

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 065-923-9283-018				
UNIT NAME AND CITY LOCATED Statewide Mental Health Program, Statewide		CLASSIFICATION TITLE Psychologist – Clinical, Correctional Facility				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP E	CBID R19	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Statewide				
INCUMBENT (If known)		EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

**PRIMARY DOMAIN:**

Under the general direction of the Senior Psychologist, Correctional Facility (CF) (Supervisor), Offenders with Mental Health Disorders (OMHD) program, the Psychologist-Clinical, CF conducts evaluations of incarcerated patients in the determination of whether they meet criteria under the OMHD statute. The OMHD Program supports Mental Health Services Delivery System treatment programs by dedicating clinical staff for Penal Code 2960 through 2981, Mandated OMHD Evaluations. Travel for interviews at prisons, jails, re-entry facilities, as well as remote interviews and confidential workspace 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. <i>(Use addition sheet if necessary)</i>
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**ESSENTIAL FUNCTIONS****55%**

Conducts mental health evaluations including, but not limited to, OMHD (PC 2962), review of records to obtain comprehensive background information regarding criminal and mental health histories; conducts forensic mental health examinations of incarcerated patients for the purpose of determining dangerousness and statutorily defined criteria for inpatient mental health treatment. Navigates required electronic databases for records review and to support findings, including but not limited to Electronic Health Record System (EHRS), Electronic Records Management System (ERMS), Strategic Offender Management System (SOMS), Boards Information Technology System (BITS), and Learning Management System (LMS). Regularly meets strict timelines for evaluation and report turn around times.

30%	Prepares formal forensic psychology reports, based on review of incarcerated-patient's records and direct examinations of incarcerated patients; revises/edits reports into final form; reviews and confirms final reports for correctness and accuracy. Amends reports as required to meet statutory and policy standards.
10%	Attends training on mental health evaluation processes and procedures. Participates in consultations with Senior Psychologist, CF (Supervisor) of the OMHD Unit. Conducts peer review of evaluations completed by other forensic evaluators and participates in quality improvement activities. Ensures the best possible compliance with penal codes to maintain quality control of decision-making processes and procedures and evaluation performance standards. Attends court hearings as indicated regarding report findings and clinical determinations; and provides other related information as may be required to assist the Court Certification Hearings process. Performs problem-solving actions regarding OMHD concerns and provides recommendations. Travel is required.
5%	Performs other related duties as required.
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Psychological theories and research; principles, techniques, and problems in developing and coordinating a clinical psychological treatment program; principles, techniques, and trends in psychology with particular reference to normal and disordered behavior, human development motivation, personality learning, individual differences, adaptation, and social interaction; methods for the assessment and modification of human behavior; characteristics and social aspects of mental disorders and retardation; 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; and community organization and allied professional services.</p> <p><i>Ability to:</i> Plan, organize, and work in a specialized clinical psychological treatment program involving members of other treatment discipline; provide professional consultation and program leadership; 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 disorders, to the conduct of research, and to the development and direction of a psychological program; plan, organize, and conduct research, data analysis, and program evaluation; conduct assessment and psychological treatment procedures; secure the cooperation of professional and lay groups; analyze situations accurately and take effective action; and communicate effectively.</p> <p><b>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.</li> </ul> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.</p> <p>Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p>

<p>Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; scientific and professional integrity; emotional stability; patience; alertness; tact; and keenness of observation.</p> <ul style="list-style-type: none"> <li>• Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.</li> <li>• Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.</li> <li>• Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.</li> <li>• Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> </ul>		
<p><b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b></p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p><b>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b></p>		
<p><b>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.</b></p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>