

## ADA COMPLIANCE ADMINISTRATOR

### DEFINITION

Oversees, manages, implements, administers, and enforces the District's Americans with Disabilities Act (ADA) Title II program accessibility compliance program.

### TYPICAL DUTIES

- Manages, plans, and directs the ADA compliance activities of the District.
- Oversees, develops, and implements self-evaluation processes to assess policies, procedures, practices, and services related to ADA and accessibility compliance obligations of the District in areas such as information technology, communications, and procurement.
- Manages and coordinates investigations and responses to inquiries, grievances, and complaints related to ADA.
- Manages issues and mediates between various stakeholders regarding conflicting views and priorities.
- Identifies and evaluates disability and access-related deficiencies in various areas of service.
- Oversees the design and development of process flow diagrams and recommends resolutions to process flow deficiencies.
- Collaborates with various District stakeholders and provides guidance in the development and revision of methods to ensure the District consistently meets the ADA program access obligations.
- Manages the District's Self-Evaluation and Transition Plan implementation through monitoring and reporting on the District's progress toward meeting established goals and priorities.
- Maintains and ensures accountability and completion of required tasks by coordinating with key District stakeholder groups such as Budget Services & Financial Planning, Division of Special Education, Facilities Services Division, Information Technology Division, Local District Administration, and school site administrators.
- Oversees and coordinates with Facilities Services Division on the District's Barrier Removal Plan and access compliance activities including surveying barriers at all school sites and District facilities; conducting design reviews for applicable code conformance, Rapid Access Program (RAP), and Critical Barrier Removal requests.
- Engages and collaborates with various disability community representatives, federal authorities, and District departments regarding access compliance and program accessibility issues.
- Manages and oversees the program budget, personnel, and resources for the implementation of the District's Self-Evaluation and Transition plan by coordinating budget setting priorities with program managers and stakeholders.
- Directs and oversees the development, implementation, and monitoring of training and personnel support in various areas to ensure that ADA and accessibility compliance is met and maintained.
- Oversees the development and maintenance of records related to compliance activities.
- Analyzes, interprets, and researches applicable federal, State, and local laws and regulations.
- Liaises with appropriate offices, divisions, and departments to ensure requirements, objectives, policies, and procedures related to ADA compliance are met.
- In collaboration with District offices, division, and departments, coordinates the assignment of student programs at schools, writing of remediation plans, reporting, alternative access, focus groups, and training and development.

Conducts quality control reviews of overall program management, including scoping construction projects as they relate to the ADA Barrier Removal effort and other accessibility compliance obligations.

Responsible for preparing, writing, and presenting a variety of reports in a timely manner.

Serves as the main point of contact for public inquiries and complaint resolution regarding access compliance.

May represent the District before various internal and external stakeholders.

Performs duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The ADA Compliance Administrator is responsible for overseeing, managing, and enforcing the District's ADA compliance program.

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.

## SUPERVISION

Administrative direction is received from senior executive staff such as an Associate General Counsel II. Supervision may be exercised over lower-level personnel such as ADA Compliance Analysts.

## CLASS QUALIFICATIONS

### Knowledge of:

Federal civil rights laws and regulations including the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973 (Sections 504 and 508), and the Architectural Barriers Act (ABA)

State of California Title 24 Accessibility Requirements including, but not limited to the California

Building Code's accessibility provisions and the Unruh Act

Construction, schedule management, budgeting, Division of the State Architect (DSA) coordination and processes, and project finalization (certification) requirements.

Principles of organization, management, and supervision

Current software technologies utilized to survey access compliance of facilities

Accessibility needs and issues in various areas such as special education and transportation

Web Content Accessibility Guidelines (WCAG) 2.0, Compliance Level AA

Principles of budgetary guidelines, approval process, and concepts related to construction projects

### Ability to:

Oversee, manage, and implement a compliance program

Analyze, understand, interpret, and apply pertinent laws, policies, and procedures

Analyze situations, identify problems and risks, and recommend solutions

Manage, facilitate, and coordinate with stakeholders to resolve grievances and complaints

Effectively communicate complex ideas and recommendations verbally, and in writing

Prepare comprehensive reports and correspondence

Perform and utilize electronic site accessibility surveys for the purpose of scoping ADA barrier removal projects

Manage and oversee budgets in accordance with established scoping requirements

Conduct meetings and provide effective leadership in compliance program implementation  
Provide guided in-service training as necessary to all levels of District staff and administration  
Exercise independent judgment and initiative  
Meet time constraints and deadlines

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree. A degree in architecture, law, engineering, public policy, or public administration is highly preferable.

### Experience:

Five years of combined supervisory or management experience in developing and implementing ADA compliance programs or employer-based compliance or accommodation programs mandated by federal and State laws, and construction-related experience as it relates to accessibility standards. Experience managing a budget and experience with ADA Title II is preferable.

### Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

The following certifications are preferable:

Certification as a Certified Access Specialist (CASp) by the Division of the State Architect.  
Professional Associate recognition from the National Association of ADA Coordinators or  
ADA Coordinator certification from the University of Missouri Disability Studies and  
Policy Center and the Great Plains ADA Center or equivalent

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and 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.

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RGK/PJO