

DISABILITY COORDINATOR (FINANCE)

General Statement of Duties and Responsibilities

Reporting to the Equal Employment Opportunity Officer, encompasses work involving issues of fact and questions of ADA law requiring degrees of independent initiative and judgment; coordinates programs and services that are available to employees with disabilities and their families; reviews and updates policies, procedures and practices to ensure that persons with disabilities can fully participate in all programs, services and activities associated with and provided by the Department of Finance.

Examples of Typical Tasks

Manages the agency's Disability Service Program; identifies, assesses, develops and implements strategies to correct or eliminate barriers to access and utilization of the agency's programs, services and policies by persons with disabilities.

Develops, coordinates, and implements policies, procedures and practices governing the operations of all programs, services and activities to ensure that all persons with disabilities can fully participate in such programs.

Manages and processes disability-related accommodations necessary to ensure persons with disabilities have equal access to all agency programs, services and activities.

Intakes assesses and processes requests for disability and medically related accommodations in accordance with agency and citywide policy, as well as, city, state and federal human rights and disability laws.

Serves as liaison with ADA related city and state agencies, community-based organizations, and advocates.

Collaborates with DCAS or other oversight agencies to ensure compliance with applicable federal, state, and local laws affecting people with disabilities.

Develops metrics to evaluate and monitor the effectiveness of strategies and policies.

DISABILITY COORDINATOR (FINANCE) (continued)

Examples of Typical Tasks (continued)

Researches, collects and analyzes data on program and strategy effectiveness and trends.

Works with agency operating divisions to develop appropriate procedures for providing services to persons with disabilities.

Attends meetings with the Mayor's Office for People with Disabilities (MOPD) and prepares various reports for MOPD and on internal and external agency matters.

Qualification Requirements

1. A master's degree from an accredited college in special education, rehabilitation, counseling, psychology, social sciences or a related field and one year of satisfactory full-time professional experience in a related area; or
2. A baccalaureate degree from an accredited college and three years of experience as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.