



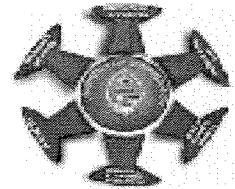
**Eddie Baza Calvo**  
Governor  
**Ray Tenorio**  
Lieutenant Governor

GOVERNMENT OF GUÅHAN  
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)

DIRECTOR'S OFFICE  
(Ufisinan Direktot)

Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



**Benita A. Manglona**  
Director  
**Anthony C. Blaz**  
Deputy Director

2013 APR 24 AM 8:36

HRD NO.: OG-12-0490-C

APR 23 2013

32-13-307

Honorable Judith T. Won Pat, Ed.D  
Speaker  
*I Mina'Trenta Dos Na Liheslaturan Guåhan*  
155 Hessler Place  
Hagåtña, Guam 96910

Office of the Speaker  
Judith T. Won Pat, Ed. D.  
Date 4/24/13  
Time 8:15 AM  
Received by [Signature]

RE: **Creation of Positions**

Dear Madame Speaker:

*Buenas yan Håfa Adai!* *I Mina'Trenta Dos Na Liheslaturan Guåhan* is respectfully requested to file for record the creation of the Occupational Therapist position within the classified service, pursuant to §6303 (c) (2), Chapter 6, Title 4 of the Guam Code Annotated. This position will be located within the Department of Education and may also be utilized by the Department of Mental Health and Substance Abuse and the Department of Public Health and Social Services. Pursuant to the Personnel Management Modernization Act of 2006, Public Law 28-112, the requirements for the creation of these positions have been fulfilled (attachments).

Should you have any questions or require additional information, please contact our Classification and Pay Branch, Human Resources Division at 475-1201/1131/1219/1265. *Dångkolo na Agradesimiento!*

*Benita Manglona*  
BENITA A. MANGLONA, Director  
Department of Administration

Attachments

<b>Acknowledged By:</b>
<b>Secretary of the Legislature</b> <i>I Mina'Trenta Dos Na Liheslaturan Guåhan</i>
<b>Date:</b>

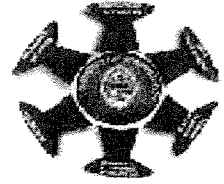


**Eddie Baza Calvo**  
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**Benita A. Manglona**  
Director  
**Anthony C. Blaz**  
Deputy Director

**HRD NO.: OG-12-0490-B**

**MEMORANDUM**

To: The Governor  
From: Director, Department of Administration  
Subject: **Proposed Creation of Position**  
**RE: Occupational Therapist Assistant**



*Buenas yan Háfa Adai!* Our office seeks your approval pursuant to §6303 (2), Chapter 6, Title 4 Guam Code Annotated (GCA) in the creation of the referenced position. This position will be in the classified service and located within the Department of Education (DOE) and may also be utilized by the Department of Mental Health and Substance Abuse (DMHSA) and the Department of Public Health and Social Services (DPHSS).

Currently there is a Hospital Occupational Therapist Assistant (Licensed) position that is unique to the Guam Memorial Hospital Authority (GMHA). DOE has requested GMHA via a waiver to utilize their position to announce and recruit for in the interim. Ms. Mary Taimanglo was hired on August 29, 2011 under this waiver until the creation of a general Occupational Therapist Assistant is completed. This position currently provides assistance to the only Occupational Therapist II on board within DOE who provides services to about 202 Special Education Students. DOE has experienced difficulty in recruiting applicants for the Occupational Therapist II position and has found the employment of an assistant position helps in alleviating the demands of the current workload. Potential violations of federal statutes may occur if services to Special Education Students are not adequately provided by professionals in this field.

