State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. FORPMGR4A02N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** State Hospital Administration
4. Civil Service Position Code Description FORENSIC PSYCHOLOGIST MGR-4	**10. Division** Center for Forensic Psychiatry
5. Working Title (What the agency calls the position) Director of Evaluation Services	**11. Section** Evaluation Services
6. Name and Position Code Description of Direct Supervisor WITHERELL, JAY S; STATE DIVISION ADMINISTRATOR	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor VANDENBERGH, ANDREA L; SENIOR EXEC HOSPITAL DIRECTOR	**13. Work Location (City and Address)/Hours of Work** 8303 PLATT RD, SALINE, MI 48176 / Monday – Friday, 8:00am- 4:30pm or as required.

14. General Summary of Function/Purpose of Position

Evaluation Services (ES) is the multidisciplinary division of the Center for Forensic Psychiatry (CFP) responsible for conducting statutorily mandated, court-ordered evaluations of criminal defendants from throughout Michigan. This position is a second-line professional manager of professional positions in a complex work area. This position is responsible for daily operations including the supervision of Forensic Psychologist Managers and oversight of work conducted in this multidisciplinary service. This position requires collaboration with other departmental leaders to successfully comply with court orders and handles sensitive information and relations with outside agencies and individuals. ES director ensures evaluations are scheduled and completed in a timely manner and is responsible for establishing and auditing work processes to ensure compliance with relevant statutes, case law, court orders, and policies and procedures of the Department of Health and Human Services and Circuit, District, and Probate Courts for all 83 Michigan Counties and within the guidelines and priorities of the Careflow Policy.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 65**

Manage daily operations of Evaluation Services, including multidisciplinary oversight and collaboration with other departmental leaders, maintain good relations with the courts and attorneys. Provide supervision and performance evaluation of Forensic Psychologist Managers (Assistant Directors of Evaluation Services) and other subordinate Staff; assists in the auditing of non-Psychologist (ES adjunct) ES work; and assists the Director of Evaluation and Forensic Services by establishing, implementing and monitoring Evaluation Services policies, procedures, and processes to ensure smooth delivery to the courts and to ensure integration of Evaluation Services and other hospital functions.

Individual tasks related to the duty:

- Assign duties to and evaluate the performance of Forensic Psychologist Managers.
- Assign work to and monitor work performance of other subordinate staff and ES adjunct staff.
- Complete service ratings, approve leave requests, sign time sheets, and take progressive corrective action as needed for subordinate staff.
- Review and audit evaluations and audit supervisors regarding appropriate auditing of subordinates for accuracy, fairness, completeness.
- Collaborates with other department heads to coordinate scheduling, completion, issuance, and tracking of court-ordered forensic evaluations.
- Communicates effectively with the courts, attorneys, jails.
- Maintain records, prepare reports, and composes correspondence relative to the work.
- Coordinate effective assessment of staff performance with Forensic Psychologist Managers.
- Provide consultation to subordinate staff as needed regarding policy, clinical and ethical dilemmas, competing priorities, and other issues.
- Serves as designee for Hospital Director on Placement decisions for IST treatment.
- Supervise and coordinate the implementation of established and ad hoc policies, procedures, and processes with Forensic Psychologist Managers.
- Ensures proper labor relation and conditions of employment are maintained.
- Select and assign staff, ensuring equal employment opportunity in hiring and promotions.
- Coordinate services with the Psychology Department and other departments in ES-related work.
- Maintain records, prepare reports, and composes correspondence relative to the work.
- Performs other duties as assigned by Director of Evaluation and Forensic Services Director and Hospital Director.
- Establish, implement, and monitor workflow processes to ensure compliance with statutory provisions concerning form, content, and timeliness of court reports, including the utilization of relevant state and CFP database applications.

Duty 2

General Summary: **Percentage: 25**

Provide information, training, and education to Evaluation Services and other CFP staff on specialized techniques, methods, laws, policies, particularly as they may impact services provided by Evaluation Services.

Individual tasks related to the duty:

- Collaborates with Psychology Director, Evaluation Services Director, and Training & Research Director to identify staff development and training needs and ensures that training is obtained.
- Provide information, education, consultation and training to Evaluation Services and other CFP staff.
- Serves as a member and/or chair of various hospital committees and work groups.
- Maintains current knowledge of laws and information that impact on the field of forensic psychology.

Duty 3

General Summary: **Percentage: 5**

Conduct court-ordered forensic evaluations.

Individual tasks related to the duty:

- Conduct forensic psychological evaluations for training purposes and upon request of ES Director.
- Complete required documentation.

- Provide expert testimony when required.

Duty 4

General Summary: **Percentage: 5**

Performs any and all duties related to this classification as assigned by the Director of Evaluation and Forensic Services and/or Hospital Director.

