



State of New Mexico  
Classification Description

## CLINICAL PSYCHOLOGIST

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### **General Summary**

Clinical Psychologists evaluate, diagnose and treat psychological illnesses, behavioral management issues, and substance abuse disorders through observation, interview, review of patient history, and testing. Employee consults with psychologists, physicians, and other professionals regarding available treatment options. Employee may coordinate or supervise small programs or sub-units, or lead paraprofessionals such as behavioral programming specialists. Employee may provide information to health care professionals and to court officials in order to assist in legal decision-making.

### **Clinical Psychologist Level I**

**Jobcode:** HCPY30

**Pay Band:** HJ

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

### ***Distinguishing Characteristics***

This level provides a full range of psychological, neuropsychological, forensic, and educational diagnostic and intervention services for assigned populations. Employee provides counseling, psychotherapy, consultation, and/or behavior management to individuals/groups in order to treat or address psychological adjustment and/or behavioral issues. Employee administers, interprets, evaluates, and assesses individuals' tests of mental abilities, aptitudes, and/or personality characteristics and motivations. Employee observes individuals and groups in an effort to assess, evaluate, and predict behaviors.

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

Licensed by the New Mexico Board of Psychologist Examiners and three (3) years of experience as it pertains to the essential duties and responsibilities of the classification.

### ***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. Attainment of state licensure within 18 months of hire.

### ***Essential Duties and Responsibilities\****

- Conducts admission evaluation for patients and determines appropriateness of admission. Admits or refers to non-facility based care in compliance with statutory guidelines and facility policy and procedures.
- Evaluates and diagnoses complex psychiatric, neurological, and medical conditions for assigned populations.
- Provides consultation to medical, nursing, activity, and social work staff regarding patient's behavioral health needs or changes in cognitive/behavioral status. Offers recommendations for treatment including treatment with psychotropic medications.
- Performs psychological and neuropsychological testing to evaluate patient's cognitive status and monitors changes. Interprets results and incorporates into treatment plan.
- Provides crisis intervention for patients.
- Collaborates with interdisciplinary treatment team in managing patient's care.
- Provides treatments and interventions including group or individual counseling, environmental modifications, behavioral interventions, and recommendations/referrals to ancillary services.
- Performs chart reviews, secures appropriate informed consents, and documents provision of psychological services in medical records.
- Collects data and provides analysis and reports on clinical outcomes, quality improvement initiatives, and/or incident reduction.

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- Educates patient and family about diagnosis, treatment, and medication.
- May conduct court-ordered evaluations and provide testimony in court proceedings.
- Develops and provides training as requested to outside entities and programs.

### **Clinical Psychologist Level II**

**Jobcode:** HCPY35

**Pay Band:** HL

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

### ***Distinguishing Characteristics***

Second level seasoned Clinical Psychologist responsible for providing direct psychological services at a high level of clinical expertise. Employees serve as experts in performing advanced testing, assessment, and treatment of complex behavioral, emotional, and learning disorders independently. This level also recognizes expert consultative work within the area of psychological services, including forensic evaluations. Duties may include providing quality control monitoring, clinical training, and applied research. Duties may also include coordinating or supervising a small program or sub-unit and/or acting as a lead over professionals other than psychologists. Some employees may serve in specialty practice areas such as forensic psychology, geropsychology, and neuropsychology providing advanced and specialized psychological services, consultation, training and research. Employees in these roles may design and manage data collection systems or conduct applied clinical research to develop new modes of treatment and assessment.

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

Licensed by the New Mexico Board of Psychologist Examiners and five (5) years of experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Licensed by the New Mexico Board of Psychologist Examiners and three (3) years of experience as it pertains to the essential duties and responsibilities of the classification.

### ***Essential Duties and Responsibilities\****

- Provides comprehensive, pre-trial forensic evaluations for referring District Courts statewide in compliance with NM statutory mandates.
- At time of admission, participates in admission interview, reviews ancillary data and contacts collaterals.
- Collaborates with interdisciplinary treatment team, providing updates regarding patient's status and identifies any competence-related deficiencies requiring remediation.
- Assesses and report on patient's reasoning ability related to participating in treatment plan and making treatment decisions.
- Writes statutorily compliant forensic reports for court regarding patient's level of functioning and testify in proceedings for treatment guardianship petitions.
- Gives depositions and renders courtroom testimony as an expert witness in legal proceedings, status hearings, competency proceedings, and risk determinations.
- May provide administrative and clinical supervision of behavioral health programs and staff for inpatient or outpatient settings. Reviews daily clinical documentation and makes staff assignments.
- Recruits, hires, develops, and evaluates behavioral health staff.
- Attends frequent meetings with prescribers to ensure services are being reviewed and billed in a timely manner to maximize financial reimbursement.
- Ensures clinical services meet state and federal standards as well as complying with payor requirement standards.

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## Clinical Psychologist Manager

**Jobcode:** HCPY46

**Pay Band:** HO

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

### *Distinguishing Characteristics*

Work involves planning, managing, and evaluating the development and delivery of all major program services for behavioral health and directing a comprehensive psychological program for a statewide population, typically geographically dispersed. Large and complex comprehensive programs typically involve inpatient, outpatient, and residential treatment settings. Oversight of clinical psychologists.

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

Licensed by the New Mexico Board of Psychologist Examiners and eight (8) years of experience as a Licensed Psychologist and two (2) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### *Minimum Qualifications*

Licensed by the New Mexico Board of Psychologist Examiners and six (6) years of experience as a Licensed Psychologist and one (1) year of management experience as it pertains to the essential duties and responsibilities of the classification.

### *Essential Duties and Responsibilities\**

- Manages psychological and behavioral health services including responsibility for Clinical Psychologists and behavioral health staff, contracts, strategic planning, budget, policy and procedures, resources, training, licensing and accreditation.
- Manages through subordinate managers and supervisors the quality and effectiveness of services provided.
- Responsible for licensing, accreditation, and regulatory compliance of all program services and staff. Determines the form and content of all medical record forms used by staff.
- Leads Psychology Department representation on clinical and administrative management committees.
- Provides review of court orders and provides testimony as an expert witness. Coordinates evaluation scheduling, performs specialty evaluations, and composes specialty reports.
- Collects data, provides analysis, and reports on key performance indicators for the program or facility/agency initiatives.
- Provides expert psychological diagnosis and treatment through consultation and technical supervision of psychologists, supervision of complex problem cases, and direct service.
- May provide supervision of specialty psychological evaluations, trainees, residents, and contractors.

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**Statutory Requirements:** Statutory requirements 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 including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Conditions of Employment:** Conditions of employment 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.

**Working Conditions:** 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.

**Established:** 10/18/2019

**Revised:**

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*\*Essential Duties and Responsibilities 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 duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\* Supervisor must supervise two (2) or more full-time positions.*