

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. PSYCHLGEA29R

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 PSYCHOLOGIST-E	10. Division Center for Forensic Psychiatry
5. Working Title (What the agency calls the position) Psychologist-E	11. Section Psychology
6. Name and Position Code Description of Direct Supervisor MARQUIS, LISA M; FORENSIC PSYCHOLOGIST MGR-4	12. Unit Treatment and Evaluation Services
7. Name and Position Code Description of Second Level Supervisor MOORE, TODD E; SENIOR EXEC PSYCH DIRECTOR	13. Work Location (City and Address)/Hours of Work 8303 Platt Road, Saline, MI 48176 / 8:00am - 4:30pm, Monday - Friday; or as required

14. General Summary of Function/Purpose of Position

The primary purpose of this position is to provide psychological testing services, including administration and scoring of psychological instruments, for court-ordered forensic evaluations and inpatient assessments. The evaluation population includes criminal defendants whose ages can range from child to elderly adult. The inpatient population includes individuals ranging in age from late adolescence to elderly adult. A staff person in this position is required to possess competencies in the administration, scoring, and security requirements of psychological instruments used in clinical and forensic assessment of the various age groups. The position is responsible for tracking test use and inventory, staying abreast of current psychological tests measures, and for managing the dedicated psychological testing computer and software. The position provides interpretation and written reports on some test measures in accordance with test user qualifications under the supervision of a licensed psychologist. The position provides treatment services under the supervision of a licensed psychologist, as assigned.

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

Provide psychological testing services for forensic psychologists conducting forensic evaluations for the Michigan criminal courts and/or Center for Forensic Psychiatry inpatient psychological assessments.

Individual tasks related to the duty:

- Consult with referring forensic psychologist on psychological tests requested.
- Administer requested psychological tests.
- Note and record significant behavioral and functional observations occurring during test administration.
- Score tests, either manually or by computer.
- Provide test scores and results to forensic psychologists.
- Be available to consult with the referring forensic psychologist about observations and summarized test data.
- Provide court testimony about administration of psychological tests as required.
- Schedule and coordinate inpatients for escort to the Evaluation Unit for psychological testing.
- Schedule and coordinate same-day test requests and future appointments for psychological testing.
- Supervised interpretation and reporting on assigned tests.

Duty 2

General Summary:

Percentage: 20

The position is responsible for tracking test use and inventory, staying abreast of current psychological tests measures, and for managing the dedicated psychological testing computer and software.

Individual tasks related to the duty:

- Complete test tracking and inventory spreadsheets.
- Prepare and submit procurements for psychological tests materials based on inventory.
- Keep computerized test programs up to date in coordination with technical support services.
- Troubleshoot problems with computerized assessment programs, request assistance when needed, and cooperate with technical support services.
- Monitor test websites and the scientific literature for test revisions and new tests.
- Maintain sign-out roster of staff using testing equipment.

Duty 3

General Summary:

Percentage: 10

Provide treatment services as assigned on the inpatient units.

Individual tasks related to the duty:

- Provide group psychotherapy, as assigned.
- Provide individual psychotherapy, as assigned.
- Timely completion of inpatient progress notes for services provided.

Duty 4

General Summary:

Percentage: 5

Participate in training activities, supervision, and other duties as assigned.

Individual tasks related to the duty:

- Prepare for supervision.
- Attend designated didactic training.
- Attend designated training classes.
- Provide training for placement students in specialized areas.

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

- Scheduling and completing psychological test administration and scoring.
- Determining when a defendant's or patient's condition precludes completion of testing.
- Determining when test supplies and equipment need to be ordered.
- Determining when technical support is required to maintain computerized testing and scoring capabilities.
- These decisions affect psychology staff, patients, and defendants.

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

- Work schedule
- Work assignments
- Leave usage
- Clinical or administrative decisions not covered by work policy or procedures.
- Clinical or administrative decisions that have a significant impact on the operations of the Psychology Department, other departments, or the hospital.

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.

- Sitting for extended periods of time administering psychological tests or providing psychotherapy. (mildly intense 50%)
- Computer usage for entering test scores and completing required documentation. (mildly intense, 20%)
- Working with severely mentally ill and dangerous individuals. (very intense, 30%)

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.

Additional Subordinates

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

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

The primary purpose of this position is to provide psychological testing services, including administration and scoring of psychological instruments, for court-ordered forensic evaluations and inpatient assessments. The evaluation population includes criminal defendants whose ages can range from child to elderly adult. The inpatient population includes individuals ranging in age from late adolescence to elderly adult. A staff person in this position is required to possess competencies in the administration, scoring, and security requirements of psychological instruments used in clinical and forensic assessment of the various age groups. The position is responsible for tracking test use and inventory, staying abreast of current psychological tests measures, and for managing the dedicated psychological testing computer and software. The position provides interpretation and written reports on some test measures in accordance with test user qualifications under the supervision of a licensed psychologist. The position provides treatment services under the supervision of a licensed psychologist, as assigned.

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

The essential duties and responsibilities of this position have changed in the following ways:
The provision of treatment services has been added to the position secondary to changing patterns in test requests, that is, psychological test usage has decreased slightly. Also, more time is allotted for tracking test inventory, test usage, computerized tests scoring, and keeping abreast of test revisions and new tests.

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

The mission of the hospital is to provide quality forensic mental health services to individuals and the Michigan Court System. The function of this position is to provide psychological testing and treatment services to patients and defendants in the Michigan Court System. Specifically, testing services are used by forensic psychologists to arrive at, clarify, and

support opinions rendered to the courts on the forensic issues in question. Testing services also are used by treatment teams to clarify diagnostic issues and develop treatment, management, and dispositional plans.

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

EDUCATION:

Possession of a master's degree in psychology.

EXPERIENCE:

Psychologist 9

No specific type or amount is required.

Psychologist 10

One year of professional experience providing psychological treatment equivalent to a Psychologist 9.

Psychologist P11

Two years of professional experience providing psychological treatment equivalent to a Psychologist, including one year equivalent to a Psychologist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Successful completion of an assessment practicum.
- Demonstrated competency in administering and scoring cognitive, personality, and response style measures.
- Competency to administer and score psychological tests commonly used in the clinical and forensic assessment of children and adults.
- Knowledge of psychological assessment processes.
- Knowledge of mental disorders.
- Competency to provide psychotherapy.
- Good verbal and writing skills.
- Ability to work with and manage severely mentally ill and dangerous individuals.
- Computer skills sufficient to use and maintain computerized assessment programs and monitor test inventory and usage.

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 temporary master's limited license, master's limited license, doctoral limited license, or full license to practice psychology in Michigan.

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	7/14/2026
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