

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division Forensic Services Division			
Position No / Agency-Unit-Class-Serial 461-440-7620-XXX	Unit Independent Placement Panel			
Class Title Consulting Psychologist	Location Sacramento			
Subject to Conflict of Interest ☒ Yes ☐ No	CBID R19	Work Week Group: E	Pay Differential N/A	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Senior Psychologist Supervisor (Assistant Chief Psychologist), the Consulting Psychologist (CP) serves as a member of the Independent Placement Panel (IPP) team, to provide forensic community placement evaluations, expert testimony, and consultation. This is a tele-commute position that reports to Sacramento but may be physically located anywhere within California. Statewide travel may be required. Incumbent will be required to attend mandatory training, site visits, and meetings as directed by the Assistant Chief Psychologist. Timely meeting deadlines and report submission is required, and self-directed time-management is an essential function of the position. 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.)			
50%	Per caseload requirements, independently evaluates DSH and CONREP patients in locked settings (pursuant to Penal Code (PC) sections 1026, 2972, and Welfare and Institutions Code (WIC) 6316) referred as potential candidates for step-down placement from CONREP's statewide (pursuant to WIC 4360.5, PC section 1600, and PC 1026(c)) using a standardized forensic assessment protocol established by DSH to determine if individuals can be safely and effectively treated in locked step-down or community treatment settings. The IPP evaluator will possess specialized knowledge and experience in the field of forensic psychology and forensic evaluations, an understanding of relevant research literature, and an understanding of violence risk assessment applied to these populations. The evaluator will possess a working knowledge of CONREP's, locked and community step-down continuum programs, DSH's developing system of community treatment programs and resources available.			
30%	Per caseload requirements and as part of the overall IPP evaluation, the evaluator establishes collateral contact with the referring CONREP's Community Program Directors (CPD), DSH forensic evaluators, and DSH treatment teams to gather			

	case specific information. Independently reviews all necessary records and documents needed for the IPP evaluations. The evaluator will also prepare and testify in court proceedings as required by the courts.
15%	Incumbent may be required to conduct in-person evaluations and attend in-person site visits statewide as operationally needed. Incumbent may be assigned additional forensic evaluations, training, and consultation duties. Incumbent may also be assigned to participate in specialized quality improvement initiatives including: quality assurance team, clinical consultation teleconferences, quality improvement-related research, clinical projects, development of evaluation standards and templates, participation in stakeholder's meetings. Incumbent will be required to attend and participate in weekly IPP staff meetings. The incumbent will attend and participate in other meetings and perform other duties and functions as may be required to support the overall mission of the division and department.
5%	Other duties as assigned, appropriate to the classification.
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 that may be graphic or explicit in nature and is expected to maintain confidentiality at all times. This position reports to the Allenby Building in Sacramento County. A majority of the essential functions of this position may be performed via telework, hybrid and/or flexible scheduling in accordance with DSH PD 5338. Although the ability may be granted, the incumbent must be available to report to in-person mandated trainings and essential meetings. Up to 10% statewide travel; travel throughout California site visits, including overnight travel, to DSH partnered treatment facilities will be required with prior notice. Evaluators 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. 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. 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'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