

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: October 21, 2016

SUBJECT: Disability Rights and Services Program Specialist/Coordinator

At the initial request of Interim Civil Rights Director Gloria Reyes and now current Civil Rights Director Norman Davis, I have studied the 1.0 FTE position (#76) of Disability Rights and Services Program Specialist, currently occupied by Jason Glozier, to determine whether it is properly classified following the addition of job responsibilities assigned to the position. Based on a review of the position description, meetings with Mr. Davis, Mr. Glozier and Occupational Accommodation Specialist 3 Sherry Severson, and a review of other positions/classifications within the City, I recommend the following actions for the reasons outlined in this memo:

- Creation of the classification titled Disability Rights and Services Program Coordinator with placement in CG 18, Range 8.
- Recreate position #76 as Disability Rights and Services Program Coordinator and reallocate the incumbent to the new position.

Position #76 had previously been classified as a Disability Rights and Services Program Coordinator (CG18-08) until early 2011 when it was recreated as a Disability Rights and Services Program Specialist. The recreation occurred following the retirement of the former incumbent in 2009. At that time, the prior Civil Rights Director had evaluated the vacant position and determined that the position description did not accurately describe what she saw as the role of the position within the department. The former position of Disability Rights and Services Program Coordinator had responsibility for the following:

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 large role in formulating and recommending policy, coordinating the City's disability rights program. The vision of the position at that time was to be a specialist/resource rather than a coordinator and therefore the outlined duties were removed when the classification of Disability Rights and Services Program Specialist was created.

In 2012, Mr. Glozier was hired as the Disability Rights and Services Program Specialist into a 0.75 FTE position. In late 2013, the FTE of the position increased to 1.0 and at that time Mr. Glozier began taking on the duties that had been previously removed. In this position, Mr. Glozier routinely works with various internal Departments/staff, as well as with external individuals/entities. He conducts audits and investigations, reviews facility plans, provides training, gives presentations, manages interpretation and sign language services, and serves as the City expert in the area of ADA and accessibility. He also serves as a member of the Civil Rights management team and has since he was hired.

After reviewing the updated position description, it is appropriate for this position to return to the higher level classification. Therefore, I recommend creating the classification of Disability Rights and Services Program Coordinator in CG 18, Range 8. I also recommend that the Disability Rights and Services Program Specialist position #76 be recreated as a Disability Rights and Services Program Coordinator in CG 18, Range 8 and that the incumbent be reallocated to the new position within the Civil Rights operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
18/04	\$50,957	\$58,762	\$65,814
18/08	\$58,762	\$69,731	\$78,099

cc: Norman Davis - Civil Rights Director