DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name Vacant	**Division** Community Forensic Partnerships			
Position No / Agency-Unit-Class-Serial 461-440-9831-002	**Unit** Competency Stabilization Unit			
Class Title Senior Psychologist Supervisor	**Location** DSH-Sacramento			
Subject to Conflict of Interest ☒Yes ☐No	**CBID** S19	**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 general direction of the Chief Psychologist of the Incompetent to Stand Trial (IST) Programs Operations for the Community Forensic Partnerships Division (CFPD), the Assistant Chief Psychologist (Senior Psychologist Supervisor) is responsible for assisting in the administrative and clinical oversight of the State's Early Access and Stabilization Services (EASS) programs.

The incumbent will directly supervise Consulting Psychologists that serve as liaisons to the EASS and Jail-Based Competency Treatment (JBCT) programs. In addition, the Assistant Chief Psychologist will provide clinical coverage and support to the JBCT program, as needed, in coordination with the Assistant Chief Psychologist responsible for JBCT. The incumbent will indirectly supervise other Competency Stabilization Unit (CSU) Consulting Psychologists responsible for EASS oversight and will collaborate with JBCT Leadership on matters affecting shared operations, clinical practices, stakeholder relationships, and continuity of leadership. The incumbent will provide coverage during periods of absence or increased workload.

The Assistant Chief Psychologist will provide leadership and oversight focused on ongoing quality, effectiveness, and performance of EASS programs, including continuous quality improvement, program evaluation, policy and procedure development and refinement, training, clinical consultation, and oversight of program practices. The Assistant Chief Psychologist will also oversee site visits, audits, and other program reviews conducted by the Consulting Psychologists to assess program performance, identify trends and areas of improvement, monitor compliance with established standards and contractual requirements, and promote consistency across programs. The incumbent will be responsible for establishing and maintaining relationships with the courts, Sheriff's Departments, and Contractors across the state to support the ongoing effectiveness and sustainability of EASS programs, address system and service-delivery issues, participation in contract negotiations as appropriate, and oversight of programs' performance.

This position reports to Sacramento but can be physically located anywhere within California.

Statewide travel will be required.

This position requires a 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).**
30%	Provide regular reports to the Chief Psychologist and Community Forensic Partnerships Division Leadership regarding EASS program performance, quality indicators, clinical and operational trends, census and capacity, site visit findings, corrective actions, and continuous quality improvement efforts. Assist in the oversight, development, and updating of EASS Policies and Procedures. Review SIRs submissions and provide feedback on resolution needed for any corrective actions and opportunities for systemic improvement. Analyze program data and information to identify trends, service-delivery gaps, and opportunities to improve program effectiveness, consistency, and outcomes.
20%	Oversee Consulting Psychologists' site visits of each program; ensure that ongoing standards for programs are planned, developed, and administered, ensuring that contractors and subcontractors provide appropriate treatment and receive necessary training. Ensure that finding are documented and communicated and that identified deficiencies or opportunities for improvement are appropriately addressed. Conduct on-site reviews and audits as needed, particularly for complex or significant issues. Provide consultation and recommendations regarding program practices, training needs, and quality improvement initiatives.
20%	Establish and maintain relationships with courts, Sheriffs' Departments, Contractors, and other stakeholders throughout the state to ensure patients are referred appropriately and to support effective operation and coordination. Collaborate with EASS jail staff, Consulting Psychologists, contractors, and other stakeholders to evaluate program effectiveness and address clinical, operational, and service-delivery concerns. Provide consultation and technical assistance regarding complex patient, jail, referral, treatment and programmatic issues. Identify barriers and develop or recommend strategies to improve referral processes, treatment initiation, access to services, program capacity, and continuity of care.
20%	Recruit, onboard, supervise, and develop Consulting Psychologists responsible for providing program liaison and clinical consultation services. Provide ongoing clinical and programmatic consultation and direction regarding site reviews, quality improvement activities, complex program issues, stakeholder relationships, and professional development. Conduct reguarl consultation meetings to review program performance, emerging issues, trends, corrective actions, and opportunities for improvement. Provide training and technical assistance to EASS programs as identified through program reviews, quality improvement activities, or emerging system needs. Attend mandated and ongoing professional trainings as required.
10%	Serve as a member of the CFPD senior leadership team by attending regular manager meetings, providing input in operational and strategic decisions, and representing the Division or Department in various internal and external settings. The incumbent will be required to present program updates and provide updates on expansion efforts to executive level staff and internal and external stakeholders. Collaborate with leadership to identiy systemwide opportunities for

	improvement and support strategic initiatives affecting the EASS and JBCT programs. Provide coverage and support to the JBCT program, as needed, in coordination with the JBCT Assistant Chief Psychologist, including during periods of absence or increased workload. Excellent communication both orally and in written form is 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 that may be explicit or graphic in nature 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. The 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 is required approximately up to 15% of the time. Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability. 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 the employee and have provided a copy of this duty statement to the employee named above.

	_____ Supervisor's Signature _____ Date