NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: April 24, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 57 FY 14/15 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective April 24, 2015.

Micki Callahan
Human Resources Director

by: Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 57
Fiscal Year: 2014/2015
Posted Date: 04/16/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2548</td>
<td>Occupational Therapist</td>
</tr>
<tr>
<td>2</td>
<td>2550</td>
<td>Senior Occupational Therapist</td>
</tr>
</tbody>
</table>

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations
    All Departmental Personnel Officers
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    E-File
INTRODUCTION

Under general supervision of the senior therapist, assesses, plans, and implements appropriate occupational therapy intervention treatment and rehabilitation to patients in acute and long-term care hospitals, senior programs, mental-health centers, outpatient services, home health settings, schools and other similar institutions and performs related duties as required.

DISTINGUISHING FEATURES

This is the journey-level classification in the occupational therapist series. Employees utilize specific therapeutic activities in order to aid the patients, physical and mental rehabilitation. Although the basic duties and responsibilities of all occupational therapists are similar, the emphasis of the treatment program may differ according to the particular type of patients and the nature of their disabilities. Positions are distinguished from the next higher level of Senior Occupational Therapist in that the latter direct therapists in administering treatments and function as program administrators.

SUPERVISION EXERCISED

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plans, administers and evaluates occupational therapy treatment programs for patients as prescribed by physicians; assesses patient's potential for involvement in treatment, employment and/or discharge plans; consults with other members of the rehabilitation team in order to coordinate therapeutic activities for individual patients.

2. Conducts various tests with individual patients in order to evaluate their physical capabilities and functional level and to determine treatments.

3. Retrains patients by giving instruction and assistance in the area of demonstrated deficits, including providing specific activities to increase upper extremity range of motion, muscle strength or coordination. When prescribed, may provide evaluation and treatment for perceptual and sensorimotor defects or may emphasize therapy for motor maturity, including gross and fine motor abilities.

4. Assists in planning and supervising the social, recreational and work activities of patients; provides assessment and training of cognitive function pertaining to independence in life management skills and activities. When prescribed, may provide psychological support services or attend and participate in group therapy sessions for patients.

5. Constructs appropriate splints and adaptive equipment which enable patients to perform normal skills and engage in therapeutic activities. When prescribed, may provide specialized equipment for
Title: Occupational Therapist  
Job Code: 2548

trauma and burn patients.

6. Maintains individual patient's charts indicating treatments, objectives, progress and evaluations; prepares initial and progress reports; requisitions necessary materials and supplies and maintains them in good working condition.

7. Consults with and advises medical and health care staff concerning patient's therapeutic potential and progress; confers with patients' families about patient's progress and abilities; teaches families self-care techniques.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires good working knowledge of: current occupational therapy principles and practices; physical, mental and emotional disabilities and diseases; basic principles of anatomy, biology, kinesiology, neurophysiology, psychology and abnormal psychology. Knowledge of child growth and development desirable in specified positions requiring work with children.

Requires ability to: evaluate the condition of individual patients and plan and implement appropriate treatment programs accordingly; understand and interpret physician's orders; explain occupational therapy techniques to others; document the therapeutic process and prepare related data. Ability to work with children is desirable in specified positions requiring work with children.

Requires skill in: involving patients in participation in therapeutic activities, including life management skills, activities of daily living, and specifically designed crafts and fabrication of splints.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

License and Certification:

Possession of a valid Occupational Therapy License issued by the California Board of Occupational Therapy (CBOT); OR

Acceptance by the California Board of Occupational Therapy for the next examination of the National Board for Certification in Occupational Therapy.

SUPPLEMENTAL INFORMATION
Title: Occupational Therapist  
Job Code: 2548

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE: 4/20/1981; 4/24/2015

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN, SFMTA, SFUSD
Title: Senior Occupational Therapist  
Job Code: 2550

INTRODUCTION

Under general direction, supervises and participates in the treatment and rehabilitation of patients in hospitals and other institutions by providing them with directed activities; assigns activities according to prescriptions of physicians; directs, plans, prioritizes and coordinates daily operations including scheduling staff; and performs related duties as required.

Nature of position requires sustained physical effort including standing, walking, bending and manual dexterity, with some exposure to illness, accident and health hazards and disagreeable elements.

DISTINGUISHING FEATURES

This is the advanced journey level classification in the occupational therapist series. The Senior Occupational Therapist is distinguished from the 2548 Occupational Therapist in that the former is responsible for more complex cases and serves as a program administrator with supervisory responsibilities over a team of rehabilitation subordinates.

SUPERVISION EXERCISED

Supervises subordinate staff including occupational therapists, occupational therapy assistants, and rehabilitation aides.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Supervises a number of occupational therapists, occupational therapy assistants, rehabilitation aides, and students in-training in treating patients with occupational therapy as prescribed by referring physicians; interprets departmental policies, rules and regulations to subordinate employees; assigns duties; checks and evaluates work performance.

2. Plans treatment programs for each referred patient; evaluates capabilities; supervises and participates and carries out treatments.


4. Prepares annual budgetary needs for personal services, equipment, materials and supplies; prepares quarterly and annual reports as to case treatment load and patient progress; replenishes department equipment, materials and supplies as needed.

5. Attends clinics and conferences pertaining to treatment of patients; confers with physicians and others concerned on treatment plans and required changes; plans recreational activities for patients.
Title: Senior Occupational Therapist  
Job Code: 2550

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires thorough working knowledge of modern occupational therapeutic principles and practices, including various applied arts and handicrafts.

Requires ability and skill to: plan, organize, supervise and inspect work of subordinates; work with and inspire confidence of patients with a wide range of physical and mental handicaps; use the various hard and power tools normal to the occupational therapist's duties; carry out and plan a program of therapy to meet the needs of individual patients.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience: Three (3) years of verifiable experience as a licensed/certified Occupational Therapist.

License and Certification:

Possession of a valid Occupational Therapy License issued by the California Board of Occupational Therapy (CBOT).

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: No normal line of promotion.

From: Occupational Therapist

ORIGINATION DATE:

AMENDED DATE: 4/20/1981: 4/24/15

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN, SFMTA