

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



*Box reserved for Personnel Section*

		RPA #	C&P Analyst Approval	Date	
<b>Employee Name</b>		<b>Division</b> Community Forensic Partnerships Division			
<b>Position No / Agency-Unit-Class-Serial</b> 461-443-7620-005		<b>Unit</b> Diversion & Community Based Restoration (DCR)			
<b>Class Title</b> Consulting Psychologist		<b>Location</b> Sacramento			
<b>Subject to Conflict of Interest</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>CBID</b> R19	<b>Work Week Group:</b> E	<b>Pay Differential</b> N/A	<b>Other</b>
<p><b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</b> Under direction of the Assistant Chief Psychologist, the Consulting Psychologist provides clinical and operational oversight of the Diversion, Community Inpatient Facility (CIF) program, and the Community Based Restoration (CBR) program for an assigned region. The Consulting Psychologist serves as the clinical liaison between the programs, county courts, and the Department's Community Forensic Partnerships Division, Forensic Services Division, Patient Management Unit, and Legal Services Division. Statewide travel will be required.</p> <p><b>Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).</b></p>					
<b>% of time performing duties</b>	<b>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).</b>				
35%	Serves as clinical lead in the development and implementation of statewide DSH-funded Diversion, CBR, and CIF programs within the assigned region. Duties include, but are not limited to, providing ongoing consultation, support, and technical assistance to counties, third-party providers, and other parties developing Diversion, CBR, and CIF programs and treatment infrastructure; developing clinical standards and best practices for Diversion, CBR, and CIF programs, developing and maintaining policies and procedures, developing and maintaining monitoring tools, and developing program evaluation plans. Assists in developing standardized procedures for site visits and formal program reviews.				
15%	Monitors the clinical operational performance of all Diversion, CBR, and CIF programs in assigned region and identifies trends and areas for continuous quality improvement. Provides consultation, training, and technical assistance to programs regarding the expected standards of operation. Serves as the clinical lead for the organization and preparation of routine site visits and formal program reviews. Conducts quarterly site visits and annual program review. Conducts bi-annual in-person site visits, or more frequently as needed, to ensure program compliance with departmental policies and procedures. Monitors and conducts reviews of each program's clinical treatment,				

	<p>assessment, and administrative operations. Documents all findings in post-visit and post-review reports. Gathers and utilizes data to support findings of program deficiencies. Develops corrective action plans and recommendations that may improve cost-effectiveness and adherence to departmental policies and procedures and applicable state and federal laws. Continually follows up with program staff to ensure the corrective action plans are implemented and identified deficiencies are resolved.</p>
15%	<p>The incumbent will develop and apply extensive knowledge of the full scope of community restoration services including, but not limited to, providing consultation on the variations between county and other programs with an emphasis on service, fiscal and resource data.</p> <p>In collaboration with both the DCR and Clinical Operations Senior Psychologist Supervisors, the incumbent will recommend and implement policy development involving forensic mental health services including inter-agency collaboration, consultation, and education. The incumbent will develop and maintain working relationships with external partners, including, but not limited to, various private providers, county and justice partner representatives, the Council on Criminal Justice and Behavioral Health, Mental Health Services Oversight and Accountability Commission, the Department of Health Care Services, the Council of State Governments (CSG), the Judicial Council, and county associations. Represent the Department on the CSG Justice Center’s Stepping Up Partners workgroup, at state and national conferences, and other internal and external workgroups as required. Represent Assistant Chief in meetings and committees in Assistant Chief’s absence.</p>
10%	<p>Serves as the clinical liaison between the county programs and the Department’s Community Forensic Partnerships Division, Forensic Services Division, Patient Management Unit, and Legal Services Division. Regularly reports oversight observations and findings and updates on program operations.</p>
10%	<p>Assists the Department’s Patient Management Unit as the clinical liaison between the programs and the county partners. Provides case consultation and technical assistance to county partners as needed on the Incompetent to Stand Trial (IST) referral process. Identifies and helps prevent barriers to the timely placement of IST defendants into CBR and Diversion programs.</p>
10%	<p>Assist Assistant Chief with the development of caseload estimates for the Diversion, CBR, and CIF/Sub-Acute programs including, but not limited to, providing clinical review of any new program proposals or proposals to change current programming. Identify necessary clinical resources and other issues. Assist with responses to clinical questions from the Department’s Budget Management Branch, Director’s Office, California Health and Human Services Agency, Department of Finance, Legislative Analyst’s Office and/or other interested stakeholders.</p>

	<p>Respond to high-level policy issues and communicate and present ideas, recommendations, and information effectively both orally and in writing, including presentations to executive management and control agencies.</p>
<p>5%</p>	<p>Reviews Special Incident Reports (SIRs), makes recommendations regarding the program's incident trends, and conducts follow-up reviews to monitor program adjustments in response to incidents.</p> <p>Performs other Consulting Psychologist duties as required.</p>
<p>Other Information</p>	<p>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 and is expected to maintain confidentiality at all times.</p> <p>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.</p> <p>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.</p> <p>A 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. Up to 20% travel may be required. I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee's Signature</p> <p>_____ Date</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature</p> <p>_____</p> <p>Date</p>

