



# Memorandum

To: Kate Sheehan  
Director

Thru: Kate Orozco  
Classification Manager

From: Rosa M. Soto Roman *RMS*  
Class Studies Analyst

Date: April 10, 2023

Subject: Psychologist Class Series Establishment

## Summary:

The former Department of Health and Social Services (DH&SS) requested a study to establish a new job class series to properly cover the work performed by psychologists in the Alaska Psychiatric Institute (API). A split of DH&SS into two separate departments occurred in July 2022 and as of that date API falls under the Department of Family and Community Services (DFCS). The psychologist work identified by API has been performed by eight positions allocated to the Mental Health Clinician 3 and 4 job classes. The use of the MHC class series to hire psychologists has proven to be ineffective and inefficient. The distinct work performed by psychologists merits its own class series allowing concentrated focus on the specialized responsibilities, consistent adherence to salary schedules, and addressing recruiting and retention difficulties.

## Results:

New Job Classes		
Class Code	Class Title	Pay Grade
PG0530	Resident Psychologist	24
PG0531	Clinical Psychologist	25
PG0532	Forensic Psychologist	26
PG0533	Psychology Program Manager	27

All job class actions will be effective April 17, 2023. All associated position actions will be effective to the first practical pay period after receipt of updated position descriptions and will be handled through the OPD system. The positions will be processed as noted per an updated position allocation spreadsheet on the Position Allocation Spreadsheet. Additional correspondence on position actions will be distributed through the OPD system.

Attachment:  
Position Allocation Spreadsheet

cc: Marian Sweet, Assistant Commissioner  
Finance and Management Services  
Department of Family and Community Services

Scott York, Chief Executive Officer  
Alaska Psychiatric Institute  
Department of Family and Community Services

Kristy Becker, Chief of Clinical Services  
Alaska Psychiatric Institute  
Department of Family and Community Services

Amber Ferber, Human Resources Business Partner  
Alaska Psychiatric Institute  
Department of Family and Community Services

John Foster, acting Payroll Manager  
Division of Finance  
Department of Administration