

## STATE AMERICANS WITH DISABILITIES COORDINATOR

### NATURE OF WORK

Major responsibilities include: the development and implementation of a state plan for ADA employment compliance; consultation and collaboration with consumer groups, advocates, state and federal agency officials in the state plan development; consultation with agency ADA officers on the appropriate training for managers and supervisors on ADA regulations and issues; establishment and oversight of an ADA complaints process for the prompt resolution of ADA employment issues; represents the state on various local, state and national committees and panels related to ADA; principal advisor to the Governor, agency heads and other officials on ADA employment issues; consult with state EEO officers on the hiring of persons with disabilities. Performs related work as required.

### EXAMPLES OF WORK

In consultation with consumer groups, advocates, and state agency officials, develops a strategic state plan for compliance with ADA employment requirements.

Serves as principle advisor to the Governor, state officials and administrators on ADA programs, policies and procedures.

Develops, implements and monitors ADA compliance initiatives related to employment.

Serves as liaison with state and federal agencies, advocacy organizations and other groups engaged in ADA compliance and education initiatives.

Provides assurance that all units of state government have resources for and guidance on ADA compliance issues and educational initiatives, including ADA compliance training.

Maintains familiarity with legal issues and cases on ADA.

Serves as a clearinghouse for information and other resources on reasonable accommodation and related ADA employment issues.

Establishes and implements an ADA complaints process for the prompt and equitable resolution of ADA grievances.

Oversees the investigation of complaints of discrimination practices and recommends affirmative responses.

Reviews personnel processes and practices for adverse impact on applicants with disabilities; makes recommendations regarding personnel practices relevant to ADA.

Compiles and analyzes statistical data on workforce representation for persons with disabilities.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the Americans with Disabilities Act (ADA).

Knowledge of related state and federal laws such as Family Medical Leave Act (FMLA), Rehabilitation Act of 1973, Civil Rights Act of 1964, and the WV Human Rights Act.

Knowledge of federal and state regulations on civil rights, equal opportunity and affirmative action for protected classes.

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### **KNOWLEDGE, SKILLS AND ABILITIES (Cont'd)**

Knowledge of current social and economic problems related to persons with disabilities.

Knowledge of current trends and developments in equal opportunity relative to employment, housing, education and public accommodation.

Ability to interpret and apply federal regulations on ADA.

Ability to prepare and implement ADA informational and compliance programs.

Ability to provide guidance and consultation to administrators and agencies on ADA regulations, policies and current trends.

Ability to mediate and conciliate complaints related to ADA.

Ability to communicate effectively with people of varying education and socio-economic levels.

Ability to present ideas effectively, orally and in writing.

Ability to establish and maintain effective working relationships with minority groups, community organizations, advocacy groups, educational system and government officials.

### **MINIMUM QUALIFICATIONS**

**Training:** Bachelor's degree from a regionally accredited college or university.

**Substitution:** Experience as described below may substitute for the required training on a year-for-year basis.

**Experience:** Four years of experience with members of legally protected classes involving the application of the American with Disabilities Act (ADA).

Established: 05/16/02

Title Change: 10/1/10

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Effective: 10/1/10