# DUTY STATEMENT

| CDCR INSTITUTION OR DEPARTMENT<br>California Correctional Health Care Services | POSITION NUMBER (Agency – Unit – Class – Serial) |
|---|---|
| UNIT NAME AND CITY LOCATED<br>Mental Health Services | CLASSIFICATION TITLE<br>Senior Psychologist, CF (Specialist) |
| | WORKING TITLE |

| COI | WORK WEEK GROUP | CBID | TENURE | TIME BASE |
|---|---|---|---|---|
| Yes ☐<br>No ☐ | | | | |

| SCHEDULE (Telework may be available): _____ AM to _____ PM.<br>(Approximate only for FLSA exempt classifications) | SPECIFIC LOCATION ASSIGNED TO |
|---|---|
| INCUMBENT (If known) | EFFECTIVE DATE |

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

**PRIMARY DOMAIN:**

Under the general direction of the Chief of Mental Health or Chief Psychologist, the Senior Psychologist, CF (Specialist), is responsible for the evaluation, diagnosis and treatment of inmates in the Mental Health Services Delivery System (MHSDS) and Developmental Disabilities Program (DDP). The Senior Psychologist Specialist will assist in gathering and analyzing data regarding performance measures for the DDP Program and MHSDS as assigned. The Senior Psychologist Specialist position requires moderate travel to other institutions, assisting with evaluation and review of the Mental Health programs at these other institutions.

| % 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. *(Use addition sheet if necessary)* |
|---|---|
| | **ESSENTIAL FUNCTIONS** |
| **30%** | Participates in evaluation of DDP inmates, performing CASE evaluations and record reviews. Completes audits of the DDP program requirements and MHSDS program requirements as assigned. Reviews and analyzes data related to performance measures for the MH Department. Writes reports describing and explaining performance deficiencies and makes recommendations for corrective action. Completes audits on various Mental Health Delivery System Program Guide requirements as well as assessment and treatment related quality measures. Assists the individual departments (Psychology, Social Work and Psychiatry) in developing and maintaining ongoing peer review activities. |

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| **30%** | Participates in quality improvement programs, including chart reviews, staff training, utilization review, and other department meetings as required. Travels to conduct audits and reviews of institutions mental health programs in the Central Region and if needed in the Northern and Southern Region as requested by headquarters. Develops and conducts staff trainings related to quality improvement and program requirements as needed. |
| **20%** | Participate in Interdisciplinary Treatment Team planning sessions and case reviews. Participates on the Suicide Prevention Committee and maintains close communication with the Suicide Prevention Coordinator. May also serve as a Suicide Prevention Coordinator. In this capacity, the Senior Psychologist (Specialist) is responsible for maintaining suicide activity statistics, monitoring compliance of suicide follow-up requirements, coordinating and conducting institutional psychological autopsies, and conducting monthly suicide prevention meetings. Attend Mental Health Treatment meetings. Conduct clinical intervention when required per Use of Force Policy. Complete documentation of clinical intervention. |
| **15%** | Responds to emergencies and provides emergency psychological evaluation and treatment. Attends continuing medical education and a minimum of 40 hours of In-Service Training annually. |
| **5%** | Other duties as required and/or assigned. |

**KNOWLEDGE AND ABILITIES**

*Knowledge of:* 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; forensic psychology; 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.

**SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT**

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

**SPECIAL PHYSICAL CHARACTERISTICS**

- Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well- being or that of

their fellow employees or that of inmates.

- Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

| SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*** | | |
|---|---|---|
| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
| | | |

| EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*** | | |
|---|---|---|
| **The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.** | | |
| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
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# DUTY STATEMENT

| CDCR INSTITUTION OR DEPARTMENT<br>California Correctional Health Care Services | POSITION NUMBER (Agency – Unit – Class – Serial) | | | | |
|---|---|---|---|---|---|
| UNIT NAME AND CITY LOCATED<br>Mental Health | CLASSIFICATION TITLE<br>Senior Psychologist, Correctional Facility (Specialist) | | | | |
| | WORKING TITLE | | | | |
| | COI<br>Yes ☐<br>No ☐ | WORK WEEK GROUP | CBID | TENURE | TIME BASE |
| SCHEDULE (Telework may be available): _____ AM to _____ PM.<br>(Approximate only for FLSA exempt classifications) | SPECIFIC LOCATION ASSIGNED TO | | | | |
| INCUMBENT (If known) | EFFECTIVE DATE | | | | |

