

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PSYCHOLOGICAL SERVICES ASSISTANT

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 professional positions located within the classified service which provide professional level support activities to Psychologists. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, 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 positions located within the classified service involved in the provision of professional level support activities to Psychologists in the administration and analysis of psychological and neuropsychological tests, and/or implementation of psychological treatment programming. The majority of time is devoted to participating as a member of a treatment team in the evaluation of individual treatment needs; development, recommendation and implementation of new or revised treatment techniques and programs; and/or evaluation of the effectiveness of a wide range of psychological service programs through complex statistical analysis.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that meet the statutory definitions of supervisor and/or management as defined in ss. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions which spend the majority of time (more than 50%) performing responsible clinical work in the professional practice of psychology but do so without a license issued by the Department of Safety and Professional Services under s. 455.04, Wis. Stats., and are more appropriately classified as Psychological Associate.
3. Positions which are engaged in the direct provision of social work, or vocational counseling activities a majority of the time (more than 50%) and are more appropriately classified as Social Worker, Social Worker-Clinical, or Vocational Rehabilitation Counselor.
4. Positions which spend the majority of time (more than 50%) performing responsible clinical work in the professional practice of psychology, possess a license from the Department of Safety and Professional Services under s. 455.04, Wis. Stats., and are more appropriately classified as Psychologist-Licensed or Psychologist-Licensed Ch. 980.
5. Positions which are engaged in the provision of professional psychological services within a school operated by the Department of Public Instruction and/or the Department of Corrections a majority of the time (more than 50%) and are more appropriately classified as School Psychologist.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

PSYCHOLOGICAL SERVICES ASSISTANT

This is professional work in the provision of support activities to Psychologists at a state operated correctional institution, treatment facility, hospital, residential school or, as a program specialist in a central agency office. Position responsibilities involve the administration and analysis of psychological and neuropsychological tests: evaluating specific areas of psychopathologies and evaluating response to treatment, as measured by various psychophysiological assessment instruments; evaluating treatment needs and response to the treatment on a specialized treatment unit through administration and scoring of group and individual psychological tests to assess psychological functioning and needs for specialized treatment. Position responsibilities also involve implementation of psychological treatment programming. Employees devote the majority of time participating as a member of a treatment team in one or more of the following functions: (1) evaluation of individual client treatment needs through the application of psychology theories and principles; (2) development, recommendation and implementation of new or revised treatment techniques and programs; (3) evaluation of the effectiveness of a wide range of psychological service programs through the use of complex statistical analysis. Some positions may provide training to other Psychological Services Assistants in complex assessment and/or treatment procedures. Work is performed under the general supervision and guidance of a Psychologist-Licensed, Psychological Associate, Psychologist Supervisor or more senior Psychological Services Assistant.

Representative Positions:

Department of Corrections: Under the supervision of a Psychologist Supervisor, administers a variety of psychological tests to residents in the Assessment and Evaluation Unit of Dodge Correctional Institution. Provides technical expertise and support to the Psychologist Supervisor in the development, maintenance, modification and use of computerized test scoring/interpretation and data storage and retrieval systems.

Department of Corrections: Under general supervision of a Psychologist, assists in recommending and implementing treatment programs for program participants; evaluates individual psychological needs of program participants and provides information to various institution staff concerning client treatment needs. Participates with Psychologists in the provision of group counseling techniques and may conduct individual counseling sessions directed toward changes in behavior and attitudes. Conducts interviews to gather information on personality, behavior, past history, and treatment for selected residents and provide information to various institution staff concerning client treatment needs specifically relating to institution adjustment, psychological adjustment, relationships with peers, etc.

Department of Health Services, Central WI Center: Assists treatment professionals in providing psychological services in the treatment units and in developing and implementing department initiatives. Performs adaptive behavior assessments and cognitive screenings interpreting the results for others, and may teach adaptive behaviors (self-care skills, communication skills, motor skills, and recreational/leisure skills) to clients. Conducts behavioral assessments and assists in the development and implementation of Integrated Behavior Intervention Plans (IBIP) and/or Comprehensive Support Plans (CSP). Develops algorithms and graphs for IBIPs and provides competency-based training for individual IBIPs. The work is performed under general supervision.

Department of Health Services, Sand Ridge Secure Treatment Center: Under the general supervision of the Social Services Supervisor, assists in the evaluation of individual treatment needs of specific areas of sexual psychopathy and of the patients' responses to treatment utilizing psychological tests, as well as specialized diagnostic and treatment procedures, utilizing psychophysiological assessment instruments for patients within the SRSTC 980 Sexually Violent Persons (SVP) Program, and provides direct services to patients and provides information to SVP staff so they can determine appropriate treatment needs.

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.

IV. ADMINISTRATIVE INFORMATION

This classification was created, effective June 30, 2013, and announced in Bulletin OSER-0327-MRS-SC to eliminate the (A, B) designations and to update the duties and allocations of the positions.