Individual tasks related to the duty:

- Perform other duties as assigned.
- Perform other administrative functions, as required.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Establishing new Evaluation Services processes, policies, and procedures.
- Assigning work to and assessing performance of subordinate staff; addressing deficiencies.
- Assisting subordinate staff in determining how best to resolve clinical and ethical dilemmas, competing priorities, and other issues.
- Resolving problems or concerns arising from Evaluation Services' interface with other departments within CFP.
- Formulating opinions relevant to court-ordered evaluations.
- Placement decisions for IST treatment on behalf of Hospital Director.
- Defendants and subordinate staff are affected most immediately by these decisions. Other CFP departments and personnel are also affected, as are – more remotely – the Michigan criminal court system.

17. Describe the types of decisions that require the supervisor's review.

- Implementing processes, policies, and procedures that have a significant impact on other CFP departments and operations.
- Outreach and processes that involve or impact agencies outside CFP.
- Resolving issues arising from contradictory and irreconcilable policies, statutes, rules, etc.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Frequent sitting or standing in the same place for several hours, including extensive computer work.
- Regular exposure to unpredictable and at times verbally and physically aggressive individuals.
- Regular travel to locations throughout Michigan by car or other means to provide expert testimony or conduct evaluations.
- Potential exposure to infectious agents.
- Very occasional exposure to toxic chemicals used for cleaning or repair at work site and at remote locations.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

NAME	CLASS TITLE	NAME	CLASS TITLE
GRAMPRIE-YOUNT, DEEANN M	FORENSIC PSYCHOLOGIST MGR-2 13	VACANT	FORENSIC PSYCHOLOGIST MGR-2
SMITH, MARTHA S	FORENSIC PSYCHOLOGIST MGR-2 13	SHIELDS, CANDYCE L	FORENSIC PSYCHOLOGIST MGR-2 13
VACANT	SECRETARY-E		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Management prepared.

23. What are the essential functions of this position?

This position is a second-line professional manager in a complex work area. This position is responsible for daily operations including the supervision of Forensic Psychologist Managers and staff that conduct such evaluations and ensures evaluations are scheduled and completed in a timely manner. This position assists the Director of Evaluation and Forensic Services in establishing and auditing work processes to ensure compliance with relevant statutes, case law, court orders, and policies and procedures of the Department of Health and Human Services and Circuit, District, and Probate Courts for all 83 Michigan Counties and within the guidelines and priorities of the Careflow Policy.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The position is now functioning as a second-line professional manager of professional positions in a complex work area. The ES Director operates under a high degree of autonomy within a service that should be considered a complex work area:

- Subject to a high degree of imposed program or environmental change, responsible for adapting to legislative changes and fluctuations in service demand and conditions.
- Requires continuous innovation regarding service provision.
- ES is responsible for highly sensitive work, i.e., provision of forensic opinions regarding criminal defendants oftentimes with intense media and political attention.
- ES director functions with minimal supervision.
- ES director exercises supervision over several subordinate managerial positions.
- ES director has frequent, significant interaction with groups and organizations outside the department, e.g., courts, jails, hospitals.
- ES director reports to division director.
- ES director oversees service with high, direct impact on hospital and departmental mission, i.e., quality forensic services to Michigan courts and individuals.
- ES director exercises a high degree of discretion and authority over forensic evaluations and placement recommendations to the courts regarding treatment setting for incompetent defendants.

25. What is the function of the work area and how does this position fit into that function?

Evaluation Services is the division of CFP responsible for conducting statutorily mandated, court-ordered evaluations of criminal defendants from throughout Michigan. Evaluation Services conducts approximately 5000 court ordered evaluations per year. This position is responsible for ensuring all court-ordered evaluations are scheduled and completed in compliance with statutory provisions concerning form, content, and timeliness of court reports; and establishing, auditing, and implementing work processes to ensure

compliance with relevant statutes, case law, court orders, policies, and procedures.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a Ph.D. or Psy.D. from an accredited psychology program.

EXPERIENCE:

Forensic Psychologist Manager 15
Four years of professional of post-Ph.D. or Psy.D. experience equivalent to a Forensic Psychologist, including two years equivalent to a Forensic Psychologist Manager 13 or one year equivalent to a Forensic Psychologist Manager 14.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service Job Specification. In addition:

- Must display strong organizational, verbal, and written communication skills.
- Must be able to prioritize and meet deadlines.
- Ability to organize, evaluate, and present information effectively.
- Strong working knowledge of Microsoft Applications, including Word, Power Point, Excel and Access.
- Ability to learn and utilize computer processes, such as SIGMA and electronic medical record.
- Must work well with others (good interpersonal skills) including internal and external administrators and court personnel.
- Must be available to work 8 hours/day or more if required.
- Excellent communication skills.
- Excellent organizational skills.
- Excellent critical thinking skills.
- Strong attention to detail.
- Must be courteous, professional, and able to multi-task and work under time pressure.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a full license to practice Psychology in Michigan.

Certification as a Consulting Forensic Examiner by the Center for Forensic Psychiatry.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

EMILY WILLIAMS	2/24/2021
Appointing Authority	**Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee	**Date**