Your consideration of the above request is greatly appreciated. Should you have any questions, please contact our Human Resources Division at 475-1288. *Dangkolo na Agradesimiento!*

*Benita Manglona*  
BENITA A. MANGLONA

APPROVED       DISAPPROVED

*[Signature]*  
\_\_\_\_\_  
EDDIE BAZA CALVO, Governor

DATE: APR 04 2013

Attachments

CFD0413-1423

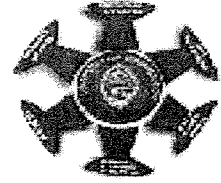


**Eddie Baza Calvo**  
Governor  
**Ray Tenorio**  
Lieutenant Governor

GOVERNMENT OF GUÅHAN  
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)

**HUMAN RESOURCES DIVISION**  
(Dibision Inadilanto Yan Guinaha Para Taotao)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1131/1201/1219 \* FAX: (671) 477-7100



**Benita A. Manglona**  
Director  
**Anthony C. Blaz**  
Deputy Director

DEC 1 0 2012

**HRD NO.: OG-12-0490-A**

**MEMORANDUM**

**To:** Director, Department of Administration  
**From:** Manager, Human Resources Division  
**Subject:** **Proposed Creation of Position**  
**RE: Occupational Therapist Assistant**

*Buenas yan Håfa Adai!* This is to respectfully request to create the Occupational Therapist Assistant within the classified service pursuant to §6303, Title 4 Guam Code Annotated (GCA). This position will be located within the Department of Education (DOE) and may also be utilized by the Department of Mental Health and Substance Abuse (DMHSA) and the Department of Public Health and Social Services (DPHSS). Our office conducted a review and the following are our findings:

Currently there is a Hospital Occupational Therapist Assistant (Licensed) position that is unique to the Guam Memorial Hospital Authority (GMHA). DOE had requested GMHA via a waiver to utilize their position to announce and recruit for in the interim. Ms. Mary Taimanglo was hired on August 29, 2011 via an announcement dated June 3, 2011 under this waiver until the creation of a general Occupational Therapist Assistant is completed. This position currently provides assistance to the only Occupational Therapist II on board within DOE who provides services to about 202 Special Education Students. DOE has experienced difficulty in recruiting applicants for the Occupational Therapist II position and has found the employment of an assistant position alleviates the workload. Potential violations of federal statutes may occur if services to Special Education Students are not adequately provided by professionals in this field.

Therefore, based on our review, we have found that there is a need to create the Occupational Therapist Assistant position. Following is the job evaluation of this position:

**PROPOSED CREATION  
OCCUPATIONAL THERAPIST ASSISTANT**

Position Title	Know-How	Problem Solving	Accountability	Total Points	Pay Grade
Occupational Therapist Assistant	D I 2 152	D 3 (29%) 43	D I C 57	252	J

## OCCUPATIONAL THERAPIST ASSISTANT

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### **NATURE OF WORK IN THIS CLASS:**

This is routine professional occupational therapy work.

Employees in this class assist in the practice of occupational therapy who works under the indirect supervision of an Occupational Therapist, or as otherwise determined by the supervising Occupational Therapist.

### **ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)**

Provides direct patient care to patients, clients, residents, students referred to occupational therapy in a variety of healthcare settings, including outpatient treatment centers and clinics, schools, day care program or other related setting after an initial evaluation has been completed by a licensed Occupational Therapist.

Assist licensed Occupational Therapist in the evaluation of inpatients and outpatients of all age groups referred to occupational therapy. Assist the Occupational Therapist in performing standardized or non-standardized assessments utilized to collect data to establish baseline functioning, identify problem areas, determine therapeutic goals and objectives and formulate treatment plan.

Provides intervention services in compliance with the Individuals with Disabilities Education Act (IDEA) as outlined in the Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) under the supervision of the Occupational Therapist.

Observes and records patients' progress, attitudes, and behavior and maintain this information in client records

Communicates and collaborates with other healthcare professionals, teachers, para-educators, parents and/or family members involved with the care of a patient.

Attends patient or client care conferences or meetings.

Prepares reports and maintains records.

Performs related duties as required.

OCCUPATIONAL THERAPIST ASSISTANT

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HAY EVALUATION:	KNOW-HOW:	D 1 2	152
	PROBLEM SOLVING:	D 3 (29%)	43
	ACCOUNTABILITY:	D 1 C	57
	TOTAL POINTS:		<u>252</u>

