



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#61-16**

July 13, 2016

**TO:** DHRM Listserv Recipients

**FROM:** Peter Long, Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES

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Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Heather Dapice at [hdapice@admin.nv.gov](mailto:hdapice@admin.nv.gov) no later than August 10, 2016.

If no written objections are received in this office by August 10, 2016, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #02-17  
 Posting Expires: August 10, 2016

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

| CURRENT |                          |       |       | PROPOSED      |                                |            |          |
|---------|--------------------------|-------|-------|---------------|--------------------------------|------------|----------|
| CODE    | TITLE                    | GRADE | EEO-4 | CODE          | TITLE                          | GRADE      | EE0-4    |
| 10.168  | Licensed Psychologist II | 45*   | A     |               | No Change                      |            |          |
| 10.170  | Licensed Psychologist I  | 44*   | B     |               | No Change                      |            |          |
| 10.171  | Psychological Assistant  | 41*   | B     | <b>10.171</b> | <b>Psychological Assistant</b> | <b>41*</b> | <b>B</b> |

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

### ***Basis for Recommendation***

At the request of the Department of Health & Human Services (DHHS), Division of Public & Behavioral Health (PB&H), the Division of Human Resource Management has conducted a review of the Psychologist series. Analysts within the Division of Human Resource Management worked with subject matter experts from PB&H, and as a result of this review, it is recommended that the education and experience requirements of the minimum qualifications at the Psychological Assistant be revised.

It is recommended that the Doctorate in Psychology be removed and clarification of an active doctoral psychology internship and/or successful completion of a doctoral psychology internship program be required at the time of application. An informational note was added indicating that applicants must attach copies of their active doctoral internship program, certificate of successful completion of their doctoral psychology internship program or verification of their Doctorate in Psychology degree to their application in order to be considered eligible for employment. An additional informational note was added indicating that individuals offered employment as a Psychological Assistant must have a Doctorate in Psychology and approval as a Registered Psychological Assistant by the Nevada Board of Psychological Examiners at the time of appointment.

These changes will give interns participating in the Nevada Psychology Internship Consortium (NV-PIC), as well as, other approved internship programs, the ability to apply for Psychological Assistant positions and then be granted conditional offers of employment. Currently, the State is losing excellent applicants to private employment, as interns would not meet the education and experience requirements as currently written.

Lastly, additional special requirements were added related to background investigations and requirement of a Nevada driver's license or equivalent mobility, to maintain consistency with structure and formatting.

These modifications required no changes to the entry level or full performance knowledge, skills and abilities.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

***Note: Changes, additions and/or deletions on the class specification are noted in red.***

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by August 10, 2016.** Objections should be addressed to Heather Dapice, Supervisory Personnel Analyst, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTING DATE: July 13, 2016**



**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>   |
|---------------------------------|--------------|--------------|---------------|
| <b>LICENSED PSYCHOLOGIST II</b> | <b>45*</b>   | <b>A</b>     | <b>10.168</b> |
| <b>LICENSED PSYCHOLOGIST I</b>  | <b>44*</b>   | <b>B</b>     | <b>10.170</b> |
| <b>PSYCHOLOGICAL ASSISTANT</b>  | <b>41*</b>   | <b>B</b>     | <b>10.171</b> |

**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 [maintain an approved internship with]*** 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.***

#### INFORMATIONAL NOTE:

- \* ***Applicants for the Psychological Assistant must attach either their active doctoral psychology internship agreement, certificate of successful completion of their doctoral psychology internship program, or verification of their Doctorate in Psychology degree to their application in order to be considered eligible.***
- \* ***Psychological Assistant's must have a Doctorate in Psychology and approval as a Registered Psychological Assistant by the State of Nevada Board of Psychological Examiners at the time of appointment.***

### 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)

|                          |     |   |        |
|--------------------------|-----|---|--------|
| LICENSED PSYCHOLOGIST II | 45* | A | 10.168 |
| LICENSED PSYCHOLOGIST I  | 44* | B | 10.170 |
| PSYCHOLOGICAL ASSISTANT  | 41* | B | 10.171 |

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## MINIMUM QUALIFICATIONS (cont'd)

### LICENSED PSYCHOLOGIST II (cont'd)

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 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: [~~Doctorate in Psychology and an~~] *An active doctoral psychology [approved] internship agreement and/or a certificate of successful completion of a doctoral psychology internship program is required at the time of application. [with the State of Nevada Board of Psychological Examiners.]* (*See Special Requirements and Informational Note*)

LICENSED PSYCHOLOGIST II  
 LICENSED PSYCHOLOGIST I  
 PSYCHOLOGICAL ASSISTANT  
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45\*      A      10.168  
 44\*      B      10.170  
 41\*      B      10.171

MINIMUM QUALIFICATIONS (cont'd)

PSYCHOLOGICAL ASSISTANT (cont'd)

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.)*

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<br>9/19/96PC | 1/17/86              | 7/1/99P<br>10/2/98PC |
| REVISED:        |                      | 7/1/86R<br>7/18/86-3 |                      |
| REVISED:        |                      | 7/1/89P<br>8/19/88PC |                      |
| REVISED:        |                      | 3/13/90-3            |                      |
| REVISED:        |                      | 7/1/93LG             |                      |
| REVISED:        |                      | 7/1/97P<br>9/19/96PC |                      |
| REVISED:        | 7/1/99P<br>10/2/98PC | 7/1/99P<br>10/2/98PC |                      |
| REVISED:        | 7/1/07LG             | 7/1/07LG             | 7/1/07LG             |
| REVISED:        | 3/9/16UC             | 3/9/16UC             | 3/9/16UC             |
| <b>REVISED:</b> |                      |                      | <b>8/10/16UC</b>     |