

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**PSYCHOLOGIST**

**JOB DESCRIPTION**

Employees in this job complete or oversee a variety of professional assignments to provide psychological treatment to residents of state facilities and community-based programs. Positions in this class are located in mental health facilities, prisons, youth residential facilities, and veterans' hospitals.

There are four classifications in this job.

**Position Code Title – Psychologist-E**

Psychologist 9

This is the entry level. As a trainee, the employee carries out a range of psychologist assignments while gaining experience in the practice of psychology.

Psychologist 10

This is the intermediate level. The employee performs an expanding range of psychologist assignments in a developing capacity.

Psychologist P11

This is the experienced level. The employee performs a full range of psychologist assignments in a full-functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Psychologist-A**

Psychologist 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

## PSYCHOLOGIST

PAGE No. 2

### JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Observes, records, and evaluates the behavior of clients during examinations and other situations. Effectively communicates results in written and oral form, with treatment recommendations as appropriate.

Confers with other professional staff members regarding significant reactions or events which affect the client and the treatment process.

Performs directive, non-directive and supportive therapy.

Selects, administers, scores and interprets a variety of diagnostic instruments, such as psychological, achievement, neuropsychological, intelligence, interest, personality, vocational, and projective tests.

Writes behavioral treatment plans for clients.

As a member of the treatment team, collaborates with other professional staff in diagnosing problems, formulating treatment plans and evaluating progress.

Provides assistance in training facility staff and students in processes and techniques of behavior modification, group guidance, and problem solving.

Provides crisis intervention assistance.

Provides on-going group therapy to clients.

Reviews and coordinates admissions, discharges, and referrals.

Provides testimony in court hearings regarding a variety of psychological matters.

Attends training seminars and workshops related to the work.

Participates in research studies related to psychological, educational, or treatment techniques.

Provides assistance in the presentation of research findings.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

**Additional Job Duties**

**Psychologist 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

**Psychologist 12 (Senior Worker)**

Performs on a regular basis professional psychologist assignments that are recognized by Civil Service as more complex than those assigned at the experienced level.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of emotional, social, psychological and environmental problems, and the techniques used in treating or managing them.

Knowledge of techniques for observing and assessing behavior.

Knowledge of psychotherapy techniques.

Knowledge of the principles and practices of applied behavior analyses.

Knowledge of counseling techniques.

Knowledge of abnormal psychology.

Knowledge of the principles and practices of clinical psychology.

Knowledge of the principles of group behavior and interaction.

Knowledge of experimental and research techniques.

Knowledge of the techniques of conducting evaluative and therapeutic interviews.

Knowledge of the types and uses of standardized psychological tests including those applicable in testing the physically handicapped, socially or emotionally maladjusted.

Knowledge of statistical techniques used in testing and research.

Ability to effectively interact and establish a rapport with clients, and to develop therapeutic relationships.

## **PSYCHOLOGIST**

**PAGE NO. 4**

Ability to use intervention methods to bring about positive behavioral changes in clients.

Ability to facilitate positive group interaction and mutual support.

Ability to prepare clear and concise case studies.

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.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Psychologist 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

Employees may be required to travel

Employees may be on-call evenings, weekends, and holidays.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to diseases and illness.

Some jobs require an employee to be exposed to some risk to sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

Some jobs require direct contact with prisoners.

Some jobs are located in a correctional, mental health, or hospital facility, or social services agency.

**PSYCHOLOGIST**

**PAGE No. 5**

**Physical Requirements**

The job duties require an employee to work under stressful conditions.

**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.

**Psychologist 12**

Three years of professional experience providing psychological treatment equivalent to a Psychologist, including one year equivalent to a Psychologist P11.

**Special Requirements, Licenses, and Certifications**

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

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

PSYCHLGST

**Job Code Description**

Psychologist

**Position Title**

Psychologist-E

Psychologist-A

Psychologist-A

**Position Code**

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PSYCHLGA

**Pay Schedule**

W22-040

W22-049

NERE-150