

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 12/24/25
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-463-9839-XXX	Unit Psychology		
Class Title Senior Psychologist Specialist (Safety) Centralized Psychological Assessment Services (C-PAS)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R19	Work Week Group E	Class Ranges U

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Apply neuropsychological knowledge and techniques to the problems of mental, developmental and neuropsychological disabilities in judicially committed male adults; appraise neuropsychological instruments, conduct neuropsychological and behavioral evaluations; design and implement various forms of group and patient therapy for neurocognitively impaired patients; evaluate neuropsychological services and other programs; provide training in neuropsychological assessment; serve as consultant on the incorporation of neuropsychological services into treatment planning and forensic decision making.

Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI)

60%	NEUROPSYCHOLOGICAL ASSESSMENT AND DIAGNOSTIC FORMULATION: Assist treatment and unit staff in the formulation of concise and relevant referral questions for neuropsychological evaluations. Provide centralized, hospital-wide neuropsychological assessment of patients by referral from treatment teams and unit psychologists. Neuropsychological evaluations include conducting clinical neuropsychological medical chart reviews, clinical neuropsychological patient interviews, administering, scoring, and interpreting neuropsychological test results, and often collateral interviews. Brief "bedside" exams and consultations may also occur. Neuropsychological evaluation results are used to diagnose neuropsychological impairment, develop and recommend patient-specific clinical management interventions and/or provide opinions to inform forensic issues. Communicate neuropsychological evaluation results via written and, as needed, via oral reports. Data entry for completed referrals. Interpret and report on the results of advanced neuropsychological testing. Continually assess neuropsychological instruments for psychometric stability and appropriateness for patient care as they are published or new literature becomes available on instruments currently in use.
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	Provide evaluation feedback to staff and patients. Consultation regarding neuropsychological evaluations and/or rehabilitation to treatment teams, Forensic Services, and other staff regarding differential diagnosis and neuropsychological functioning of specific patients, including recommendations for clinical management and discharge/forensic recommendations.
15%	NEUROPSYCHOLOGICAL SERVICES CONSULTATION: Provide assessment support and consultation to psychologists regarding cognitive and neuropsychological assessment/screening/diagnostic procedures that can be conducted at the treatment unit level. Work with the Director of C-PAS and Chief of Psychology to recommend appropriate measures of cognitive functioning for use in wide screening of patients for intellectual, academic, and/or neuropsychological or cognitive deficits as requested to be implemented (e.g. on units). Consult with treatment staff regarding the interpretation and application of cognitive screening and other available information, including neuropsychological consultation and evaluation results, to treatment planning and forensic reports or testimony. Provide consultation to Psychology Department, hospital administration, Treatment Support or other Committees, and other staff regarding the functioning of the Neuropsychology Service and its application to patient care.
10%	Together with other neuropsychologists and ASH staff knowledgeable about cognitive disorders, design and provide cognitive remediation treatment / training for patients either in one-on-one or group settings.
10%	Qualified, licensed psychologists may clinically supervise pre-doctoral interns and other professionals to meet their licensure requirements. The Senior Psychologist Specialist in Neuropsychology will provide advanced training in the selection, administration and interpretation of neuropsychological assessment procedures and other neuropsychological issues as requested. The neuropsychologist will participate as facilitator in Neuropsychology continuing education activities and may serve as lead in rounds regarding patients referred for neuropsychological evaluations. Psychologists are expected to attend all regular meetings of the Psychology Department and participate in on-going quality assurance and improvement activities as assigned by the Chief of Psychology Service. Psychologists are expected to meet continuing education requirements and to actively seek learning opportunities for professional growth and development. Complete other duties as assigned by the Chief of Psychology or delegated Senior Psychologist, Supervisor or administrative supervisor.
5%	Complete data entry as required. Assist with the conceptual maintenance, upgrading and as needed development of aggregate databases for neuropsychological assessment and cognitive screening data. Ensure the compatibility of these data

