



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LICENSED PSYCHOLOGIST II	45*	A	10.168
LICENSED PSYCHOLOGIST I	44*	B	10.170
PSYCHOLOGICAL ASSISTANT	41*	B	10.171

**SERIES CONCEPT**

Licensed Psychologists provide psychological testing, evaluation, psychotherapy, counseling, and consultation to clients or inmates in residential, inpatient and outpatient settings, at a mental health, intellectual disabilities, or correctional facility, or in other settings where psychological services are provided. Professional duties are performed in accordance with license requirements of the State of Nevada Board of Psychological Examiners.

Administer, score and interpret a wide variety of diagnostic and projective tests in order to evaluate and diagnose clients, patients, parolees, students or inmates; write comprehensive psychological reports to include test results, clinical observations, findings and recommendations; document services provided in client charts.

Provide crisis intervention services; de-escalate clients who are hostile, combative or physically aggressive, following established agency policies; refer clients to community resources or other agencies; arrange for residential or inpatient admissions as necessary.

Participate in treatment team meetings to discuss the status and progress of clients and recommend specific courses of treatment; develop treatment plans or individualized functional analysis programs; provide individual, family and group therapy and substance abuse counseling utilizing a variety of psychotherapeutic techniques.

Perform psycho-sexual evaluations on sex offenders to include diagnostic classification and a report summary identifying the diagnosis, risk assessment, mental health assessment, education level, family and medical history, statement of amenability to treatment, and suggested treatment interventions.

Review psychosocial assessments written by other clinicians to monitor and evaluate treatment effectiveness, determine eligibility for program services or benefits applying the appropriate laws and regulations; consult with treating clinicians; ensure service delivery goals are met; and documentation is completed according to agency policy and applicable regulations and/or accreditation requirements.

Record information necessary to bill for services and recommend third party payments as appropriate.

Provide oral and written court testimony as a witness regarding the mental status of clients and evaluation findings which may include recommendations for involuntary commitments.

Plan, develop and coordinate program services to meet the needs of the population served; participate in committees and facility activities in developing service delivery needs assessments and evaluations, policies and procedures; assist in writing and administering grants; prepare documentation required for budget development and monitor expenditures; and participate in accrediting and quality review programs.

Develop and conduct presentations or training programs for clients, families, community groups and agency staff as assigned.

Perform related duties as assigned.

\* Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.

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### CLASS CONCEPTS

**Licensed Psychologist II:** Incumbents at this level provide full clinical and administrative supervision to at least one Licensed Psychologist I, in addition to providing a broad range of psychological services described in the series concept. Licensed Psychologist II positions are also responsible for a psychological services program or unit and may also supervise professional clinical staff and support personnel. Positions at this level typically report to a Medical Director, Clinical Program Manager or Division Administrator and oversee psychological services provided at the agency to which assigned.

**Licensed Psychologist I:** Under general direction, incumbents perform the duties described in the series concept, and may be assigned full supervision of professional staff and support personnel, and may also provide clinical supervision (peer review) for doctoral level psychologists.

**Psychological Assistant:** Under the direct clinical supervision of a Licensed Psychologist, incumbents perform the duties described in the series concept in a trainee capacity. Incumbents may be automatically progressed to Licensed Psychologist I upon receipt of licensure as a psychologist in the State of Nevada.

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### MINIMUM QUALIFICATIONS

#### SPECIAL REQUIREMENTS:

- \* Licensed Psychologist I's and Licensed Psychologist II's must possess current licensure as a Psychologist issued by the State of Nevada Board of Psychological Examiners at the time of appointment and maintain licensure as a condition of continuing employment.
- \* Psychological Assistants must be approved as a Registered Psychological Assistant by the State of Nevada Board of Psychological Examiners at the time of appointment and must remain in good standing with the Board as a condition of continuing employment.
- \* Some positions may be required to work on evenings, weekends and holidays.
- \* A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for these items.
- \* A State of Nevada/FBI background check will be required of the selected applicants.
- \* A valid Nevada driver's license or equivalent mobility is required at the time of appointment and as a condition of continuing employment.

