

DISABILITY RIGHTS AND SERVICES PROGRAM COORDINATOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible administrative and professional work in implementing the City's Disability Rights Program under the provisions of Madison General Ordinance 39.05, as well as applicable Federal and State requirements. Under the general supervision and policy guidance of the Civil Rights Director, the work involves evaluating city-assisted programs, activities and City facilities to ensure they are non-discriminatory in reference to persons with disabilities. These city-assisted programs and activities shall include education and training, health, cultural activities, housing, rehabilitation, outreach and referral, and dissemination of information.

Examples of Duties and Responsibilities:

Assist in analyzing, interpreting and implementing the requirements of Federal, State and local legislation, including the Americans with Disabilities Act (ADA), Section 504 and MGO 39.05 and determine their application to City programs.

Evaluate City policies, procedures, activities and facilities to determine and identify barriers to accessibility. ~~work~~ Work toward assisting the City in becoming barrier-free. Work with other City agencies to coordinate and evaluate City program activities, (i.e., building specifications, employment, contract compliance, accessibility, etc.) to ensure program/facilities are in compliance with Federal, State and ~~local~~ Local laws and to enhance overall accessibility. Provide disability related programmatic information and referrals to City agencies and constituents.

Serve as a liaison to City agencies, State and ~~local~~ Local agencies, as well as to community-based organizations to ensure awareness and coordination of the interests and concerns of people with disabilities.

~~Promote and actively support, through coordination with the Human Resource Department and other departments, the identification and enhancement of people with disabilities in the workforce.~~ 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 for people with disabilities within the City. Assist Departments in their implementation of Affirmative Action and Disability Rights Plan relative to Disability Rights initiatives.

Act as a clearinghouse for information about ~~federal~~ Federal and ~~state~~ State policy and regulations relating to accessibility. Provide guidance and assistance in Federal or State audits of Disability Rights Programs and Plans.

Under the supervision of the Civil Rights Director, interpret and publicize federal and state policy and regulations relating to accessibility; draft and recommend legislation and administrative rules; and prepare press releases of the Director to support accessibility goals.

Serve as primary liaison and provide technical support to the Disability Rights Commission (DRC) and DRC Executive Committee, as well as other committees and commissions that impact disability rights. In conjunction with the Civil Rights Director and the Disability Rights Commission, establish and implement a procedure for oversight of budgetary items which may have implications related to people with disabilities; and contact departmental agencies regarding these implications.

Provide expertise as a troubleshooter for individual problems through site visits, inspections, personal contacts, information and referral for persons with disabilities.

Coordinate, investigate and conciliate informal complaints relative to potential discrimination on basis of disability under MGO 39.05.

~~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 for people with disabilities within the City.~~

~~Serve as primary liaison and provide technical support to the Disability Rights Commission (DRC) and DRC Executive Committee, as well as other committees and commissions that impact disability rights.~~

~~Provide guidance and assistance in Federal or State audits of Disability Rights Programs and Plans.~~

Develop and oversee maintenance of effective recordkeeping systems.

Serve as a member of the Civil Rights management team.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Two years of experience involved in the interpretation and application of laws, rules, regulations, and policies directly related to the rights of persons with disabilities. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in the Social Sciences, Vocational Rehabilitation, Behavioral Disabilities, or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Thorough knowledge of the laws, regulations, policies, and administrative procedures applicable to the civil rights of persons with disabilities. Working knowledge of issues related to people with disabilities in the community and relevant social service support networks. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to analyze City policies, procedures, and operating practices relevant to persons with disabilities and determine if they are in compliance with applicable laws. Ability to provide advice and assist in the development of policies and procedures to remove barriers specific to persons with disabilities in accessing services. Ability to provide information to City managers, external organizations, and the general public relative to the rights of persons with disabilities. Ability to prepare reports and analysis. Ability to communicate effectively both orally and in writing. Ability to successfully work with multicultural communities. Ability to develop and maintain effective working relationships with management, employees, persons with disabilities, and the general public. Ability to exercise discretion in applying rules, policies and procedures. Ability to provide specialized expertise to City managers, human resource professionals and others. Ability to maintain adequate attendance.

Physical Requirements:

Employees in this classification will be expected to physically visit and access sites throughout the City to determine accessibility for persons with disabilities. The incumbent must be able to access individuals, groups and meeting sites throughout the community.

Department/Division	Comp. Group	Range
Civil Rights	18	08

Approved: _____
Brad Wirtz
Human Resources Director

Date