The California State University
SYSTEMWIDE HUMAN RESOURCES

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Date: October 4, 2012 **Code:** **HR 2012-12**

To: CSU Presidents

From: Gail E. Brooks
Vice Chancellor
Human Resources

Subject: **New Counselor Intern Series in Unit 3 (Faculty) Effective October 2012 Pay Period**

Overview

Audience:	Human Resources Officers, AVPs/Deans of Faculty Affairs, Classification/Compensation Managers and campus management responsible for counseling services offered by the University
Action Item:	Information Only – Notice of new classifications in Unit 3 (Faculty) effective with the October 2012 pay period
Affected Employee Group(s)/Unit(s):	New hires into the Counselor Intern series and employees in "in-lieu of" classifications engaged in a range of psychological counseling services offered by the University

Summary

New Counselor Intern classifications will be implemented in Unit 3 effective with the October 2012 pay period. Implementation instructions will be provided in a future salary technical letter.

Pursuant to the Collective Bargaining Agreement (CBA) between the California State University (CSU) and the California Faculty Association (CFA) effective October 18, 2012 to June 30, 2014, the following three (3) new Counselor Intern classifications will be implemented in Unit 3 (Faculty), effective with the October 2012 pay period. The new classifications and salary ranges have been developed to meet campuses' operational needs. Final Classification and Qualification Standards are attached.

- Post-Masters Counselor Intern (2436) – ***New***
- Pre-Doctoral Counselor Intern (2437) – ***New***
- Post-Doctoral Counselor Intern/Fellow (2338) – ***New***

Implementation instructions will be provided to campuses in a forthcoming salary technical letter. Changes to the salary schedule will be implemented, effective with the October 2012 pay period, and announced in a forthcoming pay letter communication.

Distribution:

CSU Chancellor
Executive Vice Chancellor and CFO
Executive Vice Chancellor and CAO
All Campus Vice Presidents
Associate Vice Presidents/Deans of Faculty
Counseling Services Directors
Human Resources Officers
Payroll Managers

IMPORTANT NOTE: All campus Counselor Intern positions hired on or after the start of the October 2012 pay period must be placed in the new classifications. The Memorandum of Understanding and salary ranges for the Counselor Intern classifications listed above are attached.

Questions may be directed to Human Resources Management at (562) 951-4411. This document is available on the Human Resources Management's Web site at: https://www.calstate.edu/HRAdm/memos.shtml.

GEB/dm

Attachments

CSU The California State University

Classification and Qualification STANDARDS

Counselor Intern Series

Class Title	Class Code	Date Issued	FLSA
Post-Masters Counselor Intern	*2436*	*10-01-2012*	*Non-Exempt*
Pre-Doctoral Counselor Intern	*2437*	*10-01-2012*	*Non-Exempt*
Post-Doctoral Counselor Intern/Fellow	*2338*	*10-01-2012*	*Non-Exempt*

OVERVIEW:

The Counselor Intern Series is comprised of three classifications: Post-Masters Counselor Intern, Pre-Doctoral Counselor Intern, and Post-Doctoral Counselor Intern/Fellow. This series is designed for incumbents who need to complete supervised professional experience (SPE) prior to licensing after completing the following levels of preparation:

- ***Post-Masters Counselor Intern*** - as part of meeting post-master's requirements after completing an accredited masters level program in counseling, marriage and family therapy or social work; or
- ***Pre-Doctoral Counselor Intern*** - as part of meeting pre-doctoral requirements for receiving a degree in an accredited doctorate level behavioral sciences, counseling, or specified related academic field, or psychology program; or,
- ***Post-Doctoral Counselor Intern/Fellow*** - as part of meeting post-doctoral requirements after receiving a degree in an accredited doctorate level program in behavioral sciences, counseling, or a specific related academic field, or psychological counseling.

Typically, incumbents are part of a formal training program. Under supervision, as outlined by the State of California Board of Psychology or Board of Behavioral Sciences, Counselor Interns provide a range of psychological counseling services offered by the University, for which they are qualified, including intake and clinical assessment, individual, group, couple and family counseling, outreach and consultation, psychological testing, training and research, and by those qualified, crisis intervention.

Permanent status cannot be achieved in these classifications. Appointments are expected to be for a maximum of 12 months. In cases where the appointment is less than full-time and the incumbent needs additional supervised professional experience hours, the appointment may be renewed or extended up to, but not to exceed, an additional 12 months. Once fully licensed, incumbents may apply for a position in another classification.