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Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

| **PRIMARY DOMAIN:** | |
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Under the general direction of the Chief Psychologist, Correctional Facility (CF) or Chief of Mental Health Services, the Senior Psychologist, CF (Specialist), Suicide Prevention, Training and Assessment Coordinator coordinates the institution's suicide prevention program, including training, suicide risk evaluations, internal reviews of suicide attempts and completed suicides, and institutional audits, reviews, and improvement of suicide prevention practices. The Senior Psychologist, CF, (Specialist) also coordinates and monitors the Mental Health Program's training activities and has oversight of the psychological assessment program. The Senior Psychologist, CF (Specialist), maintains order and supervises the conduct of the incarcerated and protects and maintains the safety of persons and property. Some travel is required.

| % 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. *(Use addition sheet if necessary)* |
|---|---|
| | **ESSENTIAL FUNCTIONS** |
| **30%** | Coordinates the institution's Suicide Prevention Program and Suicide Risk Evaluation Mentor Program; consults with institution health care, custodial, and management staff on improving suicide prevention policies and procedures; chairs the institution's Suicide Prevention and Response Focused Improvement Team; audits the institution's suicide prevention practices; collects and interprets data and other information on the institution's suicides and serious suicide attempts. Researches trends or attends professional training to remain current in the field of suicide prevention; works with institution management to develop best practices; consults with clinical, |

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| | custody, and management staff regarding mental health assessments and evaluations; and performs quality management functions, prepare reports, and generates action plans as related to suicide prevention duties to improve mental health services delivery. |
| **20%** | Provides training to institutional, clinical, and custody staff on suicide prevention, mental health issues and policies (e.g., Mental Health Assessment for Rules Violation Reports report completion, new employee orientation, Suicide Prevention/Crisis Intervention, etc.) to ensure patients are appropriately identified, managed, and have timely access to continuity of mental health care. Provides health care staff with the tools to interact more effectively with patients in the Mental Health Services Delivery System as directed by the Chief of Mental Health and at the request of the In-Service Training Program; ensures training efficacy; and addresses deficiencies as necessary. |
| **20%** | Develops and provides training on clinical topics to mental health staff; provides training on mental health policy and initiatives; maintains training logs for clinical staff; ensures mandatory trainings for mental health staff are offered as needed; works closely with the Statewide Mental Health Program Training Unit to ensure training requirements are met; ensures integrity of training; and studies trends in correctional psychology and the latest research, techniques, and tools in the field of correctional mental health and incorporates findings into training programs as necessary. Assesses criminal behavior statistics, mental health issues, State and federal mental health laws and regulations, and knowledge of mental health staff classification's scope of practice and uses the findings to determine training requirements. |
| **15%** | Provides coordination of mental health and psychological assessments. Maintains psychological testing library. Remains current on available psychological tests and measures and evaluation techniques. Provides training and consultation regarding assessments and psychological testing as needed. Provides consultation on written evaluations. Performs audits of Mental Health Assessments for RVRs and reviews audit results. Develops action plans to address noted deficiencies. |
| **10%** | Provides patient assessments and crisis interventions as needed. Performs special projects and interprets the objectives and procedures of the program to other staff. Implements time-limited projects to enhance existing mental health programs or comply with Department policies and procedures or court mandates. |
| **5%** | Performs other duties as required. |
| | **KNOWLEDGE AND ABILITIES**<br>*Knowledge of:* 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; forensic psychology; 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.<br><br>*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. |

**LICENSE REQUIREMENT**

Possession of a valid license as a Psychologist issued by the California Board of Psychology and 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.

**SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT**

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**SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.

Assignments may include sole responsibility for the supervision of incarcerated and/or the protection of personal and real property. Must be able to travel.

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.
- Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; scientific and professional integrity; emotional stability; patience; alertness; tact; and keenness of observation.

| SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*** | | |
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