

ADA COMPLIANCE MANAGER

DEFINITION

Plans, implements, administers, and enforces the District's Americans with Disabilities Act (ADA) compliance program.

TYPICAL DUTIES

Manages, plans, and directs the ADA compliance activities of the District.

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 with the Office of the General Counsel.

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.

Collaborates with various stakeholders in the development and revision of methods on how the District can consistently meet the ADA program access obligations.

Manages the District's Transition Plan and monitors the progress toward established goals and priorities.

Maintains and ensures accountability and completion of required tasks by coordinating with the ADA Working Group that includes various operating departments such as the school administration, Budget, Division of Special Education, Facilities, Information Technology, and Office of the General Counsel.

Coordinates with Facilities Services Division on the District's Barrier Removal Plan and the survey of barriers at all school sites.

Coordinates with various disability community representatives, federal authorities, and District departments regarding access compliance and program accessibility issues.

Manages and coordinates budget setting priorities with program managers and stakeholders.

Oversees the training of personnel in various areas to ensure that ADA and accessibility compliance is met and adhered to.

Oversees the maintenance of records related to compliance activities.

Analyzes, interprets, and keeps abreast of 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 conjunction 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.

Coordinates quality control reviews of construction projects as they relate to ADA 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 regarding access compliance.

May represent the District before various stakeholders.

Performs duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Facilities Access Compliance Manager manages staff responsible for technical Americans with Disabilities Act (ADA) code compliance support during the design and construction phases on multiple projects.

A Deputy Director of Facilities Project Execution receives administrative direction from the Director of Facilities Project Execution and exercises administrative direction over lower-level personnel.

A Facilities Access Compliance Specialist provides technical ADA code compliance support during the design phase and construction phases on multiple new construction and existing facilities projects. In addition, it also provides access compliance expertise to assist schools with accessibility accommodation requests.

SUPERVISION

Administrative direction is received from senior executive staff. Supervision may be exercised over lower-level personnel.

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

Budget concepts

Ability to:

Plan, coordinate, and implement a compliance program

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

Analyze situations, identify problems and risks, and recommend solutions

Facilitate and resolve grievances and complaints

Effectively communicate complex ideas and recommendations verbally, and in writing

Prepare comprehensive reports and correspondence

Conduct meetings and provide effective leadership in compliance program implementation

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 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.

Special:

A valid California Driver License.
Use of an automobile.

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.

Revised
06-27-16
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