

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: December 17, 2010

SUBJECT: Disability Rights and Services Program Specialist

The Disability Rights and Services Program Coordinator (CG18-08) in the Department of Civil Rights (DCR) retired in 2009. Civil Rights Director L. Nunez has evaluated the vacant position and determined that the position description does not accurately describe what she sees as the role of the position within her department. Ms. Nunez has recreated the position description (attached) and based on the updated position description, I conclude that the position should be recreated in CG18, Range 4, to reflect the changed duties and responsibilities. I also recommend that the position be retitled to Disability Rights and Services Program Specialist, which better reflects the position's role in DCR.

The former position of Disability Rights and Services Program Coordinator had responsibility for

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 3.72 and determine their application to City programs.

Evaluate City policies, procedures, activities and facilities to determine and identify non-accessible programs and facilities toward assisting the City in becoming barrier-free.

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 press releases of the Director, to support accessibility goals.

In conjunction with the Civil Rights Director and the Commission on People with Disabilities, establish and implement a procedure for oversight of budgetary items which may have implications related to people with disabilities; and contact agencies regarding these implications.

The Coordinator also played a larger role in formulating and recommending policy, coordinating the City's disability rights program. However, Ms. Nunez has concluded that it is not appropriate for this position to be involved in interpreting ordinances/legislation or drafting and recommending legislation. These duties are best handled by the Office of the City Attorney. Ms. Nunez needs this position to have knowledge of relevant legislation as it relates to people with disabilities. However, the position is envisioned as a specialist/resource rather than a coordinator. The incumbent would be responsible for aiding City agencies in ensuring programs and facilities comply with appropriate legislation, assisting in implementation of Affirmative Action and Disability Rights plans, and serving as a clearinghouse for information regarding policies and regulations relating to accessibility. The incumbent would also provide expertise as a troubleshooter for individuals who are having accessibility issues.

After reviewing the position description, I conclude that this position should be placed in CG18, Range 04. The position remains a professional position, with responsibility for being aware of

Disability Rights legislation and its application. The position will be expected to keep abreast of changes to such legislation and its impact on City policies and programs. However, because the position is no longer expected to draft legislation and recommend changes to the City's disability program, and will not have the authority to review budgets to determine the impact on people with disabilities, this position is not appropriately placed in range 8. I find that the responsibilities of the revised position to be similar in nature to the EOC Outreach Coordinator, CG18, Range 4. Both positions are responsible for reaching out to other City agencies to publicize activities of a program within DCR. Both positions are required to maintain knowledge of relevant legislation and must explain the impact on services and programs. Both positions have a public outreach component as well, with this position assisting citizens with disabilities and the EOC Outreach Coordinator providing training to external groups. Because of these similarities, I recommend placement of this position in CG18, Range 4. Finally, I recommend retitling the position to Disability Rights and Services Program Specialist. As mentioned above, this new title more accurately reflects the position's role as expert in the area of disability rights and services.

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

Compensation Group/Range	2010 Annual Minimum (Step 1)	2010 Annual Maximum (Step 5)	2010 Annual Maximum +12% longevity
18/04	\$45,360	\$52,309	\$58,578
18/08	\$52,309	\$62,073	\$69,524

cc: Lucia Nunez-Civil Rights Director