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**Modified Effective: December 28, 2003**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**PSYCHOLOGIST CHIEF**

**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 Psychologist Chief positions within the classified service that are responsible for the administration of a clinical psychological program. 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 classification are located in the Department of Health and Family Services and the Department of Corrections and perform very responsible and specialized consultative work in the professional practice of psychology on behalf of management. Positions allocated to this classification supervise the practice of psychology in state residential (i.e., institution for the mentally ill and/or developmentally disabled) or correctional programs but do not have ongoing direct supervisory responsibility over employees. Specializations within the occupational area include, but are not limited to: Clinical Psychologist, Behavioral Psychologist, Child Psychologist, and Forensic Psychologist. **NOTE: All employees in positions in this classification MUST possess a Wisconsin psychologist license.** 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 which supervise the practice of 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.”

Positions may participate independently in program review or as the leader of an interdisciplinary team. Positions have responsibility for supervising the practice of psychology within an institution of the Department of Health and Family Services or a specific program in the Department of Corrections, absent supervisory authority over employees.

C. Exclusions

Excluded from these classifications are the following types of positions:

1. Positions that meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that are engaged, for a majority of the time (more than 50%), in the direct provision of the professional practice of psychology 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 direct provision of social work or vocational counseling activities and are more appropriately classified by other classifications such as Social Worker or Vocational Rehabilitation Counselor.
4. 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.
5. Positions that are engaged, for a majority of the time (more than 50%), in the management and supervision of major psychological programs in multi-unit operational areas, perform administrative responsibilities including policy development, program design and review, staff recruitment, development and leadership, and budget preparation, and are more appropriately classified as Psychologist Manager.
6. 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.
7. 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.

8. 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 enter positions within this classification by competitive examination.

## II. DEFINITIONS

### PSYCHOLOGIST CHIEF

Positions in this classification provide responsible, professional work in the direction of the professional practice of psychology within a residential institution of the Department of Health and Family Services or a specific program in the Department of Corrections without formal supervisory responsibility of associated professional staff. These positions have responsibility for the administration of the clinical psychological program within an institution, a significant geographic area of the state, or a specific program. Responsibilities include directing and overseeing the professional practice of psychology by employees occupying positions classified as Psychologist-Licensed, Psychological Associate (A, B) and/or other professional staff. The work requires the utilization of specialized professional skill and competence, without direct review or supervision of the practice of psychology from higher level staff. Positions in this classification are responsible for developing the goals and procedures necessary for effective clinical psychological program implementation, and for providing leadership and guidance to staff to insure program effectiveness. Employees may, less than the majority of the time, also engage in the professional practice of psychology in addition to their program management role. The work is performed with considerable latitude for the exercise of initiative and independent judgment.

#### Representative Positions:

##### Department of Health and Family Services:

Mendota Mental Health Institute: Reports to the Clinical Director and serves as the lead psychologist for the facility, recruiting, hiring, credentialing, privileging, and evaluating professional psychology staff; develops quality assurance standards and professional performance standards for professional psychology staff and assures adherence to these standards; directs the psychology intern program including selection of interns and coordination of training activities; oversees all research activities and ensures compliance with state and federal standards for research; and provides facility-wide advice and consultation regarding the psychological program.

##### Department of Corrections:

Division of Adult Institutions, Bureau of Health Services: Reports to the Division's Psychologist – Management position (Psychology Director) and is responsible for the planning, development, monitoring and evaluation of a comprehensive statewide sex offender program across all Divisions within the Department (DOC) and contracted for by the DOC. This position participates as a member of a team of experts to provide program planning and evaluation, establishes standards of service and practice, and represents the Department on sex offender issues. Responsibilities include monitoring and interpreting legislation, court decisions, administrative rules and Department policy; formulating, compiling, and distributing policy and program information; developing budget initiatives and program statements for sex offender treatment and programming; advising and providing information to Division management staff, Department Secretary, and legislature; coordinating statewide services between various Divisions and units throughout DOC; providing clinical and administrative consultation to other

psychologists, field and institution staff; responding to inquiries from the media, victims, other agencies, offenders and the general public; developing and conducting department-wide training programs; providing expert testimony in Chapter 980 and other civil commitment hearings; and preparing annual and periodic program reports for the DOC. This position requires subject matter expertise and specialized clinical skills and knowledge in the area of sex offender treatment, evaluation and risk assessment.

### **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**

This classification was created as a result of the Professional Social Services Personnel Management Survey implemented on October 16, 1994, and announced in Bulletin CC/SC-28. The specification was modified effective June 23, 1996, and announced in Bulletin CC/SC-54, to reflect a reorganization of the Department of Corrections and the Department of Health and Family Services. This classification specification was changed effective December 5, 1999, to abolish the Psychologist Chief (non-Doctorate) classification which was no longer used (see Bulletin CLR/SC-106). 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.

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