

TO: Personnel Board
FROM: Victoria Larson, Human Resources
DATE: December 9, 2019
SUBJECT: Disability Rights and Services Program Coordinator

Director of Civil Rights Norman Davis has requested that the position of Disability Rights and Services Program Coordinator (Position #0076, which is currently classified in CG 18, R 8 and occupied by Jason Glozier, be reviewed through the position study process. This position ensures the City services, programs, and facilities are accessible. After review, and for the reasons outlined below, I recommend the current Disability Rights and Services Program Coordinator) classification be recreated as a Disability Rights and Services Program Coordinator in CG 18, R 10, that position #0076 be recreated in the new range, and the incumbent be reallocated to the new position.

Since Mr. Glozier was hired, this role has grown and expanded in responsibility. Whereas the classification is currently identified as ensuring compliance with City ordinances, over the last couple years, Mr. Glozier ensures that City is compliant with Federal ADA, Title VI of the Civil Rights Act of 1964 is part of the Engineering review process to ensure facilities are accessible, reviews contract language to ensure contract clauses protect individuals with disabilities, and provides educational services to City agencies and the greater community. This work ensures that our City is accessible to disabled individuals, ensures compliance with federal laws and protects the City from federal grant loss and lawsuits. Mr. Glozier also works with the Disability Rights Commission and has helped them learn to create and respond to legislation. In addition, Mr. Glozier conducts equity analyses to ensure the City is focused on Title 6. Mr. Glozier's role requires him to be very knowledgeable of disability rights, the ADA, Title 6, accessible building design, program structure, and communication; as well as current building codes and right of way requirements. He is frequently asked to serve as an expert in many of these topic areas and performs his duties with a high degree of independence and initiative.

Another new area of responsibility not contemplated in the current classification specification is the Language Access Program (LAP). The LAP was officially established in 2018 to create a more comprehensive, standardized, and publicized service to residents who speak limited to no English, or are deaf or hard of hearing. Without appropriate language access, City services would not be accessible for many residents and the City would potentially be at risk of losing federal funding. Mr. Glozier was instrumental in assisting with drafting the Language Access Plan and program development. Mr. Glozier has managed this program since its establishment in 2018. Mr. Glozier's role in this program is to interpret federal guidelines in order to determine how we need to provide language access funding and he works with other City agencies to address language access needs. Mr. Glozier also supervises one hourly Language Access support staff person, has budgetary responsibility over the program, and manages the four contracts associated with this program. In addition, Mr. Glozier participates in management team meetings where he serves as an expert on ADA matters and the Language Access Program.

For the purpose of this study, I reviewed the classifications of CG18, R 8 through CG18, R 11. When reviewing the positions in CG 18, R11 of the City Forester, Customer Service Supervisor, and Water Utility Maintenance Supervisor, I noticed differences in these positions in comparison to the Disability Rights and Services Program Coordinator. All of these positions have much more extensive supervision duties of full-time staff and hourly staff. In addition, all of these positions require more years of experience including leadership or supervision experience. Both the City Forester and the Customer Service Supervisor require

three years of supervisory experience. The Water Utility Maintenance Supervisor requires five years of water equipment installation, repair or maintenance experience and two years of leadership experience. While Mr. Glozier’s position only requires three years of experience related to the duties of his position with no supervision or leadership experience necessary. Therefore, I found Mr. Glozier’s position aligns with positions in CG18, R 10. Specifically, I found that Mr. Glozier’s position most closely aligns with the Civil Rights Department internal positions of the Affirmative Action Specialist and the Equity Coordinator; as well as positions in other departments, such as the Sustainability Program Coordinator, the Food Policy Coordinator, and the Neighborhood Resource Coordinator. All of these positions fall in CG18, R10. Similar to the Disability Rights and Services Coordinator, all of these positions develop, administer and implement specific programs that seek to change City culture and improve equity related to their respective area of expertise. All of these positions also extensively collaborate with various City officials and many collaborate with community stakeholders.

Looking more specifically at the internal Civil Rights (DCR) positions of Affirmative Action Specialist and Equity Coordinator, I found many similarities to Mr. Glozier’s position. All of these positions provide consultation, advice, and recommendations to all City agencies and officials. They also regularly conduct trainings for City staff on topics related to their area of focus. Like Mr. Glozier, the Equity Coordinator participates in DCR’s management team and supervises one staff. Mr. Glozier’s position also deals with issues of compliance, which is similar to the duties of the Affirmative Action Specialist.

Based on the analysis outlined above, I recommend that the classification of Disability Rights and Services Coordinator be recreated and placed in CG18, R10, and position # 0076 of Disability Rights and Services Coordinator should be recreated in the new range, with the incumbent reallocated to the new position.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum (+12% Longevity)
18/8	\$63,911.12	\$75,840.96	\$84,941.88
18/10	\$69,375.80	\$83,377.06	\$93,382.31

Cc: Norman Davis – Civil Rights Director
 Jason Glozier – Disability Rights and Services Coordinator