

Date: April 28, 2008

Code: TECHNICAL LETTER
HR/PCOS 2008-01

To: Associate Vice Presidents/Deans of Faculty Affairs

From: Margaret Merryfield 
Senior Director
Academic Human Resources

Response Due By: May 12, 2008

Subject: Draft Counselor Intern Classification Standard for Campus Review

Overview

Audience: Associate Vice Presidents/Deans of Faculty Affairs and impacted campus Deans/Directors

Action Item: Review draft class standard and provide feedback by May 12, 2008

Affected Employee Group(s)/Unit(s): Unit 3

Summary

This Technical Letter provides background on the Counselor Intern classification project and requests campus management input on the draft class standard.

Study Background: Pursuant to Article 1.7 of the Collective Bargaining Agreement between the California State University and the California Faculty Association, the parties agreed to create a Counselor Intern classification. As defined in Article 1.7, the new classification is intended to be an entry-level professional position within the Student Services Professional-Academic Related group. This classification is intended for individuals who have completed either a doctorate in clinical or counseling psychology or a related field, or a master's degree leading to an MFT or LCSW, and are completing supervised clinical hours as a requirement for licensure.

Campus Review: The draft Counselor Intern classification standard is attached. Your review and feedback is critical to the development of the final classification standard and assists us in ensuring that the new class standard meets campuses' operational needs. As you review the attached draft, please consider the following¹:

- *Does the proposed classification standard provide an umbrella under which you can equitably classify your related positions?*

¹ Questions regarding salary ranges and impact to employees are subject to collective bargaining and will be addressed after the classification standard is finalized.

Distribution:

CSU Presidents
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents, Student Affairs

Interim Vice Chancellor, Human Resources
Student Counseling Center Directors
HR Directors

- *Does the class standard adequately cover the breadth of work performed by incumbents today? In the next few years?*
- *Are the education, knowledge and abilities requirements in the Typical Qualifications section appropriately defined?*
- *Are any critical work functions or abilities missing? If yes, please provide.*

Sending in Feedback: Thank you in advance for your time and effort in reviewing these drafts. We look forward to hearing from you by **Monday, May 12, 2008**. We request that campus AVPs/Deans of Faculty Affairs and psychological counseling center management coordinate efforts and submit consolidated feedback. Please provide written comments to Margaret Merryfield via e-mail to mmerryfield@calstate.edu.

Next Steps: Campus feedback will be reviewed and revisions will be made, as appropriate. After the draft classification standards are finalized, CSU will submit a Unit Modification Petition to the Public Employment Relations Board (PERB), requesting placement of this classification in Unit 3. Once PERB assigns the proposed classification to a bargaining unit, impact bargaining will begin with the appropriate bargaining representatives. Impact bargaining topics will include: new salary range(s), pay practices, and employee conversion to the new classification.

If you have any questions regarding this technical letter, please contact Margaret Merryfield in Academic Human Resources at (562) 951-4503.

This document is available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

Attachment

Counselor Intern *Draft Classification Standard*

Classification Definition

The Counselor Intern classification is designed for incumbents who need to complete supervised clinical hours after having completed an accredited master or doctorate level program in psychological counseling. Typically, incumbents are part of a formal training program. Under supervision, as outlined by the State of California Board of Psychology guidelines, Counselor Interns provide the full range of psychological counseling services offered by the University including intake and clinical assessment, individual, group and couple counseling, outreach and consultation, training and research.

Permanent status cannot be achieved in this classification. Appointments typically will not exceed twelve months.

Typical Activities

Under supervision, as outlined by the State of California Board of Psychology guidelines, incumbents provide the full range of psychological counseling services offered by the University. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Counselor Intern; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ **Counseling:** Conduct intake interviews and provide initial clinical assessment. Provide individual, group and couple counseling, as well as crisis intervention.
- ◆ **Outreach and consultation:** Conduct outreach and consultation in such areas as, but not limited to stress management, substance abuse, anxiety, depression, acquaintance rape, interpersonal relationships, diversity training, food management, body image and other focuses depending on the needs of the student population. Provide consultation and support to residence life and student life programs.
- ◆ **Professional development and training:** Participate in team meetings, intake conferences, case management, and professional staff development. As part of the supervised professional experience will typically provide case presentations and lead discussions, as well as develop, promote and lead pertinent workshops, seminars and presentations.
- ◆ **Other:** Perform psychological testing. May prepare grant proposals and conduct research.

Typical Qualifications

- **Education** – Two salary ranges are established for this classification based on educational background.
 - ◆ **Range A** – For completion of post-masters clinical hours for LCSW or MFT. Typically incumbents will possess a master's degree from an accredited institution of higher education in social work, marriage, family and child counseling, marital and family therapy or clinical or counseling psychology.
 - ◆ **Range B** – For completion of post-doctorate clinical hours. Incumbents must possess a PhD or PsyD from an accredited institution of higher education.
- **Knowledge** - Thorough knowledge and understanding of and adherence to approved practices and methods for psychological counseling and the legal and ethical standards applicable to the counseling profession.
- **Abilities:** Demonstrated strong clinical skills in an individual and group setting. Ability to develop and lead training in psychological counseling. Demonstrated sensitivity in working with a diverse, multi-cultural population of young adults and adults.