

POSTING IS REQUIRED

Classification Notice No. 1305

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: September 29, 2009
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of Psychologist Team Leader (814-O) to Psychologist Supervisor (815-O).

The Classification team at CSA has been in the process of reviewing and updating all classifications with in the class plan. Because of this ongoing work, it has been determined that the following three changes are appropriate for the Psychologist Team Leader. First, the class duties and responsibilities were updated and revised. Second, the title of this class should be changed to Psychologist Supervisor to best reflect its duties as a first-line supervisor. Third, the pay needs adjusted based on the classes supervised by the Psychologist Team Leader.

**REVISED CLASS SPECIFICATION INCLUDING
TITLE AND PAY GRADE CHANGE**

<u>Job Code</u>	<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
CO0608	Psychologist Team Leader	Psychologist Supervisor
	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
	814-O (\$62,903 - \$100,366)	815-O (\$67,242 - \$107,298)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday, October 15 at 5:15 p.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Tuesday, October 13, 2009**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, October 13, 2009**.



Career Service Authority

Psychologist Supervisor

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GENERAL STATEMENT OF CLASS DUTIES

Provides supervision and performs professional psychology work directing, reviewing, scheduling and coordinating the work of professional personnel assigned to a specialized mental health team.

DISTINGUISHING CHARACTERISTICS

This class provides supervision and performs professional psychology work directing, reviewing, scheduling and coordinating the work of professional personnel assigned to a specialized mental health team. This class is distinguished from the Psychologist, which provides psychology services as a licensed psychologist including assessment, treatment, and consultation in a medical or health care setting.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more employees who do not supervise.

ESSENTIAL DUTIES

Directs the activities of clients enrolled in a specialized psychiatric program.

Maintains an individual caseload including client evaluation, test administration, preparation of treatment plans and patient discharge.

Provides liaison with community health programs and health care providers.

Maintains close liaison work referral services and provides consultation for Denver Department of Social Services.

Ensures compliance with the Joint Commission of Accredited Health Organizations and other departmental governing standards.

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops the performance enhancement plan, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Develops and implements training and development plans and opportunities for subordinate staff.

Encourages and guides others toward goals.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities as a result of budget changes.

By positions, meets and advises city attorneys regarding clients or treatment practices.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Psychology: Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

Internal Controls/Integrity- Assures that effective internal controls are developed and maintained to ensure the integrity of the organization. Identifies needed resources and develops plans for carrying out work in a timely manner. Monitors and evaluates progress to ensure that policies are implemented to accomplish the organization's mission.

Oral Communication- Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

Problem-Solving- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication- Expresses facts and ideas in writing in a succinct and organized manner.

Technical Competence- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting); maintains credibility with others on technical matters.

Leadership- Inspires, motivates and guides others toward goals; coaches, mentors and challenges staff, adapts leadership styles to various situations, models high standards of honesty, integrity, trust, openness and respect for individuals by applying these values daily.

Flexibility- Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with pressure and ambiguity.

Supervising a Diverse Workforce- Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Human Resources Management- Empowers and mentors staff by sharing power and authority; develops lower levels of leadership; shares rewards with staff; ensures staff are appraised, developed, and are otherwise treated fairly.

Interpersonal Skills- Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations.

Self Direction- Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.

Team Building- Manages group processes; encourages and facilitates cooperation, pride, trust and group identity; fosters commitment and team spirit; works with others to achieve goals.

Decisiveness- Makes sound and well-informed decisions; perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Conflict Management-Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

Client Orientation-Anticipates and meets the needs of clients; achieves quality end-products; is committed to improving services.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand (s) and arm (s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand (s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Hearing: perceiving the nature of sounds by the ear.

Working Environment:

Exposed to odorous chemical and specimens

Exposed to patient elements

Exposed to unpleasant elements (accidents, injuries and illness)

Education Requirement:

Graduation from an accredited university with Ph.D., Psy.D.or Ed.D. in psychology, and major course work in a clinical, counseling, rehabilitation or related field of psychology plus completion of internships required by the degree.

Experience Requirement:

Three years of experience in the practice of psychology, which must include one year of experience in a mental health, alcohol, or drug abuse treatment program.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Completion of the Career Service Authority supervisory training course prior to completion of the probationary period. Must be a licensed psychologist by the Colorado State Board of Psychologist Examiners at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Jean Canfield

REVISED DATE: xx/xx/2009

REVISED BY: Blair Malloy

CLASS HISTORY This class was revised, competencies and distinguishing characteristics added, and placed in new template. The class title was changed to Psychologist Supervisor to reflect the supervisory duties.