



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### CLINICAL PSYCHOLOGY

Class Title	Class Code	Pay Band	Alt Pay Band*
Clinical Psychologist I	K10661	75	85
Clinical Psychologist II	K10662	80	90

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Diagnose or evaluate mental and emotional disorders of individuals through observation, interview, and psychological tests, and formulate and administer programs of treatment.

#### Nature of Work

Clinical Psychologists are concerned with the assessment, diagnosis, treatment, and prevention of mental disorders. While some clinical psychologists specialize in treating severe psychological disorders, such as schizophrenia and depression, many others may help people deal with personal issues, such as divorce or the death of a loved one. Often times, clinical psychologists provide an opportunity to talk and think about things that are confusing or worrying, offering different ways of interpreting and understanding problems and situations. They are trained to use a variety of approaches aimed at helping individuals, and the strategies used are generally determined by the specialty they work in.

Clinical psychologists may further specialize in these fields by focusing their work in a number of niche areas including mental health, developmental disabilities including learning and intellectual disabilities, emotional disturbances, substance abuse, neuropsychology, forensics or geriatrics. The emergence and growth of these, and other, specialties reflects the increasing participation of psychologists in direct services to special patient populations.

Often, clinical psychologists consult with other medical personnel regarding the best treatment for patients, especially treatment that includes medication. Clinical psychologists generally are not permitted to prescribe medication to treat patients; however, New Mexico currently allows appropriately trained clinical psychologists to prescribe medication with some limitations.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Level I

- Identify psychological, emotional, or behavioral issues and diagnose disorders, using information obtained from interviews, tests, records, and reference materials.

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- Develop and implement individual treatment plans, specifying type, frequency, intensity, and duration of therapy.
- Interact with clients to assist them in gaining insight, defining goals, and planning action to achieve effective personal, social, educational, and vocational development and adjustment.
- Discuss the treatment of problems with clients.
- Use a variety of treatment methods, such as psychotherapy, hypnosis, behavior modification and other positive behavioral interventions, stress reduction therapy, psychodrama, and play therapy.
- Counsel individuals and groups regarding problems, such as stress, substance abuse, and family situations, to modify behavior or to improve personal, social, and vocational adjustment.
- Write reports on clients and maintain required paperwork.
- Evaluate the effectiveness of counseling or treatments and the accuracy and completeness of diagnoses, modifying plans and diagnoses as necessary.
- Obtain and study medical, psychological, social, and family histories by interviewing individuals, couples, or families and by reviewing records.
- Consult reference material, such as textbooks, manuals, and journals, to identify symptoms, make diagnoses, and develop approaches to treatment.
- Maintain current knowledge of relevant research.
- Observe individuals at play, in group interactions, or in other contexts to detect indications of mental deficiency, abnormal behavior, or maladjustment.
- Select, administer, score, and interpret psychological tests to obtain information on individuals' intelligence, achievements, interests, and personalities.
- Refer clients to other specialists, institutions, or support services as necessary.
- Provide psychological or administrative services and advice to private firms and community agencies regarding mental health programs or individual cases.
- Develop, direct, and participate in training programs for staff and students.
- Provide occupational, educational, and other information to individuals so that they can make educational and vocational plans.

### **Recommended Education and Experience for Full Performance\***

Completion of a doctoral program in psychology from an accredited institution of higher education or professional school, or from a program that meets appropriate standards set forth by the New Mexico Board of Psychologist Examiners and possess an active unrestricted license to practice psychology in New Mexico.

### **Minimum Qualifications**

Completion of a doctoral program in psychology from an accredited institution of higher education or professional school, or from a program that meets appropriate standards set forth by the New Mexico Board of Psychologist Examiners. Completion of pre-doctoral supervised experience leading toward licensure and written verification of the same.

### **Level II**

- Order and prescribe psychotropic medication as clinically warranted and consistent with the formulary set for by New Mexico Statutes.
- Order and review necessary laboratory tests to maximize the psychopharmacological effectiveness and to minimize the potential adverse effects of prescribed medication.

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- In consultation with the primary care provider, the psychologist may order neurovascular imaging procedures that use contrast media; neuro-imaging that requires utilization of radioactive material, x-rays or other medically necessary tests.
- Provide proficient psychiatric services to patients.
- Provide psychiatric evaluation and care to mentally ill adults and emotionally ill adolescents; perform individual and group psychotherapy; provide psychopharmacotherapy.
- Lead interdisciplinary team in interviewing new patients to assess mental status, establish diagnosis and determine appropriate therapeutic treatment.
- Provide more elaborate, complex, and precise psychiatric evaluation and care to severely mentally ill adults and emotionally ill adolescents
- Serve as consultant to other medical staff; prepare and submit evaluation reports to the courts on either civil or forensic matters.
- Lead interdisciplinary team in interviewing new patients to assess mental status, establish diagnosis and determine appropriate therapeutic treatment.
- Treat psychopharmacologically only mental disorders listed in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) published by the American Psychiatric Association.

### **Recommended Education and Experience for Full Performance**

Completion of a doctoral program in psychology from an accredited institution of higher education or professional school, or from a program that meets appropriate standards set forth by the New Mexico Board of Psychologist Examiners. Successful completion of psychopharmacological training meeting standards set forth by New Mexico Board of Psychologist Examiners. Have successfully passed the national examination, i.e., the psychopharmacology examination for psychologists (PEP), developed by the American Psychological Association Practice Organization, College of Professional Psychology and its contractor, the Professional Examination Service. Possess an active unrestricted license to practice psychology in New Mexico. Possess an active conditional prescription certificate or prescription certificate in New Mexico. Possess an active controlled substance license and registration in New Mexico. Possess an active controlled substance/regulated chemical registration certification from the Drug Enforcement Administration (DEA).

### **Minimum Qualifications**

Completion a doctoral program in psychology from an accredited institution of higher education or professional school, or from a program that meets appropriate standards set forth by the New Mexico Board of Psychologist Examiners. Possess an active unrestricted license to practice psychology in New Mexico, an active conditional prescription certificate or prescription certificate in New Mexico Possess an active controlled substance license and registration in New Mexico. Possess an active controlled substance/regulated chemical registration certification from the Drug Enforcement Administration (DEA).

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### **Knowledge**

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the

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assessment and treatment of behavioral and affective disorders.

**Therapy and Counseling** — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Medicine and Dentistry** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

**Sociology and Anthropology** — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

### Skill

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Speaking** — Talking to others to convey information effectively.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Science** — Using scientific rules and methods to solve problems.

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**Statutory Requirements:** All applicants for this position must be licensed in accordance with the Professional Psychologist Act, Sections 61-9-1 through 61-9-19 NMSA 1978.

Must possess and maintain a valid NM Driver's License. Pre-employment background investigation is required as well as extensive statewide travel.

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 09/20/2011

*\* Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*