

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

**JOB DESCRIPTION**

Employees in this job, as certified Consulting Forensic Examiners, supervise the work of Forensic Psychologists involved in a variety of psychodiagnostic and psychotherapeutic activities and programs. The employee works within general methods and procedures and exercises considerable independent judgment in adapting and applying the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of forensic psychological services, training and research programs, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

**Position Code Title - Forensic Psychologist Mgr-2**

**Forensic Psychologist Manager 13**

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

**Position Code Title - Forensic Psychologist Mgr-3**

**Forensic Psychologist Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title - Forensic Psychologist Mgr-4**

**Forensic Psychologist Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Plans, organizes, directs, and controls a psychological treatment and evaluation program.

Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.

Participates in effectuating the recommendations of the combined diagnostic and treatment staff.

Provides clinical administration and assists the Clinical and Executive Directors in daily operations.

Reviews psychological information relative to legal requirements for determination of competency, criminal responsibility and other forensic issues to stand trial for an alleged illegal act, formulate opinions, and makes diagnosis.

Prepares written reports for the courts detailing psychological findings upon which conclusions and recommendations are based.

Appears in courts of law as an expert witness, testifying to findings and opinions regarding an individual's criminal responsibility, competency to stand trial, or on other forensic issues.

Maintains current knowledge of laws and acts that impact on the field of forensic psychology.

Conducts research regarding specific psychological conditions and their forensic relationship; publishes findings in scientific journals.

Presents information regarding forensic psychology to various groups and professional associations.

Serves on hospital committees and work groups.

Serves as a member of the facility's multi-disciplinary treatment team.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

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

Thorough knowledge of human resource management laws, policies, practices, procedures and regulations.

Thorough knowledge of equal employment opportunity policies and procedures, and performance management practices.

Thorough knowledge of selection interviewing techniques.

Thorough knowledge of labor relations practices.

Thorough knowledge of employee training techniques and methods.

Thorough knowledge of the principles of supervision.

Thorough knowledge of the principles and techniques of administrative management, including budgeting, organization planning, program planning, management reporting, and staffing.

Thorough knowledge of the principles and practices of forensic psychology.

Thorough knowledge of the principles and practices of clinical psychology, including psychodiagnostic, therapeutic, and research methodologies.

Thorough knowledge of emotional and social, psychological and environmental problems, and techniques applicable to their alleviation.

Thorough knowledge of experimental and research techniques.

Thorough knowledge of techniques for observing and assessing behavior.

Thorough knowledge of abnormal psychology

Thorough knowledge of counseling methods and techniques.

Thorough knowledge of psychometric techniques and the techniques of conducting objective interviews.

Thorough knowledge of the types and uses of standardized psychological tests, including those applicable in testing the socially or emotionally maladjusted.

Thorough knowledge of statistical techniques used in the validation of tests, and in the study of behavior.

Thorough knowledge of, and adherence to, the American Psychological Association's (APA) ethical principles of psychologists, with particular emphasis on those principles bearing on forensic assessments.

Thorough knowledge of, and adherence to, the American Psychology-Law Society (APA, DIV.41) Specialty Guidelines for Forensic Psychologists.

Ability to plan, coordinate, organize, prioritize, and oversee activities of a work area and to delegate effectively.

Ability to direct, evaluate, instruct, motivate and supervise subordinate employees.

Ability to establish and maintain the confidence of others.

Ability to establish and maintain favorable customer and public relations.

Ability to communicate and work effectively and tactfully with others.

Ability to formulate strategic program plans.

Ability to identify and resolve administrative and programmatic problems.

Ability to conduct examinations relative to the types of criminal forensic issues raised in the state of Michigan.

Ability to conduct psychodiagnostic examinations of and provide treatment to mentally ill and sometimes dangerous individuals.

Ability to prepare concise reports detailing findings and conclusions of psychological evaluations.

Ability to provide expert witness testimony in courts of law relative to the psychological state of individuals and its impact on their ability to stand trial, and their criminal responsibility.

Ability to interpret in lay terms, complex psychological conditions and resultant behavioral traits.

Ability to conduct research, prepare reports, and educate others on matters of forensic psychology.

Ability to work as a member of a team.

Ability to maintain current knowledge of forensic psychology and its relationship with the legal system.

Ability to function under adversarial and stressful conditions.

Ability to interview others to obtain insight into the behavior of individuals accused of criminal conduct.

### **Working Conditions**

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

Some jobs require direct contact with patients.

Some jobs require direct contact with prisoners.

### **Physical Requirements**

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

### **Education**

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

### **Experience**

#### **Forensic Psychologist Manager 13**

Two years of professional, post-Ph.D. or Psy.D. experience equivalent to a Forensic Psychologist, including one year equivalent to a Forensic Psychologist 12.

#### **Forensic Psychologist Manager 14**

Three years of professional, post-Ph.D. or Psy.D. experience equivalent to a Forensic Psychologist, including two years equivalent to a Forensic Psychologist 12 or one year equivalent to a Forensic Psychologist Manager 13.

#### **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.

### **Special Requirements, Licenses, and Certifications**

Possession of a full license to practice Psychology in Michigan.

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

**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**

FORPSYMGR

#### **Job Code Description**

FORENSIC PSYCHOLOGIST MANAGER

#### **Position Title**

Forensic Psychologist Mgr-2

Forensic Psychologist Mgr-3

Forensic Psychologist Mgr-4

#### **Position Code**

FORPMGR2

FORPMGR3

FORPMGR4

#### **Pay Schedule**

NERE-153

NERE-157

NERE-159

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