necessary and appropriate. Travel may be required to attend meetings or training classes.

Ability to operate standard office equipment such as, but not limited to; a personal computer, printer, scanner/copier, etc.).

## Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** \* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date