

**NEUROPSYCHOLOGIST SENIOR
SPECIALIST**
Duty Statement
(Rev. 12/14/2025)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division Department of State Hospitals-Patton			
Position No / Agency-Unit-Class-Serial 502-211-9839-XXX	Unit			
Class Title Neuropsychologist (Sr. Psychologist Specialist)	Location Department of Psychology			
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R19	Work Week Group: SE	Pay Differential Telework	Other
INTRODUCTION The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner and seek innovation and excellence in hospital operations across a continuum of care and settings. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to patients, staff, and stakeholders.				
Description of the position's organizational setting and major functions Under general direction of the Assistant Medical Director, the Neuropsychologist performs difficult and responsible assignments relating to psychological assessments and treatment, serves as a department and hospital-wide expert and psychology consultant in Neuropsychology to other Psychologists and hospital staff, and does other related work. Applies specialized psychological and neuropsychological knowledge and techniques in the assessment and treatment of individuals with psychiatric and neurocognitive illnesses; conducts various forms of group and individual therapy, evaluates programs; provides training to serve as consultants. The Neuropsychologist is assigned primarily to the Neuropsychology service and performs assessments, consultation and neurocognitive rehabilitation services hospital-wide. Duties include, but are not limited, to the following (approximately percentage times are listed for each activity). AREAS OF ACCOUNTABILITY:				
35%	Complete neuropsychological evaluations and assessments including selection, administration, scoring, and interpretation of neuropsychological tests within an examination context. These evaluations may include patients with various neurological conditions, such as traumatic brain injury (TBI), dementia, or cerebrovascular problems. This			

	includes both screening for cognitive dysfunction as well as more comprehensive evaluations or a range of neuropsychological domains.
20%	Participate by attending and/or presenting at hospital in-service or community based training/conferences as arranged, scheduled, or required by the Hospital, the Program or the Medical Staff/ Psychology Department. If licensed, obtain the minimum Mandatory Continuing Education required for biennial re-licensure by the Board of Psychology. Participate in the APA-accredited training program for psychology interns and/or the Postdoctoral Neuropsychology Fellowship Program as teacher and/or as clinical lead. May provide scheduled postdoctoral licensure hours for pre-licensed Fellows or staff Psychologists as qualified/assigned. If pre-licensed, participate in a minimum of 4 hours/week (10%) in scheduled supervision/training provided by qualified staff.
15%	Conduct treatment interventions including cognitive remediation, individual and group psychotherapy, crisis intervention, and behavior modification.
10%	Serve as a consultant to interdisciplinary teams with regard to the cognitive functioning of patients. As needed, attend scheduled treatment planning conferences and dispositional staffings to inform treatment team. Consult with the unit Psychiatrist and Interdisciplinary Team regarding patient care. Serve as qualified expert witness when required by the courts.
10%	Participate in research, statistical analysis of data and/or program evaluation as required/approved, following Federal and State guidelines as applicable. Prepare related reports or articles for publication as appropriate. Participate in the Quality Improvement Program (and ongoing monitoring) of the Department of State Hospitals- Patton and the Medical Staff/Psychology Department as appropriate and assigned.
5%	Document psychological services, using the Departmental guidelines such as Clinical Record Documentation System (CRDS-II) format, meeting Medicare Fee-for-Service standards when required. Assist in preparation of staffing and other reports as required by the ID Team.
5%	Participate as a member in the meetings, committees, and assigned functions of the Hospital the Program, the Medical Staff and/or Psychology Department, following the professional standards of practice and ethical guidelines set forth by the Medical Staff Bylaws, the American Psychological Association, the Board of Psychology (BOP) and the Psychology Department "Rules and Regulations."

