

**City and County of San Francisco**  
Carol Isen  
Human Resources Director



**Department of Human Resources**  
*Connecting People with Purpose*  
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**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: June 13, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 22 FY 2022/2023  
(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 June 13, 2023.

Carol Isen  
Human Resources Director

by:   
\_\_\_\_\_  
Steve Ponder  
Classification and Compensation Director  
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 Operations  
Carol Isen, DHR  
Sandra Eng, CSC  
Erik Rapoport, SFERS  
Theresa Kao, 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:** 22  
**Fiscal Year:** 2022/2023  
**Posted Date:** 06/06/2023  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	2548	Occupational Therapist

**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](mailto: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.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
All Departmental Personnel Officers  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Occupational Therapist  
Job Code: 2548**

**DEFINITION**

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**

**EXAMPLES OF 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 trauma and burn patients.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Occupational Therapist  
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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.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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.

Ability or Skill 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).

Substitution:

**SUPPLEMENTAL INFORMATION**

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Occupational Therapist  
Job Code: 2548**

**PROMOTIVE LINES**

**ORIGINATION DATE:**

**AMENDED DATE:**

04/20/1981; 04/24/2015; 06/13/2023

**REASON FOR AMENDMENT:**

*To accurately reflect the current tasks, knowledge, skills & abilities,  
and minimum qualifications.*

**BUSINESS UNIT(S):**

COMMN, SFMTA, SFUSD