	with those from other clinical assessment databases maintained within the department. Conduct as needed analyses of these data as related to the understanding of the ASH patient population, the effectiveness of neuropsychological services, patients' response to treatment, and clinical outcomes. Report these findings to C-PAS director, Chief of Psychology and other administrators as requested. As appropriate and approved, prepare professional publications based on studies conducted using these data.
Other Information	Supervision Received: Chief of Psychology and/or delegated Senior Psychologist, Supervisor Supervision Exercised: May provide training of interns KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Psychological theories and research; principles, techniques, and problems in developing and coordinating a specialized psychological and neuropsychological evaluation and treatment program; principles, techniques, and research of conducting clinical neuropsychological medical chart reviews and clinical neuropsychological patient interviews, developing and recommending clinical management interventions, diagnosing neuropsychological impairment; Principles, techniques and trends in psychology with particular reference to normal and disordered behavior; human development, motivation, personality learning, patient differences, adaptation and social interaction; methods for the assessment and modification of human behavior; characteristics and social aspects of mental and developmental disabilities; research methodology and program evaluation; institutional and social process, group dynamics; functions of psychologists in various mental health services; current trends in the field of mental health; professional training; community organization and allied professional services. Neuropsychologist's knowledge should include such topic areas as: psychological assessment, neuropsychological assessment, basic neurosciences, functional neuroanatomy, neuropathology, psychopathology, and psychological and neuropsychological interventions ABILITY TO: Use psychological, neurological, cognitive, behavioral, and physiologic principles, techniques, and assessments to evaluate patients' neurocognitive, behavioral, and emotional strengths and weaknesses via conducting neuropsychological evaluations, clinical neuropsychological medical chart reviews and patient interviews. To identify and diagnose neuropsychological impairment, neurodevelopmental and neurocognitive disorders and develop, recommend, and implement clinical management interventions. Communicate neuropsychological evaluation results in writing and/or via verbal report. Plan, organize, and work in a specialized psychological treatment program involving members of other treatment disciplines; provide professional neuropsychological consultation and program leadership; Provide professional consultation; teach and

participate in professional training; recognize situations requiring the creative application of technical skills; develop and evaluate creative approaches to the assessment, treatment, and rehabilitation of mental disabilities, to the conduct of research, and to the development and direction of a psychology program; plan, organize, and conduct research, data analysis and program evaluation; conduct the more difficult neuropsychological assessment and psychological treatment procedures; analyze situations accurately and take effective action; speak and write effectively.

REQUIRED COMPETENCIES

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

Possess knowledge of the laws and regulations pertaining to confidentiality of psychological and neuropsychological testing data. Is familiar with the discharge relevant treatment needs of patients at Atascadero State Hospital. Is familiar with the impact of forensic evaluation and testimony of neuropsychological assessment data. Conducts assessments according to these needs and other relevant forensic issues.

TECHNICAL COMPETENCIES

Ability to select, administer and interpret neuropsychological tests for the purposes of diagnosis, treatment planning and forensic decision making with forensic psychiatric patients. Ability to use assessment computer scoring programs. Accurate data entry into scoring programs and databases. Ability to provide relevant recommendations in response to patients' strengths and weaknesses and treatment needs. Ability to design, conduct and report on data analyses involving neuropsychological and related clinical data.

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

Possess a valid license as a psychologist issued by the California Board of Psychology and possess an earned doctorate degree in psychology from an educational institution meeting the criteria of Section 2914 of the Medical Board of California's Business and Professions Code.

Individuals who do not qualify for licensure by the California Board of Psychology or who are in the process of securing this license will be admitted into the examination and may be appointed but must secure a valid license within 3 years of an appointment or the employment shall be terminated.

TRAINING CATEGORY - 2

The employee is required to keep current with the completion of all required training.

PHYSICAL DEMANDS – See attached**WORKING CONDITIONS:**

Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

	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 Office of Human Rights). _____ Employee Signature _____ 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's Signature _____ Date _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Sr. Psychologist Specialist (9839) -
Centralized Psychological Assessment Services (C-PAS)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmate, patients, or clients				X		
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing		X				
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise		X				
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					