



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2001

CLINICAL TEAM LEADER

C7A1XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses one level in the Health Care Services Occupational Group and describes supervisory work in directing the activities of a multi-disciplinary psychiatric treatment team providing therapeutic care to a designated patient population. Clinical team leaders develop team procedures in accordance with overall agency policy, assure implementation of procedures by team members, and assure that clients receive treatment in accordance with team procedures and agency policies. Some positions work in security settings where they follow policies and procedures to ensure the safety of themselves and others.

CONCEPT OF CLASS

Clinical team leaders assure that the team's policies and procedures are in accordance with those of the agency and psychiatric division; assure that the clients receive well-balanced treatment programs with an appropriate variety of therapeutic approaches provided by various team members; approve all clinical decisions by the team, with the exception of medical decisions; and, assure that the daily operation of the team is coordinated and meeting the needs of clients and team members. Positions also coordinate team activities with other teams, participate in division or agency-wide policy making groups, and establish team policies and procedures.

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 formulative, as described here. Positions evaluate the relevance and importance of theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

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 a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

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.

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 (KAS). Job Evaluation System Revision project. Converted Clinical Administrator I (A8561) to Clinical Team Leader (C5B1). Published as proposed 5/20/93.

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Created 1/1/75. Clinical Administrator I (A8561).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Clinical Team Leader	Process	Formulative	Advise	Unit Supervisor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services