



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2001

MENTAL HEALTH CLINICIAN

C6U1TX TO C6UC3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels within the Health Care Services Occupational Group and describes direct client treatment work in psychiatric care settings. Positions in this class series provide client care by participating in individual and group therapy sessions, planning and implement client treatment from admission through discharge. The work includes clinical coordination duties such as scheduling treatment plan reviews, programming, and activities so that all patients on a ward or unit are able to attend sessions; providing in-service training and serving as a resource to nursing staff on clinical topics; coordinating contacts with clients' family and community agencies in order to evaluate client placement sites and aftercare services following discharge or during transition; and serving as a liaison with other units on the transfer and continuing treatment of patients.

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MENTAL HEALTH CLINICIAN I

C6U1TX

CONCEPT OF CLASS

This class describes the clearly defined level. Positions follow established work processes and procedures and operate within standard guidelines and alternatives that are known and any deviation from such requires prior approval. Some assignments will not move beyond this level.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

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Decision Making – The decisions regularly made are at the defined level as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed as described here. Positions apply established, standard guidelines that cover work situations and alternatives. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives to choose from are clearly right or wrong at each step.

Purpose of Contact – Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

MENTAL HEALTH CLINICIAN II

C6U2XX

CONCEPT OF CLASS

This class describes the fully operational level. Positions operate independently in performing the full range of tasks and problem solving. Positions follow established work processes but have flexibility in deciding how operations will be completed and have latitude in adapting practical approaches for various situations. Not all circumstances are covered by established guidelines so positions must improvise solutions and alternatives. This class differs from Mental Health Clinician I on Decision Making and Complexity.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to

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carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

MENTAL HEALTH CLINICIAN III

C6U3XX

CONCEPT OF CLASS

This class describes the Mental Health Clinician with increased team, facility, program, case coordination, or supervisory responsibilities. Positions in this class are assigned decision-making authority for determining processes within a treatment team, ward, facility, or program. At this level, positions apply the full range of accepted treatment practices independently. This class differs from the Mental Health Clinician II on the Decision Making factor and possibly on Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program,

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or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

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For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/01 (LLB). HCS Consolidation Study revised class description. Draft published 2/21/01, proposed 5/10/01, and final 7/1/01.

Effective 9/1/93 (KLJ). Job Evaluation System Revision project. Converted Mental Health Worker from A5041,3,5,6 to C5C. Published as proposed 6/1/93.

Revised 7/1/84. Changed relationship, KSAs, and in-grade hire step; deleted substitution for Mental Health Worker I-A, I-B, II.

Revised 3/1/79. Changed minimum qualifications for Mental Health Worker I-A, I-B, II.

Created 1/1/75.

SUMMARY OF FACTOR RATINGS

| Class Level | Decision Making | Complexity | Purpose of Contact | Line/Staff Authority |
|-----------------------------|------------------------|-------------------|---------------------------|-----------------------------------|
| Mental Health Clinician I | Defined | Prescribed | Advise | Indiv. Contributor |
| Mental Health Clinician II | Operational | Patterned | Advise | Indiv. Contributor |
| Mental Health Clinician III | Process | Patterned | Advise | Indiv. Contributor or Work leader |

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services