

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

**Occ. Code 5910100**

<b>Graduate Occupational Therapy Assistant, Grade 11</b>	<b>5910100</b>
<b>Occupational Therapy Assistant, Grade 14</b>	<b>5910200</b>
<b>Graduate Occupational Therapist, Grade 18</b>	<b>5910300</b>
<b>Occupational Therapist, Grade 20</b>	<b>5910400</b>
<b>Occupational Therapist Supervisor 1, Grade 22</b>	<b>5910500</b>
<b>Occupational Therapist Supervisor 2, Grade 25</b>	<b>5910600</b>

Brief Description of Class Series

Positions in this series are licensed rehabilitation care practitioners who assist in, provide, and/or supervise the delivery of occupational therapy services to individuals\* in accordance with Article 156 of the Education Law. Incumbents work with individuals to restore, maintain, or improve the physical abilities used in the performance of life activities, promote behavioral changes, adapt to surroundings, and teach new skills designed to achieve the best physical, cognitive, and/or mental functioning in daily life tasks.

Positions are classified in various State agencies.

\*Individual refers to a person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

*Graduate Occupational Therapy Assistant:* entry level; eligible for authorization to practice as an occupational therapy assistant in New York State; under close supervision, provides a variety of occupational therapy support and treatment services to assigned individuals.

*Occupational Therapy Assistant:* full performance level; possesses authorization to practice as an occupational therapy assistant in New York State; under the supervision of a licensed occupational therapist, independently provides a variety of occupational therapy support and treatment services to assigned individuals; and may provide clinical supervision and training to Graduate Occupational Therapy Assistants and direct care staff.

*Graduate Occupational Therapist:* entry level; eligible for a limited permit to practice occupational therapy in New York State; under the close supervision of an

Occupational Therapist or higher-level clinician, provides a variety of occupational therapy treatment services to assigned individuals.

*Occupational Therapist:* full performance level; possesses a license as an occupational therapist in New York State; under the general direction of a higher-level occupational therapist or clinician, independently provides a variety of occupational therapy treatment services to individuals; and may provide clinical supervision and training to Graduate Occupational Therapists and Occupational Therapy Assistants.

*Occupational Therapist Supervisor 1:* supervisory level; oversees a small to medium-sized occupational therapy program or department; provides administrative and clinical supervision to lower-level occupational therapists and occupational therapy assistants; plans, develops, implements, and evaluates occupational therapy programs and services; and may function as the assistant to an Occupational Therapist Supervisor 2.

*Occupational Therapist Supervisor 2:* supervisory level; oversees a large occupational therapy program or department; provides administrative and clinical supervision to lower-level occupational therapists and occupational therapy assistants; and plans, develops, implements, and evaluates occupational therapy programs and services.

### Illustrative Duties

#### *Graduate Occupational Therapy Assistant*

Under close supervision, provides a variety of occupational therapy support and treatment services to individuals.

- Assists in conducting functional evaluations, screenings, and assessments to determine individual capabilities and needs; and in developing and implementing treatment plans, including goals and outcomes.
- Administers and/or demonstrates treatment modalities and therapeutic techniques to individuals and families, such as manual or creative arts.
- Motivates and instructs individuals, families, and care providers in the development of skills and techniques necessary to complete tasks and activities of daily living.
- Observes and reports individuals' progress, response, and behavior; and may recommend modifications to treatment plans based on observations.
- Maintains individual records and documentation in accordance with program standards and requirements.

- Assembles, cleans, and maintains adaptive equipment for individual use.

May select, implement, and modify therapeutic interventions as delegated; monitor supply inventories for occupational therapy activities; and schedule individual appointments and procedures.

#### *Occupational Therapy Assistant*

Independently performs the duties described above; and administers the full range of occupational therapy treatment services to individuals as delegated by a licensed occupational therapist.

May supervise and train Graduate Occupational Therapy Assistants and direct care staff.

#### *Graduate Occupational Therapist*

Under the close supervision of a higher-level occupational therapist, provides a variety of occupational therapy treatment programs and services to assigned individuals.

- Obtains and reviews individuals' information, including health histories.
- Conducts functional evaluations, screenings, and assessments to determine individuals' capabilities and needs in areas such as strength and endurance, balance and coordination, functional mobility, judgement and problem-solving abilities, activities of daily living, and self-care skills.
- Makes recommendations based on evaluation results, including adaptive equipment and techniques, environmental modification, care provider training, and/or direct therapy services.
- Develops and implements individual treatment plans, including treatment strategies, goals, and anticipated outcomes.
- Selects, administers, and monitors treatment interventions and modalities, which may include the use of adaptive techniques and equipment; and conducts and supervises individual and group occupational therapy activities and programs to assist individuals in attaining therapeutic goals.
- Observes and records individuals' progress, response, and behavior in accordance with program standards; and modifies treatment plans, interventions, and goals as needed.

Serves as a member of an interdisciplinary treatment team; attends individual case reviews and team meetings as the occupational therapy representative; and coordinates occupational therapy activities with other disciplines or therapy programs.

Participates in the development and implementation of occupational therapy policies and procedures.

#### *Occupational Therapist*

In addition to performing the duties described above, independently administers occupational therapy programs and provides treatment services to individuals with more complicated occupational therapy needs.

May supervise and train Graduate Occupational Therapists, Occupational Therapy Assistants, and direct care staff.

#### *Occupational Therapist Supervisor 1 and 2*

In addition to performing the duties described above, performs the full range of supervisory duties over subordinate occupational therapy staff; and plans, develops, implements, and evaluates occupational therapy programs and services.

### Minimum Qualifications

#### *Graduate Occupational Therapy Assistant*

Open Competitive: eligible for authorization to practice as an occupational therapy assistant in New York State.

#### *Occupational Therapy Assistant*

Open Competitive: possession of authorization and current registration to practice as an occupational therapy assistant in New York State.

#### *Graduate Occupational Therapist*

Open Competitive: eligible for a limited permit to practice occupational therapy in New York State.

#### *Occupational Therapist*

Open Competitive: possession of a license and current registration as an occupational therapist in New York State.

### *Occupational Therapist Supervisor 1*

Promotion: possession of a license and current registration as an occupational therapist in New York State, and one year of permanent service as an Occupational Therapist.

Open Competitive: possession of a license and current registration as an occupational therapist in New York State, and three years of post-licensure occupational therapy experience.

### *Occupational Therapist Supervisor 2*

Promotion: possession of a license and current registration as an occupational therapist in New York State, and one year of permanent service as an Occupational Therapist Supervisor 1.

Open Competitive: possession of a license and current registration as an occupational therapist in New York State, and four years of post-licensure occupational therapy experience, one year of which must have been at a supervisory level.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 11/2024

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