

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 3/20/26
Employee Name	Division Department of State Hospitals-Atascadero		
Position No / Agency-Unit-Class-Serial 455-461-9873-XXX	Unit Medical Director		
Class Title Psychologist (Safety) – Forensic Postdoctoral Fellow	Location Forensic Services Department		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R19	Work Week Group E	Class Ranges U & V

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

During the course of training, the Postdoctoral Fellow is expected to develop specialized professional competence to deal with forensic psychological issues in a psychiatric setting. Inasmuch as the fellowship is a training program, the Postdoctoral Fellow is not privileged to practice independently within DSH-Atascadero or affiliated sites. All direct psychological services are provided under the supervision, hospital privileges, and professional license of a Postdoctoral Fellowship Faculty Member. All written work products, including reports, consultation, and progress notes are countersigned by the licensed psychologist or board-certified psychiatrist who provided clinical supervision for that work.

50%	<p><u>Psychological Evaluation and Assessment</u></p> <p>Under direct supervision, the Postdoctoral Fellow conducts forensic evaluations across all DSH-A forensic commitments (e.g., PC 1370, PC 2962/2972, PC 1026). The evaluations authored will be cosigned and submitted to the Court or other required agency, and the reports are expected to synthesize data gathered during record review, collateral interviews, and patient interviews. Forensic reports authored may include administration of psychological assessments, and Postdoctoral Fellows would be expected to administer, score, interpret, and write up a wide variety of psychological assessment instruments (e.g., measures of intellectual functioning, neuropsychological functioning, personality/psychopathology, forensic assessment instruments), as clinically appropriate. The Postdoctoral Fellow writes forensic and psychological assessment reports that accurately and concisely integrate and communicate information from chart reviews, interview data, mental status exams, testing data, and collateral sources. Postdoctoral Fellows may be required to provide expert witness testimony on their opinions in superior courts throughout the State of California, as well as before the Board of Parole. The Postdoctoral Fellow will receive both individual and group supervision throughout the completion of their evaluations.</p>
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15%	<p><u>Expert Witness Testimony</u></p> <p>The Postdoctoral Fellow will be required to provide expert witness testimony on their forensic opinions in Superior Courts throughout the State of California, as well as before the Board of Parole. Provision of expert witness testimony may include research and The Postdoctoral Fellow will receive both individual and group supervision in preparation for testimony.</p>
10%	<p><u>Forensic Issues and Case Law Seminars</u></p> <p>The Postdoctoral Fellow attends weekly seminars conducted by members of the Forensic Services Department staff or other designated speakers. Case Law seminars will focus on federal and state-specific landmark cases relevant to forensic evaluation. The Postdoctoral Fellow completes assigned readings, writes briefs of landmark cases, outlines readings, and participates actively in seminar discussions. The Postdoctoral Fellow presents case material and gains expertise in a wide variety of professional topics that are included in didactic lectures as well as in the clinical discussions.</p>
10%	<p><u>Consultation</u></p> <p>The Postdoctoral Fellow will consult with treatment teams and other unit staff during the course of the forensic evaluation process and will provide forensic consultation services during other designated times during the training year. This consultation may include attendance at treatment team conferences to explain forensic opinions, as needed. The Postdoctoral Fellow will also participate in monthly Forensic Consultation Groups within the Forensic Services Department.</p>
10%	<p><u>Predoctoral Intern Consultation/Training</u></p> <p>In conjunction with licensed psychologists in Forensic Services, the Postdoctoral Fellow will provide case consultation, training in forensic evaluations, and didactic education to predoctoral psychology interns.</p>
5%	<p><u>Special Project</u></p> <p>The Postdoctoral Fellow will complete a special project that comprises up to five percent of their weekly job duties. The Special Project may include, for example, clinical treatment activities that do not conflict with their role as a forensic evaluator, a research project, training/program development, etc. The Special Project must be approved by the Postdoctoral Fellowship Director(s).</p>
Other Information	<p>Supervision Received: Senior Psychologist Supervisor</p> <p>Supervision Exercised: N/A</p> <p>KNOWLEDGE AND ABILITIES:</p>

KNOWLEDGE OF:

The basic principles and techniques of clinical psychology as it relates to forensic evaluation and expert testimony.

ABILITY TO:

Under supervision, perform the duties of a doctoral psychologist in training in the field of psychology (e.g., consultation, forensic evaluations, provision of expert testimony, psychological assessments, gather and analyze data, establish and maintain effective working relationships, communicate 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

During the course of training, the Postdoctoral Fellow gains supervised training and experience in clinical psychology with some specialized knowledge of treatment of the severely mentally ill and of forensic issues.

TECHNICAL COMPETENCIES

The Postdoctoral Fellow attends weekly seminars dealing with application of diverse clinical, cross-cultural, and forensic issues to expand competency in all areas of clinical practice. Fellows are expected to have competencies in word processing (e.g., Microsoft Word) and use of spreadsheets (e.g., Microsoft Excel).

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. The Postdoctoral Fellow typically gains supervised qualifying pre-doctoral licensure hours required to take the national psychology licensing examination.

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
Psychologist (9873) Forensic Postdoctoral**

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				
Running	X					
Walking			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					