

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Jason Glozier  
Work Phone: 266-6511
2. Class Title (i.e. payroll title):  
Disability Rights and Services Program Specialist
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:  
Norman Davis  
Work Phone: 266-5916
5. Department, Division & Section:  
Department of Civil Rights, Disability Rights Program
6. Work Address:  
210 Martin Luther King, Jr. Blvd., Room 523
7. Hours/Week: 38.75  
Start time: 8:00am      End time: 4:30pm
8. Date of hire in this position:  
05/13/2012
9. From approximately what date has employee performed the work currently assigned:  
1/1/2015

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10. Position Summary:

This work is characterized by a high degree of independent judgment and discretion and is responsible for administrative and professional work in implementing the City's Disability Rights and Services Program under the provisions of Madison General Ordinance 39.05. Under the direct supervision and policy guidance of the Civil Rights Director or his or her designee, the work involves supporting city-assisted programs, activities and city facilities to ensure that they are non-discriminatory in reference to persons with disabilities. This support shall include education and training, outreach and referral, and dissemination of information. Evaluate City policies, procedures, activities, and facilities to determine whether City programs and services are available to/usable by persons with disabilities.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 35% A. Evaluate policies and programs related to enhancing the rights of people with disabilities.
1. Assist with analyzing, interpreting and implementing requirements of disability related federal, state and local legislation and their application to City programs.
  2. Evaluate City policies, procedures, activities and facilities to determine and identify non-accessible programs and facilities and work toward assisting the City in becoming barrier free.
  3. Coordinate City program activities, i.e., building specifications, employment, contract compliance, accessibility initiatives, etc., to ensure program/facilities are in compliance with applicable federal, state and local laws.
  4. Provide disability related information and referrals.
  5. Review, assess and monitor City programs and facilities (along with City-assisted programs and facilities) in an effort to enhance overall accessibility.
  6. Work with Civil Rights Coordinators to provide information and education.
  7. Maintain information about local, state and national resources on disability issues.
  8. Act as a clearinghouse for information about federal and state policy and regulations relating to accessibility.
- 30% B. With the supervision of the Department of Civil Rights Director, engage with internal and external stakeholders to ensure awareness and coordination of the interests and concerns of people with disabilities.
1. , interpret and publicize federal and state policy and regulations relating to accessibility; draft and recommend legislation and administrative rules; and press releases of the Director, to support accessibility goals.
  2. Assist departments in their implementation of Affirmative Action and Disability Rights Plans relative to Disability Rights initiatives.
  3. In conjunction with the Department of Civil Rights Director and the Disability Rights Commission (DRC), establish and implement a procedure for oversight of budgetary items which may have implications related to people with disabilities; and contact department agencies regarding these implications.
  4. Provide expertise as a troubleshooter for individual problems through site visits, inspections, personal contacts, information and referral for persons with disabilities.
  5. Coordinate, investigate and conciliate informal complaints relative to potential discrimination on basis of disability under MGO 39.05.
  6. Provide disability related information and referral to City Departments/Divisions and constituents.
  7. Promote and actively support, through coordination with the Human Resources Department and Affirmative Action staff, as well as other City departments, the enhancement of work opportunities of people with disabilities within the City.
  8. Be the primary liaison and provide technical support to the Disability Rights Commission (DRC) and DRC Executive Committee.
  9. Primary liaison to committees and commissions that impact disability rights.
  10. Serve as a liaison to City agencies, State and local agencies, as well as community-based organizations to ensure awareness and coordination of the interests and concerns of people with disabilities.
  11. Meet with community-based organizations to gather information about the concerns and issues of people with disabilities.
- 30% C. Maintenance and oversight of contractual obligations (Section 504 and MGO 39) who bid on City projects, to ensure a unified approach to legal compliance and City policy.
1. Analyze requirements of Section 504 and M.G.O. 3.72 and other pertinent statutory requirements and their applications to City programs.
  2. Provide guidance and assistance in federal and state audits of Disability Rights Program and Plans.
- 5% D. Other administrative duties and functions.
1. Develop and oversee maintenance of adequate recordkeeping systems.

2. Other duties as required.

12. Primary knowledge, skills and abilities required:

Working knowledge of issues related to people with disabilities in the community and relevant social service support networks. Ability to provide information and referrals on how to remove barriers specific to persons with disabilities in accessing services. Ability to provide information to City employees, external organizations and the general public of the rights of people with disabilities. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships with management, employees, persons with disabilities, and the general public. Working knowledge of equity principles, and the ability to apply knowledge to disability issue. Ability to maintain adequate attendance.

13. Special tools and equipment required:

None.

14. Required licenses and/or registration:

None.

15. Physical requirements:

None.

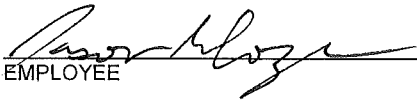
16. Supervision received (level and type):

17. Leadership Responsibilities:

- This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

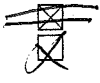
18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

  
EMPLOYEE

10/5/16  
DATE

19. Supervisor Statement:



I have prepared this form and believe that it accurately describes this position.

I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.



I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).



I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).



Other comments (see attached).

  
\_\_\_\_\_  
SUPERVISOR

10/5/16  
\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.