

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 002500  
Grade 31**

**PSYCHOLOGIST SUPERVISOR**

**DEFINITION OF CLASS:**

This is supervisory, advanced-level professional clinical psychology work involving management of a section and/or of several programs providing psychological services (crisis intervention, psychological assessment, testing, evaluation, diagnosis, and psychotherapeutic treatment); and the provision of direct clinical counseling/psychotherapy to department employees and their families, as well as training and presentations to employee and family groups. Contacts are with the department director, management staff and supervisors through consultations concerning troubled employees, evaluating and improving workplace relations and trauma-induced stress; and to discuss and defend program initiatives and training curriculum. The public service and assistance the position provides involves intensive interaction with clients and client family members.

An employee in this class is responsible for developing, managing, and providing oversight to a section or multiple programs which provide psychological assessment, testing, counseling, psychotherapy, training and related services to department employees and their family members; as well as personally providing these direct services. As a psychologist, the employee is trained and licensed to conduct intensive psychological tests, and considerable latitude for independent judgment, initiative and action is exercised. The employee applies mastery of the field of clinical psychology to interpret and apply new theories/developments to unusual conditions and psychological problems which are not always susceptible to treatment by conventional methods. Results of the work are considered technically authoritative, and are generally accepted without significant change. Recommendations for new program initiatives or alterations of objectives are usually evaluated for such considerations as the availability of funds and other resources, broad program goals or priorities. The work, which is primarily sedentary in nature and performed in an office environment, involves occasional exposure to aggressive and unpredictable behavior from clients. The employee assigns, reviews, and evaluates the work of professional and support staff; enforces work standards; coordinates service workloads; approves leave; and selects and trains employees.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Manages, supervises, and directs the operations of a section, or of multiple programs providing psychological/peer support services, including counseling/psychotherapy for individuals, couples, and family members; Traumatic Incident Debriefings; Disciplinary Diversion; training to department staff; and outreach/psycho-educational efforts
- Manages and oversees the development and delivery process of psychological service programs to promote emotional health and welfare of employees and their families, including such peer support programs as Critical Incident Peer Support, an Injured/Ill Employee's Network, Family Support Network, and a Peer Alcohol Focus Group.
- Provides direct counseling/psychotherapy to department employees and their families, and training and presentations to employee and family groups.

- Develops long-range strategic planning, which includes statistical analysis of section/program operations, projection of Departmental needs, and developing budget requests reflecting short- and long-range needs.
- Provides supervision to section/program staff; provides oversight of Psychologists' consultations with department's management and supervisors concerning troubled employees, evaluating and improving workplace relations, and reducing workplace and trauma induced stress; and coordinates Psychologists' work plans.
- Represents and coordinates section/program objectives and values to department staff and other County agencies.
- Monitors establishment and maintenance of section/program records, both administrative and clinical, ensuring compliance with Federal, State, County, and professional standards.
- Supervises the design and delivery of curriculum for multilevel (entry to supervisory) employee training, including sworn, civilian and family groups.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of, and the ability to apply the theories and principles of psychology, human growth and development, normal and abnormal personality development, and learning theory; interviewing techniques; and personality, intelligence, interest and aptitude measurements.
- Thorough knowledge of, and the ability to apply psychological principles and methods in the diagnosis, prevention, treatment and amelioration of psychological problems, emotional and/or mental conditions of individuals and groups.
- Thorough knowledge of modern psychological tests, testing techniques and procedures.
- Thorough knowledge of applicable Federal, State and County laws and regulations.
- Considerable knowledge in the areas of police psychology, approaches to treatment for trauma, peer support programs for law enforcement, and organizational structure.
- Knowledge of the principles, practices, and techniques of organizing and coordinating the work of a section, or of multiple programs; and of planning, analyzing and implementing program policies.
- Knowledge of the principles and methods of budget preparation, statistical analysis, and monitoring of section/program expenditures.
- Ability to administer, score and interpret difficult and complex psychological tests.
- Ability to manage a section or multiple programs, and provide supervision to staff providing psychological, peer support, and administrative services.
- Ability to establish and maintain effective working relationships with clients and their families, with management and supervisory staff, collective bargaining representatives, and with other health and mental healthcare professionals.
- Ability to communicate clearly and effectively, both orally and in written reports and records.
- Ability to attend meetings or perform other assignments at locations outside the office.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Five (5) years of post-doctoral experience in clinical therapeutic practice, including diagnostic and psychological testing service experience. At least three (3) years of this experience shall involve providing psychological services to law enforcement staff.

**Education:** Graduation from an accredited college or university with a Doctoral degree in Psychology as defined in Title 18, Health Occupations Article, Section 1-101(g) Annotated Code of Maryland.

**Equivalency:** None.

**LICENSE:**

- Licensure as a Psychologist by the Maryland State Board of Examiners for Psychologists by the date of appointment to a County Psychologist Supervisor position.

**Note:** There will be no substitutions for this section.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Limited Core Exam.

**Class Established:** April 2001

**Revised:** January 2006

October 2006

August 2013

October 2014