Psychologist Services Administrator
3443 N. Central Ave., Phoenix, AZ 85012
Salary: $50,890-$71,190

Driving Requirement: In-state travel is required. An acceptable driving record for the last 39 months is required including no DUI, suspensions or revocations and less than 8 points on your license. A copy of your MVR (Motor Vehicle Record) is required at the time of your interview, if an Out of State Driver License was held within the last 39 months. Employees who drive on state business must complete any required driver training (see Arizona Administrative Code R2-10-207.12.). Employees may be required to use their own transportation as well as maintaining valid motor vehicle insurance and current Arizona vehicle registration; however, mileage will be reimbursed.

The Psychologist Services Administrator will participate in the determination of eligibility for Division of Developmental Disabilities (DDD) services; Administrative Hearing preparation, court appearance and provide expert testimony representing the Division’s decision in eligibility disputes at Administrative Hearings; liaison with community Psychologists and Arizona Health Care Cost Containment System (AHCCCS) to ensure evidenced based practices and quality services/cost effective services; develop/implement an effective behavior support process including but not limited to: education, provide oversight/participation/cooperation with respective program review committees, collaboration with DDD Behavioral Health Services; provide direction/oversight and critical evaluation of psychological policies/procedures for DDD and ensure compliance with AHCCCS policies/procedures; participate in the leadership of the Division, helping determine goals and direction for the future; consult with treatment teams upon request or identified need.

KNOWLEDGE, SKILL AND ABILITIES (KSAs): KNOWLEDGE OF: Current evidence based practice, principles, techniques and trends in Psychology, with additional expertise in the area of developmental disabilities; methods of psychological assessment/testing modalities, their indications and interpretation; functional analysis of behavior and appropriate evidence based behavioral interventions; current American Psychological Association (APA) Diagnostic and Statistical Manual of Mental Disorders (DSM) criteria, components of the comprehensive psychological examination and psychological reports.

SKILLED IN: Reviewing psychological evaluations for content/validity/relevance; generating conclusions/decisions using a variety of records to prepare timely administrative reports; comprehensive psychological evaluation to include testing and to report these results in an appropriate manner; providing critical/accurate interpretation of comprehensive psychological evaluations, testing modalities and other relevant reports.

ABILITIES TO: Serve as a leader within the organization and with contracted agencies and/or providers; utilize effective interpersonal communication; provide effective education to improve knowledge and skills to staff with various educational backgrounds.

SPECIAL SELECTION FACTOR: The candidate must be a “Psychologist” licensed by the Arizona Board of Psychologist Examiners (pursuant to Arizona Revised Statutes, Title 32 [32-
2061], Chapter, 19.1) or a temporary license with ability to secure an Arizona Psychologist license within six (6) months from hire date. Candidate must also be a graduate with a doctorate degree in Psychology from an accredited college or university with at least two (2) years post-doctoral clinical experience.

**PREFERRED/IDEAL CANDIDATE:** Will have experience and/or certification in Applied Behavioral Analysis (ABA). Experience with disabilities is highly desirable.

**REirement:** Employees must participate in the Arizona State Retirement System (ASRS).

All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program.

**Benefits:** We offer a comprehensive benefits package that includes 12 days’ sick leave, 13 days’ vacation, 10 paid holidays per year, health and dental insurance, life and long-term disability insurance. Optional employee benefits include short-term disability, deferred compensation, and supplemental life insurance.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting Human Resources Administration at (602) 771-2870. Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an EOE/ADA Reasonable Accommodation Employer.

**Go to www.azstatejobs.gov to apply.** Click the Search for Jobs button. Under Job ID input 22583. Click on the job title for a complete job description and to apply.