



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KEAP PROGRAM ADMINISTRATOR

Job Number: 21004000

Job Code: 44150V230916

Job Group: 4400 - PSYCHOLOGY

Job Established: 11/16/2022

Job Revised: 09/16/2023

Grade: 18 Salary (MIN - MID):

\$33,091-\$49,637 - Hourly

\$5,377.30-\$8,066.02 - 37.5 Hr. Monthly Salary

\$5,735.78-\$8,603.76 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, develops, and coordinates the administration of the Kentucky Employee Assistance Program (KEAP) program on a statewide basis. Provide psychological services to state employees and/or dependents; and performs other duties as required. (Performance of these functions must be under the professional supervision of a Licensed Psychologist approved by the Kentucky Board of Examiners of Psychology. Certified Psychologists or Licensed Psychological Practitioners who have been granted autonomous functioning by the Kentucky Board of Examiners of Psychology can function without being under the supervision of a Licensed Psychologist.)

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements

EXPERIENCE, TRAINING, OR SKILLS:

Must have six years of experience as a Licensed Psychologist, Licensed Psychological Associate, Certified Psychologist, Licensed Psychologist Practitioner, or its equivalent as determined by the Kentucky Board of Examiners of Psychology.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed as a Licensed Psychologist, Licensed Psychological Associate, Certified Psychologist, Licensed Psychologist

Practitioner, or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology. Persons who have been granted temporary permission to practice psychology by the Kentucky Board of Examiners of Psychology may not serve as the supervisor of record for certified psychologists, licensed psychological practitioners, psychological associates or licensed psychologists. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, develops, and/or coordinates the development of statewide plans for the Kentucky Employee Assistance Program (KEAP). Manages and coordinates the development and implementation of new initiatives, including psychological services, for KEAP. Administers and provides oversight of KEAP services to state employees and/or dependents on a statewide basis in connection with human resource guidelines. Completes assessments and provides referrals and crisis intervention. Provides consultations for state government supervisors. Represents and promotes the agency and KEAP services. Assists employee groups with crisis and grief responses. Synthesizes data and prepares professional reports or informational materials on programs and services for dissemination to service or support populations. Develops, plans, and conducts program impact studies. Identifies target groups and service need populations. Participates in the development of statewide program standards, performance indicators, and quality review mechanisms. Maintains and updates professional skills through professional meetings, workshops, and literature.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.