#### LICENSED PSYCHOLOGIST II

**EDUCATION AND EXPERIENCE:** Two years of post-doctoral experience in providing psychological services in an inpatient, outpatient or residential setting, which must have included one year of experience in the supervision of clinicians. *(See Special Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** management principles and practices sufficient to plan, organize, delegate, oversee, and evaluate the work of doctoral level and other professional staff and support personnel; continuous quality improvement principles and techniques. **Ability to:** integrate results from multiple test instruments and develop appropriate treatment methods and goals for specialized populations; monitor and operate current computer programs for the administration and scoring of new testing procedures and corresponding policies and procedures; recommend budget for psychological services and programs; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** State of Nevada's personnel practices and procedures; advocacy issues regarding

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### MINIMUM QUALIFICATIONS (cont'd)

#### LICENSED PSYCHOLOGIST II (cont'd)

##### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont'd)

mental illness, intellectual disabilities, dual diagnosis and substance abuse; agency divisional/departmental policies and procedures; State and federal regulations for mental health, intellectual disabilities or forensic populations; principles and practices of supervision; agency and community resources; psychotropic medication including desired effects, common side effects and drug interactions. **Ability to:** resolve clinical issues resulting from conflicting policies or regulations; provide administrative and clinical supervision to subordinate psychologists and other professional clinicians; establish goals and objectives for the unit or department; develop budgets, work plans, and administrative reports; communicate complex ideas and problems interdepartmentally; develop programs to meet specific agency needs.

#### LICENSED PSYCHOLOGIST I

**EDUCATION AND EXPERIENCE:** One year of post-doctoral experience in providing psychological services in an inpatient, outpatient or residential setting. *(See Special Requirements)*

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** American Psychological Association Code of Ethics and State laws and regulations related to the practice of psychology; reference books including psychological treatment, diagnostic and statistical manuals; theories, principles and practices of psychological testing and interpretation of test results.

**Working knowledge of:** types, etiology, and treatment of mental disorders; clinical assessment methods; detailed therapeutic principles and techniques used in providing psychological services to clients with mental illness, intellectual and related disabilities; psychopharmacology; crisis intervention techniques. **Ability to:** supervise lower level professionals, interns, and support staff; conduct program development projects; and implement clinical review systems; *and all knowledge, skills and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Licensed Psychologist II.)*

#### PSYCHOLOGICAL ASSISTANT

**EDUCATION AND EXPERIENCE:** An active doctoral psychology internship agreement and/or a certificate of successful completion of a doctoral psychology internship program is required at the time of application. *(See Special Requirements)*

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** American Psychological Association Code of Ethics and State laws and regulations related to the practice of psychology; reference books including psychological treatment, diagnostic and statistical manuals; theories, principles and practices of psychological testing and interpretation of test results.

**General knowledge of:** types, etiology, and treatment of mental disorders; clinical assessment methods; detailed therapeutic principles and techniques used in providing psychological services to clients with mental illness, intellectual and related disabilities; psychopharmacology; crisis intervention techniques; agency and community resources; normal and abnormal human behavior and development; educational and learning disorders; client rights and confidentiality of information. **Ability to:** establish and maintain effective working relationships with clients, inmates, co-workers, and the public; conduct clinical and mental status evaluations and interviews; administer, score and interpret psychological tests; communicate test results in written and oral form; diagnose mental illness, intellectual and related disabilities; assess client behavior and develop goals for therapy; and facilitate therapeutic individual, group, and family counseling sessions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Licensed Psychologist I.)*

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>10.168</u>	<u>10.170</u>	<u>10.171</u>
ESTABLISHED:	7/1/97P 9/19/96PC	1/17/86	7/1/99P 10/2/98PC
REVISED:		7/1/86R 7/18/86-3	
REVISED:		7/1/89P 8/19/88PC	
REVISED:		3/13/90-3	
REVISED:		7/1/93LG	
REVISED:		7/1/97P 9/19/96PC	
REVISED:	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC	
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	3/9/16UC	3/9/16UC	3/9/16UC
REVISED:			8/10/16UC
REVISED:	05/11/18DLR	05/11/18DLR	05/11/18DLR