

## ADA COMPLIANCE ANALYST

### DEFINITION

Assists in the analysis of various ADA-related policies and guidelines and in the implementation of specified provisions of the Americans with Disabilities Act (ADA) Title II Self-Evaluation and Transition Plan (“Plan”).

### TYPICAL DUTIES

- Reviews, analyzes, and prepares analysis on various ADA-related legislation, policies, and guidelines.
- Researches, recommends and assists in the development of ADA compliance training, communication strategies, and content.
- Reviews District policies for ADA compliance and identifies policy or process changes and assists in the revision and establishment of new procedures as necessary.
- Liaises and communicates with appropriate District offices, divisions, and departments to ensure requirements, objectives, policies, and procedures related to ADA compliance are met.
- Coordinates and implements webinars and training modules and maintains training information and material.
- Identifies and coordinates the content for District-wide electronic distribution of ADA-related information.
- Maintains the ADA Compliance webpage.
- Coordinates and prepares various reports for ADA management review.
- Schedules accessibility information updates and posts online internally or for public viewing.
- Assists in developing monitoring programs for “Plan” progress.
- Assists in the coordination of communication on the District’s accessibility programs internally and to the public, including coordinating advisory or stakeholder groups.
- Assists in the coordination of the ADA compliance grievance procedures with appropriate District offices, divisions, and departments.
- Assists in the coordination and tracking of public contact referrals, including ADA-Info email monitoring.
- Participates in meetings with representatives of other agencies, consultants, and members of the community; and shares information regarding District programs in a proactive, accurate, and media-sensitive manner.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An ADA Compliance Analyst performs duties in support of the implementation of the District’s Americans with Disabilities Act (ADA) compliance programs and specified provisions of the Self-Evaluation and Transition Plan.

The ADA Compliance Manager is responsible for managing and enforcing the District’s ADA compliance program.

## SUPERVISION

General supervision is received from ADA management. Work direction may be exercised over lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Americans with Disabilities Act (ADA) Title II regulations; Title 24 of the California Building Code (CBC), the Architectural Barriers Act (ABA), and the U.S. Access Board & Guidelines (ADAAG); Section 504 and 508 of the Rehabilitation Act, and relevant State and federal law and regulations

Policy research and organizational evaluation principles

Project and/or program management; assessment, design and evaluation processes

Principles and processes of handling complaints and grievances

Various methods of presentation, including public presentations

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Various software and computer applications, including Microsoft Outlook, Word, PowerPoint, and Excel

### Ability to:

Understand, interpret and apply laws, rules, regulations, policies and procedures

Work effectively with a variety of accessibility, legal, and education professionals

Analyze situations, identify problems, and recommend solutions

Analyze training or information needs and develop appropriate training programs and communication strategies

Conduct effective meetings, training sessions and presentations to large and diverse groups of people

Effectively communicate complex ideas and recommendations verbally, and in writing

Estimate project requirements and organize resources to meet goals and deadlines

Use computers with Microsoft operating systems and word processing, database, and spreadsheet software

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in public policy, communications, business management, public administration or closely related field.

### Experience:

Two years of experience or combined experience in policy development, program or project coordination, training, or construction processes related to the Americans with Disabilities Act (ADA) compliance.

Special:

A valid California Driver License.

Use of an automobile.

Certificate of training or a valid certification as a Certified Access Specialist (CAsp) is preferable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

10/23/17

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