TYPICAL ACTIVITIES:

Under supervision, as outlined by the State of California Board of Psychology or Board of Behavioral Sciences, incumbents in the classifications listed below provide a range of psychological counseling services offered by the University for which they are qualified. The examples of typical work activities are meant to illustrate the general range of work functions performed by Counselor Interns; they are not meant to be all-inclusive or restrictive. Work assignments are based on individual qualifications and may involve related activities.

- **Counseling services:** Conduct intake interviews and provide initial clinical assessment. Provide individual, group, couple, family counseling, and if qualified, 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 or sexual assault, interpersonal relationships, diversity training, food management, body image and other focuses depending on the needs of

the student population. Provide consultation and support to the university community, including academic and student support organizations.

- **Professional development and training:** Participate in team meetings, intake conferences, and professional staff development. As part of their supervised professional experience, incumbents 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. May provide case management and complete clinical documentation and clinical supervision to less advanced interns or practicum students.

POST-MASTERS COUNSELOR INTERN

Work for incumbents in this classification is typically focused on providing short-term and limited longer-term counseling services and participating in professional development and training activities. Additionally, incumbents may perform psychological testing and prepare grants. As incumbents gain experience, additional duties in the areas of outreach and consultation may be added, as well as supervising less experienced interns..

MINIMUM QUALIFICATIONS:

Education and Experience: Post-Masters Interns have completed an accredited master's level program in counseling, marriage and family therapy or social work, but need to complete supervised professional experience to be licensed.

PRE-DOCTORAL COUNSELOR INTERN

Pre-doctoral Counselor Interns typically provide a broad range of counseling services, as well as outreach and consultation support to the campus community. They participate in the full range of professional development and training activities and often provide clinical supervision to less advanced interns or practicum students.

MINIMUM QUALIFICATIONS:

Education and Experience: Pre-doctoral Interns are PhD, PsyD or EdD candidates, who have completed all of their coursework and comprehensive exams, but need to complete the first part of their supervised professional experience prior to receiving their degree.

POST-DOCTORAL COUNSELOR INTERN/FELLOW

Post-Doctoral Counselor Interns typically perform the full range of counseling, outreach, and consultation services offered by the University as described above with additional emphasis in more complex long-term and crisis intervention cases, consultation to academic and student support organizations, professional training and research, and providing supervision to less experienced interns or practicum students.

MINIMUM QUALIFICATIONS:

Education and Experience: Post-Doctoral Interns or Fellows have completed the requirements of a terminal academic degree in an accredited PhD, PsyD or EdD program, but need to complete the additional post-degree supervised professional experience prior to licensing.

In addition to the specific education and experience required for each classification, all classifications require the following qualifications:

Knowledge - Thorough knowledge and understanding of professional counseling theory, research, practice and methods and adherence to approved professional, legal and ethical standards of the counseling profession.

Abilities: Demonstrated clinical skills in individual and group settings using short-term treatment approaches. Demonstrated sensitivity in working with a diverse multi-cultural population of adults and young adults. Demonstrated ability to: establish and maintain effective communication and working relationships with peers and clinical supervisors; use clinical supervision to ensure service quality and adherence to legal and ethical mandates; and make effective presentations. Developing ability to: plan, develop, and lead effective workshops, training sessions and seminars; utilize case conceptualization and management, treatment planning, and clinical interventions to facilitate clinical effectiveness and/or referrals appropriate to the presenting problems and needs of the client; administer, interpret and report on psychological testing; and write clear and concise case notes and testing reports.

Ranges for New Counselor Intern Classifications (Unit 3)

Class Code	Range Code	Class Title	Min Salary	Max Salary	Range Title	Range Desc	SISA	Shiff Diff	Occ Ind	Annual Factor	Pay Plan
2436	0	Post Masters Counselor Intern	**$1,649.00**	**$2,144.00**		12/12	N	N	O1	12	A
			$19,788	$25,728							
2437	0	Pre-Doctoral Counselor Intern	**$1,814.00**	**$2,358.00**		12/12	N	N	O1	12	A
			$21,768	$28,296							
2338	0	Post-Doctoral Counselor Intern	**$2,322.00**	**$3,018.00**		12/12	N	N	O1	12	A
			$27,864	$36,216							

Memorandum of Understanding:

Through this Memorandum of Understanding, the CSU and CFA agree to establish a Counselor Intern Series pursuant to the Class Standard (Appendix A) and salary ranges (Appendix B) attached.

For the CSU:

Bill Candella

Date: 9-10-12

For the CFA:

Kathy Shirhall

Date:

9/5/2012