

Current Proposed

Classification Title Psychologist	Division/Unit Medical and Psychological Screening Division / Psychological Screening Program
Working Title Psychologist	IT Domain (if applicable)
Position Number 363-242-9252-XXX	Effective Date
Name	Date Prepared May 26, 2023

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Chief Psychologist in the Psychological Screening Program (PSP in the Medical and Psychological Screening Division) (MPSD) of the California Department of Human Resources (CalHR), the Psychologist is responsible for applying psychological knowledge in a multi-step process to assess the psychological suitability of peace officer and non-peace officer candidates during the selection process. The Psychologist must conduct psychological suitability assessments using criteria set forth by the Peace Officer Standards and Training (POST) manual. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
80%	(E)	Interview candidates for pre-employment screening evaluations and write comprehensive pre-employment screening reports utilizing psychological test results, prior treatment records, and background investigative reports. These include preparing a semi-structured interview, interpreting test results, face-to-face interviews, and writing formal reports of findings. Identify psychological, emotional or behavioral issues using information obtained from the pre-employment interview, background investigations, psychological history, and medical and psychological treatment records to assess the

		psychological suitability of peace officer and non-peace officer candidates requiring pre-employment screening evaluations. Decisions may be made in consultation with Chief Psychologist or within the context of Case Conference.
10%	(E)	Review new cases for prior history of psychological treatment. Order appropriate medical/psychological records from treating doctors/therapists. Prepare summary reports of the medical/psychological records received, highlighting job-relevant history of mental health treatment.
10%	(E)	Attend annual training and education enhancement. Participate in case conferences. Obtain collateral information from hiring agencies. Keep updated on relevant research, laws and regulations, and court/administrative decisions. Perform special projects, records management, and other duties as required.

Supervision Received

The Psychologist reports directly to and receives the majority of assignments from the Chief Psychologist; however, direction and assignments may also come from the Chief Psychologist's designee.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

- Commitment to promoting and supporting diversity and inclusion in all aspects of work
- Commitment to maintaining the highest ethical standards in all aspects of work
- Ability to maintain confidentiality of medical and personal information of candidates
- Ability to work independently and in collaboration with others
- Ability to meet deadlines with multiple/changing priorities
- Ability to exhibit tact and professionalism under stressful conditions
- Good organizational skills
- Excellent analytical skills and attention to detail
- Excellent written and oral communication skills
- Working knowledge of Microsoft Office Suite, including: Word, Outlook, Excel

Working Conditions

The duties of this position are performed on a computer and video interface, by telephone, and in an office location, as needed in Sacramento, California, or in a telework environment within the state of California. The employee's headquarters is located at 1515 S Street, Sacramento, California 95811 and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be necessary to attend meetings, trainings or conferences.

- Remote (home) or office environment.
- Extended periods of time using a computer, webcam and telephone in performing work.
- Overnight travel may be required (occasionally).

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	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 Signature	Supervisor Printed Name	Date