

DUTY STATEMENT
DSH3002 (Rev. 11/2022)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division Community Forensic Partnerships Division		
Position No / Agency-Unit-Class-Serial 461-443-7620- xxx	Unit Diversion & Community Based Restoration (DCR)		
Class Title Consulting Psychologist	Location Sacramento – Allenby (statewide)		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID R19	Work Week Group: E	Pay Differential
Other			
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the general direction of the Community Inpatient Facilities (CIF) Senior Psychologist Supervisor, the Consulting Psychologist provides clinical and operational oversight of acute and sub-acute CIFs, serving Felony Incompetent to Stand Trial (FIST) clients and temporary admissions for long-term commitments, for assigned inpatient hospitals. The candidate will collaborate with county and inpatient hospital partners in developing and supporting programming to provide treatment in community settings, with the goal of expanding the continuum of care for FIST defendants. The Consulting Psychologist serves as the clinical liaison between the programs, county courts, and the Department's Community Forensic Partnerships Division (CFPD). Statewide travel will be required. Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).			
% 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; percentage must total 100%. (Use additional sheet if necessary).		
45%	Serves as clinical lead in the development and implementation of statewide DSH acute and sub-acute Community Inpatient Facility (CIF) programs within assigned regions. Duties include, but are not limited to, providing consultation, support, and technical assistance to counties, third-party providers, and other parties implementing Community Inpatient Facility programs; developing clinical standards and best practices for Community Inpatient Facility programs; developing and maintaining policies and procedures; developing and maintaining monitoring tools. Conducts quarterly site visits for assigned programs. Develops standardized procedures for formal program reviews.		
30%	Monitors the clinical and administrative performance of all Community Inpatient Facility programs assigned. Identifies trends and areas for continuous quality improvement. Provides consultation, training, and technical assistance to programs regarding the expected standards of operation. Serves as the clinical lead for the organization and preparation of quarterly site visits. Travels to the programs to perform routine site visits on a quarterly basis and formal program reviews on a biannual basis, or more frequently as needed, to ensure program compliance with departmental policies and procedures. Documents all findings in post-visit and post-review reports. Gathers and utilizes data to support findings of program deficiencies. Provides recommendations and resources to support program needs. Develops and tracks corrective action plans.		

10%	The incumbent will develop and apply extensive knowledge of the full scope of community-based competency restoration services. The incumbent will provide consultation on the variations between county and other programs with an emphasis on treatment delivery. The incumbent will recommend and implement policy development involving forensic mental health services including inter-agency collaboration, consultation, and education. The incumbent will develop and maintain working relationships with external partners including, but not limited to, various private providers, county and justice partner representatives.
10%	Serves as the clinical liaison between the programs and the Department's Community Forensic Partnerships Division, Forensic Services Division, Patient Management Unit, and Legal Services Division. Regularly reports oversight observations and findings and updates on program operations.
5%	Reviews Special Incident Reports (SIRs), makes recommendations regarding the program's incident trends, and conducts follow-up reviews to monitor program adjustments in response to incidents. Performs other Consulting Psychologist duties as required.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties. A majority of the essential functions of this position may be performed via telework and/or flexible scheduling in accordance with DSH PD 5338. Although the ability may be granted, incumbent must be available to report to in-person mandated trainings and essential meetings. Travel may be required 25% of the time. I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

	_____ Employee's 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