



CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

OCCUPATIONAL THERAPIST OPEN-COMPETITIVE EXAM NO. 2024-0524

APPLICATIONS ACCEPTED UNTIL:

May 24, 2024

EXAMINATION WILL BE HELD:

May 24, 2024

ACCEPTANCE OF APPLICATIONS: Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated above. Applications must be submitted electronically through our online application program at <https://ithaca-portal.mycivilservice.com>. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

APPLICATION MATERIALS REQUIRED: A City of Ithaca application, copy of high school and college transcripts, and a copy of license to practice occupational therapy in New York State.

VACANCIES: Currently, there are three (3) vacancies in the Ithaca City School District. The eligible list established as a result of this examination may be used to fill these vacancies and any future vacancies that may occur during the life of the eligible list.

RESIDENCY: There are no residency requirements for this exam. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

SALARY: \$53,291

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for developing, administering and/or supervising a program of rehabilitation activities for disabled students assigned to an occupational therapy program. Working cooperatively with the School District Committee on Special Education, the therapist analyzes and selects activities which should result in mental and physical improvement of pupils. The work is performed under the general supervision of the Director of Pupil Personnel Services with leeway allowed for the exercise of independent professional judgment and action. Supervision is exercised over the work of Occupational Therapy Assistants, and other staff as assigned. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in occupational therapy.

Occupational Therapist Exam No. 2024-0524

Page 2

SPECIAL REQUIREMENTS: Possession of a license to practice occupational therapy in New York State and maintenance of said license for the duration of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE ITHACA CITY SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District as involving direct contact with students, a clearance for employment from the State Education Department is required.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

SCOPE OF THE EXAMINATION: There will be no written or oral test for this examination. Candidates who meet the minimum qualifications and special requirements will receive a rating based on an evaluation of their training and experience against the background of the duties of the position. You must submit an application to the local municipal civil service office by the deadline stated elsewhere in the announcement.

IN YOUR SUMMARY OF TRAINING, include a verifiable transcript of all college-level courses. List any relevant seminars, workshops or training courses that you have attended. Please indicate the title and description of the program, the name and address of the school, inclusive dates of attendance, total number of hours that you attended and the nature of your participation. **Also include a copy of your professional license and specify the date that your license was first issued.**

IN YOUR SUMMARY OF EXPERIENCE, describe each relevant job you have held. Indicate the percent of work time normally devoted to each activity within your position and your beginning and ending dates in each position. Describe your main duties and responsibilities for each job in a very clear and precise manner. These duties and responsibilities form the basis of the evaluation of your training and experience.

NOTE: Submission of a resume does not relieve you of the responsibility for completing **ALL** sections of the official application. The resume is a supplement to the application, and not a substitute for it. Basic information such as address, name and title of supervisor, hours in the work week, final salary, reason for leaving, etc., must be shown. Additional material will not be accepted after the final filing date for either qualification or credit. **Vagueness and ambiguity will not be resolved in your favor.**

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional

credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

ADDITIONAL CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

GENERAL INSTRUCTIONS AND INFORMATION

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify the City of Ithaca Human Resources/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

Issued by: City of Ithaca Civil Service Commission
Issue Date: April 15, 2024