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| **State of MichiganCivil Service Commission** |

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| **Position Code** |

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| 1. PSYCHLGAA02N |

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

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| **POSITION DESCRIPTION** |

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| 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. |

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| **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency** |
|  | DOC-HURON VALLEY CORR COMPLEX |
| **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** |
|  | Bureau of Health Care Services |
| **4. Civil Service Position Code Description** | **10. Division** |
| Psychologist-A | Corrections Mental Health |
| **5. Working Title (What the agency calls the position)** | **11. Section** |
| Neuropsychologist | Women's Huron Valley Correctional Facility |
| **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** |
| JOHNSON, GREG; COMMUNITY HEALTH SERV MGR-2 13 | Support Services |
| **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** |
| JOHNSON, GREG; STATE ADMINISTRATIVE MANAGER-1 15 | 3201 Bemis Rd Ypsilanti, MI 48197 / M-F 8:00 to 4:30p |

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| **14. General Summary of Function/Purpose of Position** |

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| This position functions as the statewide expert in the specialty area of clinical neuropsychology.  This position is expected to assess prisoners to determine the need for specialized services, and provide specialty neurological testing for individuals determined to have potential neuropsychological deficits.  The positon requires a fully licensed psychologist who has formal advanced training in neuropsychological testing including the use of standardized instruments and systematic procedures to examine a person’s functional abilities in the areas of intelligence, memory, language, attention, problem solving, visual-motor skills, and sensorimotor skills to aid in the process of diagnosis, treatment and rehabilitation.  This position requires completion of comprehensive neuropsychological evaluation reports and collaborative consultation with mental health and custody personnel statewide.  This position will also provide backup coverage for the ReEntry Senior Worker Psychologist overseeing the provision of involuntary mental health treatment within the MDOC and through the Probate Court for prisoners releasing from custody.  |

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| **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.** |

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| **Duty 1** |
| **General Summary:** | **Percentage:** | **75** |
| Completing neuropsychological evaluations of prisoners using clinical interview, standardized instruments and systematic procedures to determine functional abilities in the areas of intelligence, memory, language, attention, problem solving, visual-motor skills, and sensorimotor skills to aid in the process of diagnosis, treatment and rehabilitation. |
| **Individual tasks related to the duty:** |  |  |
| * Interview and evaluate prisoners in person or via videoconference.
* Meet with treatment teams or primary therapists to review relevant clinical and behavioral characteristics.
* Review health record, institutional file, presentence investigation report (PSI) and other relevant documents.
* Administer and interpret psychometric tests of cognitive functioning.
* Complete evaluation summary reports within the electronic medical record to effectively communicate results and recommendations to treatment providers.

Provide support and consultation to staff regarding intervention and rehabilitation techniques indicated by evaluation results. |
| **Duty 2** |
| **General Summary:** | **Percentage:** | **10** |
| Act as back up to the ReEntry Senior Worker Psychologist to research and prepare clinical certificates in support of probate court petitions requesting court ordered mental health treatment for releasing prisoners. Provide expert testimony in support of petitions and clinical certificates, and coordinate efforts with MHS treatment teams, probate courts, community liaison agency (vendor), community mental health services agencies and the Parole Board to ensure timely notification and filing of petitions and clinical certificates. |
| **Individual tasks related to the duty:** |  |  |
| * Interview prisoners and conduct mental status exam either in person or via videoconference.
* Meet with treatment teams or primary therapists to review historical and current compliance with treatment and discuss relevant clinical and behavioral characteristics, including recent/past involuntary treatment under PA 252, to determine risks and needs.
* Review health record, institutional file, presentence investigation report (PSI) and other documents to prepare clinical certificates.

Coordinate efforts with treatment teams to ensure timely filing of petitions and clinical certificates with probate courts as dictated by time sensitive Mental Health Code requirements under Chapters 4 or 5. |
| **Duty 3** |
| **General Summary:** | **Percentage:** | **10** |
| **Act as back up to the ReEntry Senior Worker Psychologist conducting formal review of prisoner appeals of PA 252 involuntary treatment hearings.** |
| **Individual tasks related to the duty:** |  |  |
| * Follow Mental Health Code, policy and procedure in reviewing written PA 252 materials and audio record of hearing to make a determination as to whether the prisoner’s appeal has merit resulting in a reversal of the Hearing Committee decision.
* Provide feedback on the panel process or decisions to the treatment team/panel chair requesting a second hearing if necessary.Educate panel members/treatment teams on any missteps in the hearing process.

