



El Camino College ADA Compliance Officer



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.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

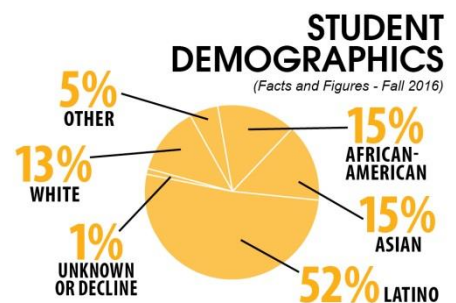
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.



ADA COMPLIANCE OFFICER

Division: Purchasing & Risk Management

Posting Closing Date: December 16, 2020

Req: C2021-005

Location: El Camino College

Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The duties of the ADA Compliance Officer may include, but not be limited to, the following:

- 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

Must have a 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.

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’s license.

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.

SALARY: \$109,524.00 Annually

CONDITIONS OF EMPLOYMENT

Full-time, 12-month classified administrative position. Excellent fringe benefits including eight 32-hour work weeks during the summer. Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date:

https://elcamino.formstack.com/forms/reasonable_accommodation_requestform

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online. If you need assistance, you may call (310) 660-3593 Ext. 3479 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m.

Closing Date: Wednesday, December 16, 2020 at 3:00 p.m.

BENEFITS

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College
Human Resources
Mark Rogers
310-660-3593, Ext. 3479
mrogers@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

El Camino College is an Equal Opportunity Employer

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.