

PSYCHOLOGIST I

NATURE AND VARIETY OF WORK

This is highly responsible entry level professional and administrative work in the areas of counseling or industrial psychology. Incumbents deal with job-related stress and problems within a public safety department (e.g., Police, Fire), or develop assessment techniques designed to evaluate psychological or behavioral traits and characteristics within the County workforce. Work is performed with a high degree of competency in providing services to clients and/or in developing psychological/behavioral profiles. Work is performed under close supervision and is evaluated by the section chief based upon reports, products, and conferences designed to achieve program goals and objectives.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Performs personnel psychology functions for a department involving the application of experimental, statistical measurement, and other research techniques.

Applies psychological techniques to personnel administration, management and/or marketing.

Prepares tests or other personnel measurement/information gathering devices such as rating scales, questionnaires.

Administers, scores and interprets intelligence, aptitude, achievement and other psychological tests.

Develops tests and interprets results in light of standard norms and limitation of test in terms of validity and reliability.

Observes details of work and interviews workers and supervisors to establish physical, mental, educational and other job requirements.

Provides advisory services to management officials regarding the appropriate uses and limitations of measurement devices, survey techniques in gathering data for use in recruitment,
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selection, development and full utilization of staff, developing measures of employee morale, productivity and similar matters.

Identifies psychological traits indicative of successful job performance.

Applies interview techniques, rating scales and psychological tests to assess skills, abilities, aptitudes and interests as aids in selection, placement and promotion.

Exercises full professional responsibilities for findings, interpretations, decisions, recommendations and reports.

Leads workshops in various areas such as coping with work related frustrations; coping with chronic and acute stress; dealing with prejudice.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of the theories and principles of counseling or industrial psychology which may include human growth and development, personality development, learning theory, interviewing techniques, personality and intelligence measurements, test development and psychometrics.

Ability to rapidly acquire a knowledge of the function and activities of a department, the work involved and current practices, philosophies and procedures within a department as they relate to the psychological technique in use.

Ability to provide a variety of diagnostic assessment services including the selection, administration, scoring and interpretation of a wide range of psychological tests, to measure and evaluate intellectual functions, personality structure, interest aptitudes and related psychological factors.

Ability to develop, administer and interpret tests that conform to the requirements of the Federal "Uniform Guidelines on Employee Selection Procedures."

Ability to make sound recommendations; to perform clinical work which includes psychological interviewing techniques, diagnostic evaluation; to work harmoniously with others, to write comprehensive and summarized, meaningful diagnostic and treatment reports; to prepare written evaluations, to communicate effectively with officers/ employees; to meet any situation

with tact, diplomacy, understanding, fairness and good judgment.

MINIMUM QUALIFICATIONS

Graduate of an accredited college or university with a bachelor's degree in industrial/personnel/counseling psychology or a related field; plus professional level personnel psychology experience in which the candidate has demonstrated the knowledges, skills and abilities required for the successful performance of the work of the position; or an equivalent combination of education and experience.

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