SUPERVISION	SUPERVISION RECEIVED: Direct supervision will be provided by the Senior Psychologist Supervisor (Neuropsychologist) at DSH – Patton who is under direction of the Assistant Medical Director. The professional conduct for psychologists is determined by the Standards of Practice and the Ethics Guidelines formulated by the American Psychological Association, by the laws, rules and regulations of the Board of Psychology (BOP), the Bylaws of the Medical Staff and the Rules and Regulations of the Psychology Department. SUPERVISION EXERCISED: At the discretion of the Psychology Department and/or Medical Staff Credentials Committee, primary licensed psychologists may be assigned to (1) Proctor licensed psychologists during the probationary period, and (2) Lead pre-licensed psychologists who are preparing for State licensure. At the discretion of the Psychology Training Director, Psychologists may be assigned to lead the Clinical Psychology Interns (CPI) in the Program accredited by the American Psychological Association (APA) or the Postdoctoral Fellows in the Department of State Hospitals – Patton Neuropsychology Fellowship Program, listed nationally in the Association of Psychology Postdoctoral & Internship Centers (APPIC).
Required Knowledge, Abilities	KNOWLEDGE OF: Neuropsychological and general psychological theories and research; principles, techniques, and problems in developing and coordinating a specialized psychological treatment program for individuals with mental illness and cognitive impairment; principles, techniques, and trends in neuropsychology with particular reference to the neurocognitive correlates of psychiatric disorders, neurobehavioral syndromes (including dementias), functional neuroanatomy, neuropsychological assessment, and cognitive remediation; 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 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; and community organization and allied professional services. ABILITY TO: 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 assessment and psychological treatment procedures; analyze situations accurately and take effective action; and communicate effectively.
Required Competencies	INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job classification and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control. CPR Maintains current certification. AGE SPECIFIC Provides services commensurate with age of patients being served. Demonstrates knowledge of growth and development of the following age categories. ☐ Pediatric ☐ Adolescent ☒ Adult ☒ Geriatric THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of providing a safe work environment and therapeutic milieu; including strategies to prevent, suspend, and mitigate potentially dangerous/violent situations (TSI). RESTRAINT/SECLUSION Demonstrates knowledge of criteria for and appropriately uses, orders, applies, and removes restraint and/or seclusion. CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively. SITE SPECIFIC COMPETENCIES Core Clinical Privileges in Assessment/Evaluation, Individual and Group Psychotherapy. Proficiency in neuropsychological assessment and evaluation. TECHNICAL PROFICIENCY (SITE SPECIFIC) Holds "Full" Clinical Privileges; Basic Proficiency in Forensic Psychology and Clinical Supervision; Advanced Proficiency in Neuropsychological Assessment and other areas as qualified/approved.
Other Information	LICENSING 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 have possession of 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.
- Newly hired pre-licensed staff will have up to two years from appointment in which to obtain their license (Health and Safety Code, Sec 1277 b). While unlicensed, the psychologist is under the assigned supervision of a primary licensed psychologist. Staff with an out-of-state license must make application to the Board of Psychology of the Medical Board of California to clarify their licensure status and successfully pass the examination for California licensure within the time frame specified by law.

TRAINING – Training Category

The employee is required to keep current with the completion of all required training including but not limited to current CPR certification.

WORKING CONDITIONS

The Neuropsychologist is a Statutorily Exempt (Workweek Group SE) employee and is required to work in a variety of settings through the hospital as determined by the operational needs of the hospital. Employee is required to report to work on time, abide by shift scheduled hours, and follow established procedures for reporting absences. As a statutorily exempt employee, the employee is assigned a 40-hour work week schedule; however, may be required to work shifts of longer duration.

The employee is to abide by hospital and DSH policies and procedures including but not limited to hospital Administrative Directives. The employee is to maintain a professional appearance and maintain professional, supportive interactions with other employees, patients, and the public. All employees are required to have an annual health review (including annual TB skin testing) and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and that they are able to safely perform their essential job functions.

(Duties in boldface font represent **essential functions**)

	Employee Signature	Print Name	Date
	Supervisor Signature	Print Name	Date
	Reviewing Supervisor Signature	Print Name	Date