Provide documentation in the EMR of outcomes of the appeal.   |
| **Duty 4** |
| **General Summary:** | **Percentage:** | **5** |
| Participate in training, training development, performance improvement, data collection activities, or special projects as instructed by the Re-Entry / Support Services program director or Mental Health Services director. |
| **Individual tasks related to the duty:** |  |  |
| * Completes required MDOC and MHS annual training.
* Completes additional job specific training as required.
* Performs other related duties as requested by MHS Director or Assistant MHS Director, policy, procedure or Civil Service job description.
* Serves on committees as assigned, appointed or elected.
* Maintains drug and alcohol free condition at work as required by policy and provides necessary test samples when required.
* Complies with any lawful request from custody during mobilizations and other emergencies.
* Maintains credentials and competency in the clinical areas for which s/he is certified/licensed.
* Follows all policies, procedures, protocols and guidelines as well as professional standards of practice.

Maintains acceptable time and attendance |

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

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| Decisions regarding the screening and assessment methods and test batteries to be utilized, as well as recommendations for intervention and rehabilitation techniques. |

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

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| Decisions on leave time and other supervisory decisions. |

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| **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.** |

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|                 **Considerable walking on prison grounds and within prisons.  Significant prisoner contact for purposes of interviews and neuropsychological testing.  The person in this position must adhere to MDOC work rules, policies and procedures relative to safety and precautions in prisons.  Travel is required to and from prisons when necessary.** |

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| **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.** |

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| **Additional Subordinates** |

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

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| Complete and sign service ratings. |

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| Assign work. |

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| Provide formal written counseling. |

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| Approve work. |

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| Approve leave requests. |

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| Review work. |

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| Approve time and attendance. |

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| Provide guidance on work methods. |

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| Orally reprimand. |

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| Train employees in the work. |

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

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| **23. What are the essential functions of this position?** |

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| This position functions as an expert in neuropsychology for a statewide program designed to test prisoners with mental illness for neuropsychological disabilities.  The positon requires a licensed psychologist who has formal advanced training in neuropsychological testing including the use of standardized instruments and systematic procedures to examine a person’s functional abilities in the areas of intelligence, memory, language, attention, problem solving, visual-motor skills, and sensorimotor skills to aid in the process of diagnosis, treatment and rehabilitation.   A Special Position Requirement for a Licensed Psychologist (Ph.D. or Psy.D.) with formal advanced training in neuropsychological testing is needed for this position.   |

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

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| This is a newly established position. |

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

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| The work area is responsible for providing neuropsychological testing to MDOC prisoners with a mental illness to aid in the process of diagnosis, treatment and rehabilitation. |

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

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| **EDUCATION:** |

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| Full licensure as a psychologist in Michigan – requires a Ph.D. or Psy.D. in clinical psychologywith formal advanced training in neuropsychological testing.**Special Position Requirement for this education is needed by Civil Service.** |

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| **EXPERIENCE:** |

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| **Three years of professional experience providing psychological treatment equivalent to a Psychologist, including one year equivalent to a Psychologist P11.  Prefer 2 years of experience in neuropsychological testing.** |

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| **KNOWLEDGE, SKILLS, AND ABILITIES:** |

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| Knowledge of prison mental health treatment issues is desirable.  Ability to administer and score tests, and conduct surveys, interviews and experimental procedures.  Ability to process, analyze, and interpret statistical data and to prepare statistical charts and graphs.  Ability to maintain records, and prepare reports and correspondence related to the work.  Ability to communicate effectively with others. |

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| **CERTIFICATES, LICENSES, REGISTRATIONS:** |

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| Full licensure as a psychologist in Michigan – requires a Ph.D. or Psy.D. in clinical psychologywith formal advanced training in neuropsychological testing.**Special Position Requirement for this education is needed by Civil Service.** |

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

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| ***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.*** |

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| **Supervisor** |

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| **Date** |

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

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

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| 7/23/2015 |

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| **Appointing Authority** |

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| ***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.*** |

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| **Employee** |

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