### Duty Statement

**CDCR Institution or Department**: California Health Care Facility  
**Position Number (Agency - Unit - Class - Serial)**

<table>
<thead>
<tr>
<th>Unit Name and City Located</th>
<th>Class Title</th>
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<tbody>
<tr>
<td>Mental Health Program, Stockton, CA</td>
<td>Chief Psychologist, CF</td>
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**Working Days and Working Hours**  
**a.m. to a.m.** (Approximate only for FLSA exempt classifications)

**Specific Location Assigned To**  
Stockton Mental Health Department

**Proposed Incumbent (If known)**  
**Current Position Number (Agency - Unit - Class - Serial)**

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**You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the Department's mission.**

- Reporting to the Chief of Mental Health, with close consultation with the Deputy Mental Health Director and Regional Administrator, the Chief Psychologist administers and provides program management of the institution's Mental Health Department to include components such as but not limited to personnel, staffing, resources, policies and operations.

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<tr>
<th>% of time performing duties</th>
<th>ESSENTIAL FUNCTIONS</th>
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<tr>
<td>25%</td>
<td>Administrative program management including oversight of implementation and monitoring of Mental Health Program Guide requirements as well as court ordered and Headquarters (HQ) procedures. Develop and update Local Operating Procedures. Work collaboratively with the other institutional department heads in the delivery of a comprehensive and integrated Mental Health Program. Coordinate program interface with other departments by maintaining close communication and attending meetings such as the executive staff meetings, Chiefs meetings and other cross department meetings as required. The Chief Psychologist is responsible for oversight of the institutional mental health budget, purchasing equipment and overseeing appropriate utilization of contracts and consultations. Provides for management and supervision of Senior Psychologist Supervisors and overall accountability for mental health programs. Manage and oversee all quality management and quality improvement activities related to Mental Health. Attend and represent the department at the Quality Management Committee and Local Governing Body. Provide oversight of required audit procedures and implementation of the institution's audit schedule. Utilize the report capability available through the Mental Health Tracking System in addressing compliance issues and HQ requests for performance information. Report monthly at the Mental Health Subcommittee the status of all Program Guide tasks to include custody, medical and nursing contributions. Produce key indicator reports as a means of proof of practice of program compliance. Oversee the appropriate use and timely completion of Quality Improvement Plans and Correctional Action Plans. Provide input regarding the develop of self governance policy and procedures as well as develop a robust peer review process.</td>
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<td>35%</td>
<td>Manage all personnel matters ensuring that allocated staff resources are used in the most cost-effective way in order for the Mental Health Program to run effectively and efficiently. Oversee recruitment and hiring of mental health staff. In coordination with the Chief of Mental Health and with the Deputy Mental Health Director provide management and oversight of personnel issues including corrective actions and disciplinary matters. Participate in and chair interview panels for key mental health personnel and supervisory staff.</td>
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<tr>
<td>15%</td>
<td>Oversee Coleman compliance through the use of MHTS.net and other tracking systems. Supervise the maintenance of proof of practice documentation on an ongoing basis through the implementation of the mental health audit schedule. The Chief Psychologist is responsible for production and coordination of materials for Coleman site visits, Regional Headquarters audits and tours, and other related audits and tours. Oversee the production of the Mental Health Management Report and response to document and materials requests in consultation with the Deputy Mental Health Director and Office of Coleman Compliance. Respond and complete required surveys and audits pertaining to mental health matters from other departments and entities.</td>
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<tr>
<td>10%</td>
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Ensures that Mental Health Appeals are completed within time frames and appropriate completion takes place. Personally completes, or assigns supervisors to complete, Level 2 Appeals and approves all Level 2 Appeals.

Oversee or directly communicate with Inmate/patient families in an appropriate, informative and timely manner consistent with HIFPA requirements.

Communicate with Deputy Mental Health Director or designee, and DCHCSIHQ as required with regard to program activation, policy implementation, compliance matters and other special requests for information. Attend regional and statewide meetings, traveling as necessary.

Knowledge and Abilities

Knowledge of: Psychological theories and research; principles, techniques and problems in developing and coordinating a specialized psychological treatment program; 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 disorders and retardation; 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; community organization and allied professional services; State and Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives; principles and techniques of effective supervision.

Ability to: Plan, organize, and work in a specialized psychological treatment program involving members of other treatment disciplines; provide professional consultation and program leadership; 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 disorders to the conduct of research, and to the development and direction of a psychological program; plan, organize and conduct research, data analysis and program evaluation; conduct assessment and psychological treatment procedures; secure the cooperation of professional and lay groups; analyze situations accurately and take effective action; communicate effectively; plan, organize and direct the work of others; effectively contribute to the Department's affirmative action objectives.

Special Personal Characteristics

Empathetic understanding of patients of a State correctional facility; willingness to work in a correctional facility; emotional stability; patience; scientific and professional integrity; alertness; tact; and demonstrated leadership ability; and keenness of observation.

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.
GENERAL POST ORDER ADDENDUM.

**General requirements:** Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of inmates’ disabilities to determine the reasonableness of requested accommodations and modifications.

**Equally Effective Communication:** The Americans with Disabilities Act (ADA) and the Armstrong Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

**DECS:** The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

**Housing restrictions:** All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately.

**Prescribed Health Care Appliances (including dental appliances):** Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

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

<table>
<thead>
<tr>
<th>SUPERVISOR’S NAME (Print)</th>
<th>SUPERVISOR’S SIGNATURE</th>
<th>DATE</th>
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**EMPLOYEE’S STATEMENT:** I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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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.