



JOB TITLE: ADA COMPLIANCE OFFICER

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	11	Board Approved:	October 19, 2020

BASIC FUNCTION:

The ADA Compliance Officer oversees District policies, procedures, and standards for a comprehensive accessibility compliance program for individuals with temporary and permanent disabilities. This position resolves complaints concerning compliance with the Americans with Disabilities Act (ADA) and enforces accessibility from a physical and programmatic standpoint. This position reports to the Director of Purchasing and Risk Management.

REPRESENTATIVE DUTIES:

Develops, implements, evaluates, and enforces District policies, procedures, services, practices, and standards related to ADA and accessibility compliance obligations in such areas as public communications, informational resources, facilities design, equipment purchases, public events/meetings, information technology, transportation, employment, and the workers compensation return-to-work program.

Facilitates timely, thorough, and good faith interactive processes for employees and applicants with disabilities. Ensures that employees/applicants are informed of the full array of available options during an interactive process. Prepares, maintains, and ensures proper and timely documentation of all required communications, records, and reports related to the interactive and reasonable accommodations process (i.e., medical questionnaires documenting functional limitations; communications with medical providers identifying job impacts; evaluations from third-party case managers determining fitness for duty, etc.) Follows-up on temporary accommodation plans, medical notes, and employees who are out on leave and returning to work from leave. Ensures all HIPAA, FERPA, and privacy laws are followed.

Provides guidance and/or remediation in relation to Sections 504 and 508 of the Rehabilitation Act. Reviews a wide range of products, content, and materials to ensure compliance with Sections 504 and/or 508 accessibility standards, including Web Content Accessibility Guidelines (WCAG). Provides recommendations for remediation and/or mitigates problems by fixing identified accessibility issues when possible.

Establishes and maintains prompt and thorough procedures for, investigations of, and responses to complaints, grievances, inquiries, and requests from employees, the general public, and enforcement authorities (i.e., OCR) regarding accessibility concerns, physical and/or programmatic barriers, and general ADA compliance issues. Implements corrective actions. Monitors progress through timely communications and follow-up interactions. Maintains correspondence and documentation of cases filed, resolved, and pending resolution.

Coordinates with Facilities to monitor and review any construction, building designs, or modifications of District facilities to ensure compliance with ADA regulations. Makes recommendations. Develops, communicates, and coordinates transitional plans with all parties involved when structural changes are necessary. Ensures follow-through and completion of accessibility design work. Conducts periodic ADA-related surveys in order to address architectural barriers.

Coordinates with Purchasing to obtain special equipment, materials, or supplies for implementing reasonable accommodations or improving public access. Reviews purchasing agreements and risk management contracts pertaining to accessibility to ensure ADA compliance.

Coordinates with Event Operations to review plans for special events and other public programs/meetings so that accessibility is barrier-free. Recommends accommodations and/or alternate formats to staff coordinating events to ensure that appropriate arrangements are made in advance.

Coordinates with ITS and other departments to review software programs and adaptive technologies to ensure products and services sufficiently support 504 and/or 508 accessibility and overall ADA compliance. Researches and recommends access/adaptive technology or other alternative solutions that meet ADA regulations and requirements.

Coordinates with a wide range of other campus departments and divisions (within Academic Affairs, Student Services, Human Resources, President's Office) to ensure non-discrimination for persons with disabilities and accessibility to District programs, services, information, and facilities. Assists divisions, departments, and units to incorporate access needs into their comprehensive planning process when applicable.

Designs, publicizes, and conducts educational programs and trainings to increase campus-wide knowledge and understanding of ADA policy, issues, and compliance responsibilities among employees, contractors, vendors, and community members. Tailors information to target audience.

Prepares reports and presentations related to ADA issues as assigned.

Participates on college committees as the subject matter expert on accommodations, facility design, adaptive equipment, assistive technology, and accessibility.

Establishes and maintains appropriate network of professional contacts. Maintains currency of legislative changes affecting ADA and other accessibility compliance regulations. Analyzes the effects of any changes and makes recommendations to management.

Serves as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintains up-to-date certification for CSA status.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree with a minimum of 5 years of full-time equivalent work experience in coordinating and implementing ADA compliance and accommodation programs. Current ADA Coordinator Training Certification or willingness to obtain and maintain current certification while employed with the District is required.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of federal, state, and local laws, regulations, guidelines related to accessibility and civil rights compliance for individuals with disabilities.

Knowledge of and experience with WCAG 2 accessibility standards and guidelines.

Knowledge of innovative, workable solutions to complex and sensitive problems.

Knowledge or experience working in an institution of higher education is desirable.

Knowledge of FEHA, FMLA, leaves, and other laws impacting access and non-discrimination.

Knowledge of Titles I, II, and III of the ADA.

Demonstrated sensitivity to and experience working with historically and systemically marginalized populations while maintaining a supportive atmosphere.

Abilities/Skills:

Skilled at evaluating, assessing, and resolving accessibility issues to wide-ranging types of facilities, programs, and services.

Skilled at providing effective and engaging training programs.

Skilled at reading, interpreting, and abiding by collective bargaining agreements.

Skilled at fact finding and investigative methods, practices, and procedures.

Skilled at designing and managing a centralized in-take and documentation system.

Ability to facilitate the resolution of grievances/complaints related to ADA compliance.

Ability to maintain a high level of confidentiality.

Ability to communicate verbally and in writing complex information into understandable formats.

Ability to analyze situations holistically and identify problems and risks.

Ability to anticipate conditions, plan ahead, establish priorities, and meet deadlines.

Ability to maintain productive and cooperative working relationships with others.

Ability to understand and interpret technical documents (i.e., contracts, building plans, etc.)

Licenses or Other Requirements:

Valid California Driver License required.

WORKING CONDITIONS:

Work performed primarily indoors.

Overnight travel may be required periodically.

Mobility to various locations both on-campus and off-campus.

Work requiring positioning of self to evaluate physical accommodations.

Stationary work for extended periods of time to process paperwork and input data.

Communications done in person, over the phone, or via video conference.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.