



## CLASS SPECIFICATION

11-17-2011

**OCCUPATIONAL PSYCHOLOGIST, 2380**

**Summary of Duties:** Serves as the examining psychologist for the City of Los Angeles, conducting professional psychological screening of job applicants and City employees to determine their psychological fitness for performance of their job duties; serves as a consultant to City management on psychological issues in employment and the City's overall psychological well-being as it applies to the City's work force.

**Distinguishing Features:** An Occupational Psychologist is primarily concerned with pre-employment psychological screening of job applicants and work fitness evaluation of City employees for purposes of determining psychological disorders, problems or profiles that would prohibit the applicant or employee from performing the duties of his or her job. The work that distinguishes an Occupational Psychologist from that of a Psychiatrist, Physician or Police Psychologist, is that the latter classes are involved with medical or non-medical treatment of psychological problems. An Occupational Psychologist is specifically concerned with psychological assessment as it relates to work fitness or job suitability and psychological consultation with City officials and management on varied psychological issues that affect the City's work force. Decisions to fail to hire or medically remove employees from City service are based upon the findings of the Occupational Psychologist.

**Examples of Duties:** An Occupational Psychologist:

- Administers and interprets psychological tests;
- Reviews and interprets personality test reports;
- Conducts clinical interviews with applicants;
- Reviews previous medical findings and/or outside psychologists' findings for the purpose of determining if the candidate has psychological problems that would interfere with the performance of job duties;
- Prepares reports to the Psychological Review Panel and the Civil Service Commission;
- Provides verbal feedback to disqualified candidates;
- Presents psychological findings to the Civil Service Commission;
- Conducts clinical interviews with employees, their supervisors and co-workers when necessary, and reviews previous psychological findings;
- Consults with the employee's private psychologist or psychiatrist and department management concerning the employee's condition, evaluates employee's ability to perform assigned duties and determines if employee should be placed under work restrictions or removed from employment;
- Conducts emergency short-term psychological counseling for City employees when necessary;

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- Directs and participates in counseling and critical incidence debriefing;
- Conducts research on issues related to employment and selection;
- Consults with the Workers' Compensation Division of the Personnel Department by monitoring the psychological treatment given to the Workers' Compensation award recipient;
- Performs Work Fitness and Return to Work evaluations for current sworn and non-sworn City employees;
- Performs Department of Transportation substance abuse evaluations;
- Assists in coordinating Workplace Violence evaluations and consults with workplace violence task force;
- As directed by the City Council, the Civil Service Commission or the General Manager of the Personnel Department, establishes psychological policies and programs for the City and serves as a consultant on psychological issues such as conflict resolution and stress reduction;
- Develops and participates in psychological programs and services such as the City's "Wellness" program;
- Develops and conducts training workshops on various psychological issues for operating departments,
- Assists in conducting in-service training sessions in areas such as domestic violence, lie detection and substance abuse;
- May direct the operations of the Psychological Services Unit of Medical Services Division of the Personnel Department;
- May supervise other full-time, part-time, contract, or consultant psychologists, administrative and clerical staff engaged in applicant or employee psychological screening and psychologic health management;
- Responds to inquiries regarding City psychological services and programs; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

#### **Knowledge of:**

- The principles, current practices and techniques of clinical psychology, including the methods and techniques of conducting psychological interviews;
- Psychological test procedures, standard test forms and devices used in measuring psychological characteristics, clinical techniques as related to psychological examinations and diagnosis;
- Fundamental types and problems of mental diseases and abnormal behavior and psychological research methods;
- Statistics as applied to tests and measurements;
- The strengths and limitations of assessment methods;
- Legal and ethical mandates surrounding pre-employment screening;
- Professional practice rules and regulations that govern the practice of psychology;
- Psychiatric, psychological and counseling service organizations in the City; and
- Current psychological issues affecting the work environment.

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### **Ability to:**

- Diagnose mental and emotional problems;
- Select, administer and score psychometric tests, analyze and interpret the test results and correlate the test results with other findings in order to form recommendations;
- Report findings clearly and concisely;
- Write clear and comprehensive psycho-diagnostic reports;
- Conduct psychological research;
- Integrate data from disparate sources;
- Communicate effectively, both orally and in writing;
- Prepare educational material for use in developing training programs relating to the psychological aspects of supervision and management; and
- Work cooperatively and effectively with professional and non-professional employees.

### **Requirements:**

1. A doctorate degree in psychology from a recognized university and one year of experience in counseling or clinical psychology.
2. Candidates must possess the necessary course work and training/experience required by the State of California, Board of Medical Quality Assurance Standards, to practice clinical or counseling psychology.
3. A valid license to practice psychology issued by the State of California, Board of Medical Quality Assurance Standards is required within six months after appointment.

**License:** A valid California driver's license may be required.

**Physical Requirements:** Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**