

Counselor

University of California, Los Angeles
August, 1977

Class Specifications - A.35
Counselor II - 4421
Counselor I - 4422

SERIES CONCEPT

Counselors offer life goals planning, educational and limited personal counseling in a campus counseling center facility, under the direction of a Counseling or Clinical Psychologist, and perform other related duties as required.

Incumbents in this series perform counseling duties that typically require knowledge of methods in assisting counselees set occupational and life goals; knowledge of the principles and techniques of interviewing, and educational and career planning counseling; and general knowledge of the psychological and vocational tests used in counseling.

Incumbents interview counselees to obtain relevant personal, educational, social, and occupational information in order to evaluate their specific needs for life goals and educational counseling; plan appropriate psychological and aptitude test programs in accordance with the needs and desires of counselees; obtain additional information as necessary from family and from departmental, employer and educational sources regarding counselees; assist counselees in planning academic and life goals; inform counselees regarding specializations and levels of training offered by a variety of University departments; provide information regarding the requirements of various educational programs; assist counselees in identifying appropriate resources for additional complementary counseling as necessary; write reports and recommendations regarding counselees; consult with academic and administrative personnel regarding areas that affect the quality of student life; and perform program planning to provide support services to students. Incumbents may, in addition, participate in research projects under the direction of a Counseling or Clinical Psychologist.

The Counselor series consists of two levels with the distinction between levels based on the scope and complexity of the counseling functions. Classes in the Counselor series are distinguished from classes in the Counseling Psychologist series in that the counseling duties performed by Counselors are narrower in scope, complexity, and level of professional responsibility and are usually performed under the direction of a Counseling Psychologist. Counseling Psychologists provide personal counseling to individuals and/or groups with more serious problems and with greater frequency than is typically the case with incumbents in the Counselor series

CLASS CONCEPTS

Counselor II

Under general supervision, incumbents perform life goals, educational, and personal counseling that requires the ability to assess and diagnose more complex problems than are typically assigned at the Counselor I level. Incumbents typically perform the full range of duties outlined in the Series Concept. This is the operational level of the series.

Counselor I

Under supervision, incumbents perform the majority of duties outlined in the Series Concept. Personal counseling at this level is performed by those incumbents whose educational and

personal capabilities typically require further development of their counseling skills. This is the entry level in the professional series; however, positions may be assigned to this level on a continuing basis.

MINIMUM QUALIFICATIONS

Counselor II

A Master's degree in counseling psychology or an allied field and one year of experience as a professional counselor; or graduation from college with major work in psychology, educational counseling, sociology, social welfare, or a related field and two years of experience as a professional counselor; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Counselor I

Graduation from college with major work in psychology, educational counseling, sociology, social welfare, or a related field; and knowledges and abilities essential to the successful performance of the duties assigned to the position.