

PSYCHOLOGICAL ASSISTANT, 2381

Summary of Duties : Conducts psychological research, counsels employees and their families and assists management on behavioral science related problems under the supervision of a licensed psychologist, and does related duties.

Distinguishing Features : A Psychological Assistant is responsible for conducting technical psychological research. The employee must use scientific methods to obtain psychological data, conduct sophisticated statistical analysis and recommend appropriate action based on the conclusions found through research. The incumbent also performs the more routine employee counseling under the supervision of a psychologist. The work is usually assigned in broad terms and reviewed through results obtained. The class of Psychological Assistant is distinguished from those of Personnel Research Analyst, Personnel Analyst and Senior Personnel Analyst in that a Personnel Research Analyst performs technical research in the specific area of personnel selection, and a Personnel Analyst and a Senior Personnel Analyst are involved in personnel work of a broad nature. A Psychological Assistant is distinguished from Psychologist in that a Psychological Assistant performs all assigned duties under the supervisor of a staff psychologist.

Example of Duties : Designs and implements psychological research projects, including test validation, correlation studies, surveys and experimental studies through the use of psychological research methodology; coordinates the computation of statistics; evaluates research findings through sophisticated statistical analysis; summarizes and prepares final reports on research findings for submission to departmental officials; presents research findings related to psychological studies at police or psychological seminars, conferences, or training classes; writes reports related to psychological research for in-house administrative use and for submission to various publications; assists in the preparation of grant research proposals;

Under the supervision of a psychologist, counsels employees and their families that have emotional problems due to job stress, marital and family difficulties, substance abuse problems or traumatic experiences; determines when it is appropriate to counsel individuals in a group setting and conducts group therapy sessions; determines the need for psychological tests and administers, interprets, and evaluates standard psychological tests as needed including personality, attitude-value system and stress related measures; develops new evaluation instruments as needed;

Acts as a psychological consultant to department personnel; instructs department personnel on psychological problems that may be encountered

in work situations; may assist in crime investigations by hypnotizing victims to improve their recall of the crime or by developing psychological profiles of criminals; attends professional meetings and conferences as a department representative; and assists in the coordination of the psychological intern program.

A Psychological Assistant assists psychological and office staff with logistical and administrative duties; assists with other assigned tasks as required.

Qualifications: Good knowledge of the problems, techniques, methods and procedures of planning and conducting research; good knowledge of the principles, concepts, current practices and techniques of counseling and clinical psychology; good knowledge of psychological test procedures and standard test forms and devices used in measuring psychological characteristics; good knowledge of statistical methods and terminology; good knowledge of machine tabulation techniques and the programming of data; good knowledge of the clinical methods and techniques of psychological examination, diagnosis and therapy; the ability to conduct psychological research; the ability to develop techniques for processing a variety of detailed data; the ability to report findings clearly and concisely; the ability to develop, select, administer and score psychometric tests; the ability to analyze and interpret test results, and correlate them with other findings; the ability to diagnose mental and emotional problems and formula and conduct counseling and therapy programs to effect improved adjustments; the ability to establish rapport with employees, to evaluate their behavior and help them gain insight into their difficulties.

A master's degree or its equivalent in psychology, educational counseling or a closely related field; and

One year of full-time experience in psychological counseling and research design under the supervision of a licensed psychologist, psychiatrist, clinical social worker or marriage, family and child counselor is required.

Upon appointment, candidates must qualify for and obtain registration as a Psychological Assistant with the State of California.

Physical Requirements: Strength to perform average lifting of less than 5 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 person's 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.