

## ADA COMPLIANCE ADMINISTRATOR

### DEFINITION

Plans, develops, implements and administers a comprehensive ADA compliance program for the District.

### TYPICAL DUTIES

Develops and implements an on-going self evaluation process to assess current District policies, services and practices and identify disability and access related deficiencies involving public services, educational services, facilities design and alteration, telecommunication and technology services, transportation, and employment.

Recommends appropriate proactive or remedial actions and implements a transition plan to address disability and access related; monitors the progress toward established goals and objectives.

Establishes and maintains a District ADA Advisory Committee; coordinates the selection of members representing all constituencies including the disabled; prepares agendas; provides technical advice and guidance to the Committee; and follows through on Committee requests and decisions.

In collaboration with the Office of Diversity Programs and the Office of the General Council, works with individuals and departments to resolve issues and to ensure that organizational resources are effectively coordinated on disability related matters.

Provides support to college administrators, architects, and contractors in researching architectural access codes on current standards and practices applicable to facilities.

Certifies that new construction and facilities alterations have been designed, constructed and altered in compliance with ADA accessibility design standards as required by Federal and State laws, local building codes, or other ordinances.

Interprets federal and state disability law using Supreme and Appellate Court decisions, legislative guidance, executive directives, best business practices and other research materials.

Develops, publishes and maintains effective and accessible grievance procedures that provide for prompt and equitable resolution of all disability-related complaints.

Receives, investigates and responds to all disability-related inquiries and complaints from staff, students, the public and regulatory agencies.

Prepares and ensures the timely filing of all required compliance reports.

Receives and addresses requests for auxiliary aids and services from disabled students, employees, and the public.

Designs and implements outreach and educational programs to increase knowledge and understanding of ADA policy, issues and compliance responsibilities among administrators, faculty, staff, students, contractors, vendors and community members.

Oversees the maintenance of records related to disability issues and complaints and the resolution of each.

## TYPICAL DUTIES (Cont.)

Prepares periodic reports to the Chancellor and Board of Trustees regarding ADA activities throughout the District.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

An **ADA Compliance Administrator** plans, develops, implements and administers a comprehensive ADA compliance program for the District by developing and implementing policies and procedures involving disability requirements and responsibilities, establishing and enforcing compliance standards, investigating complaints, consulting with college administrators, staff, and business associates on compliance issues and their resolution, and in educating all constituencies on the rights of persons with disabilities.

A **Compliance Officer** applies a thorough knowledge of federal, state, and local laws, regulations, and guidelines related to diversity and civil rights enforcement and employment policies, procedures, and practices of the District in investigating, analyzing, and resolving grievances, appeals, and complaints.

A **Director of Diversity Programs** is responsible for promoting diversity and equal employment opportunity throughout the District; investigating and recommending resolutions to discrimination and sexual harassment complaints; providing assistance in the resolution of disability related issues; and coordinating employee support programs and faculty training workshops.

## SUPERVISION

General direction is received from the Deputy Chancellor. Functional supervision may be exercised over college staff and consultants on disability related matters.

## ENTRANCE QUALIFICATIONS

### Knowledge of:

Federal civil rights laws and regulations including but not limited to the Civil Rights Act of 1964, the Americans With Disabilities Act and the Rehabilitation Act of 1973

State, local and District laws, policies and regulations related to accommodation and accessibility requirements for the disabled as they relate to the construction and alteration of buildings and other public accommodations, employment, and educational programs and services.

Fact finding and investigative methods, practices and procedures

Principles of staff development and training

Principles of business and public administration

Principles of organization and management

Knowledge of: (Cont.)

Principles and methods for conducting analysis of procedures and improving operational services  
Organization, functions and inter-relationships of operating units of the District  
Capabilities of computer applications and hardware

Ability to:

Plan, develop, implement, and administers a comprehensive ADA compliance program  
Understand, interpret and apply applicable laws, policies and precedents  
Compile data and analyze situations; translate findings into clear, concise recommendations; meet important deadlines  
Facilitate the resolutions of employee grievances and public complaints related to ADA compliance  
Design and manage effective control, information, and documentation systems  
Work independently on complex assignments  
Use sound judgment and personal initiative  
Maintaining objectivity and freedom from prejudice  
Monitor and control confidentiality of personnel information according to the standards of the Privacy Act  
Effectively communicate complex information, verbally and in writing  
Maintain effective working relationships with all levels of District personnel, ADA advocates, regulatory agency representatives, business associates, and the public.

MINIMUM QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university. Extensive coursework and/or training in disability studies, disability policy and services, human rights, disability law, compliance, or a closely related field are desirable.

Experience:

Five years of full-time paid experience in developing and implementing employer-based compliance and accommodation programs mandated by federal and State laws, including the Americans With Disabilities Act.

Special:

A valid Class "C" California driver's license or Identification Card must be obtained within 60 days of appointment.  
Access to an automobile or the ability to travel to sites throughout the District