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STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
PSYCHOLOGIST MANAGER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future managerial Psychologist positions located within the classified service. Employees in positions allocated to this classification are licensed as Psychologists by the Department of Regulation and Licensing, per s. 455.04, Wis. Stats. Positions allocated to this series must meet the definition of "management" as defined in s. 111.81(13) as engaged predominately in executive and managerial functions. Administrative responsibilities include policy development, program design and review, staff recruitment, development and leadership, and budget preparation. Positions at this level direct major psychological programs in multi-unit operational areas (i.e. institution-wide, department-wide) and are found in the Department of Health and Family Services and Department of Corrections. **NOTE: All employees in positions in this classification MUST possess a Wisconsin psychologist license.** This classification specification will not specifically identify every duty which may be assigned to positions, but it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional managerial psychologist positions that oversee the provision of professional psychological diagnostic and consultative services and treatment planning provided to residents of institutions and/or community based clients. This classification encompasses professional managerial positions that administer the full range of psychological diagnostic and consultative services and treatment planning as defined in Chapter 455, Wis. Stats., as "rendering to any person a psychological service involving the application of principles, methods and procedures of understanding, predicting and influencing behavior, such as the principles pertaining to learning, perception, motivation, thinking, emotions and interpersonal relationships; the methods and procedures of interviewing, counseling, psychotherapy,

psychoanalysis and biofeedback; and the methods and procedures of constructing, administering and interpreting tests of mental abilities, aptitudes, interests, attitudes, personality characteristics, emotion and motivation. The application of said principles and methods includes, but is not restricted to: psychological diagnosis, prevention and treatment of problems in behavioral, vocational, educational, emotional, sexual, neuropsychological and mental disorders; treatment for alcohol and other substance abuse disorders of habit and conduct, and the psychological and behavioral aspects of physical illness, accident or other disabilities.” These positions have responsibility for supervising the practice of psychology and may function as supervisor to professional staff in other disciplines.

C. Exclusions

Excluded from these classifications are the following types of positions:

1. Positions that do not meet the statutory definition of management as defined in s. 111.81(13), Wis. Stats.
2. Positions that are engaged, for a majority of the time (more than 50%), in the direct provision of the professional practice of psychology within an institution and are more appropriately classified as Psychologist-Licensed, or Psychological Associate (A, B).
3. Positions that are engaged, for a majority of the time (more than 50%), in the supervision of the professional practice of psychology as performed by positions classified as Psychologist-Licensed or Psychological Associate (A, B) within a state residential, institutional, community, or other specialized program and are more appropriately classified as Psychologist Supervisor or Psychologist Supervisor/Management.
4. Positions that are engaged, for a majority of the time (more than 50%), in the provision and coordination of psychological services within a region of the Division of Community Corrections in the Department of Corrections but without formal supervisory responsibility of associated professional staff and are more appropriately classified as Chief Regional Psychologist.
5. Positions that are engaged, for a majority of the time (more than 50%), as the director of psychological services for a residential institution of the Department of Health & Family Services or direct a specific program in the Department of Corrections but without formal supervisory responsibility of associated professional staff and are more appropriately classified as Psychologist Chief.
6. Positions that are engaged, for a majority of the time (more than 50%), in the provision of professional psychological services within a school operated by the Department of Public Instruction, the Department of Health and Family Services, and/or the Department of Corrections and are more appropriately classified as School Psychologist.
7. All other positions that are more appropriately identified by other classification specifications and/or do not require a Wisconsin psychologist license issued by the Department of Regulation and Licensing under s. 455.04, Wis. Stats.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

PSYCHOLOGIST MANAGER

Positions in this classification direct major psychological programs within state government. Responsibilities at this level involve program development and evaluation, budget planning, inter-unit program coordination, and the administrative supervision of professional level psychological staff, consultants and interns as necessary. Positions in this classification also provide supervision of the practice of psychology as needed. The work requires the utilization of specialized professional skill and competence that, under Wisconsin Statutes, can only be carried out by individuals licensed as Psychologists. Positions at this level are responsible for developing the overall program goals and policies necessary for program implementation, and for providing leadership and guidance to staff to insure program effectiveness.

Representative Positions:

Department of Health & Family Services:

Sand Ridge Secure Treatment Center (SRSTC): The single position at SRSTC that oversees and supervises the evaluation services for determination of commitment as a Sexually Violent Person. This position reports to the Institution Superintendent and is responsible for coordinating, monitoring, and managing all evaluations for initial commitment and for subsequent evaluations required by statute and/or court order. Ensures that evaluations are done within required time frames and monitors the quality of the evaluations, reports, and testimony. Provides statewide consultation to the Division Administrator and to other members of the Department regarding all aspects of evaluation and criteria for commitment of individuals subject to Chapter 980. Provides training and consultation both within and outside the Department and serves as the DHFS expert on various cross departmental workgroups and committees.

Department of Corrections:

Division of Adult Institutions (DAI), Bureau of Health Services (BHS): The single position found in the Bureau (BHS) which reports to the Mental Health Director and functions as Psychology Director with shared responsibility for the development, coordination, and administration of mental health services and programming statewide within the Department. Management responsibility is shared for the development, approval, and implementation of department policies, procedures and protocols concerning the mental health care of offenders, as well as for oversight of mental health care with the exception of psychiatric practice, which is the sole responsibility of the Mental Health Director. This position assists the Mental Health Director in determining and directing the scope of mental health treatment within the Department and assists in monitoring the professional practice of psychologists, psychological associates, crisis workers, treatment specialists, psychological services associates, and psychological consultants. Responsibilities include serving as the Training Director for the Division's Psychology Internship Program; monitoring the budget; supervising Chapter 980 and Sex Offender Treatment Program staff; providing statewide consultation to mental health and management staff; serving as liaison to off-site providers; and representing the Department with professional associations, community and government agencies.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Positions in this classification perform functions that, under Wisconsin Statutes, can only be carried out by individuals licensed as Psychologists by the Department of Regulation and Licensing, per s. 455.04, Wis. Stats.

IV. ADMINISTRATIVE INFORMATION

A two-level classification series was created upon implementation of the nonrepresented portion of the Professional Social Services Personnel Management survey effective August 7, 1994, and announced in Bulletin CC/SC-25. The Department of Corrections reorganized in July 1996 eliminating the single position allocated to the Psychologist Manager 2 level and resulting in the creation of a single-level Psychologist Manager classification which was announced in Bulletin CC/SC-65. Effective December 5, 1999, (Bulletin CLR/SC-106) this classification specification was changed to abolish the Psychologist Manager (non-Doctorate) classification which was no longer in use. This classification was again modified effective December 28, 2003, and announced in Bulletin OSER-0010-MRS-SC to delete any reference to "doctorate" in the class title, as well as to expand the use of this classification to the Department of Corrections.

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