

DISABILITY RIGHTS AND SERVICES PROGRAM SPECIALIST

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 direct supervision and policy guidance of the Civil Rights Director, 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.

Examples of Duties and Responsibilities:

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 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 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.

Assist Departments in their implementation of Affirmative Action and Disability Rights Plan relative to Disability Rights issues.

Act as a clearinghouse for information about federal and state policy and regulations relating to accessibility.

Provide expertise as a troubleshooter for individual problems through site visits, inspections, personal contacts, etc. for person with disabilities.

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

Serve as primary liaison and provide technical support to the Commission on People with Disabilities (CPD) and CPD 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.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working 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. 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 City managers, external organizations, and the general public relative to the rights of the disabled. Ability to prepare reports and analysis. 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. Ability to maintain adequate attendance.

Training and Experience:

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.

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	04

Approved: _____
Brad Wirtz
Human Resources Director
Date