



## Salt Lake County Job Description

### Employee Relations (ER) and ADA Program Coordinator

**DEPARTMENT:** Administrative Services

**DIVISION:** Human Resources/6150

**JOB CODE:** 581 **GRADE:** 016

**FLSA STATUS:** Non-Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 01/12/2019

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Ensures County employment practices, facilities and programs adhere to the provisions of the Americans with Disabilities (ADA); provides technical assistance to citizens, employees and managers regarding ADA requirements and the application of relevant HR and County-wide policies. Provides consultation on performance management, standards of conduct, leave practices, and mediating conflict in the workplace in accordance with all applicable laws, policies and ordinances.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in a closely related field, plus four (4) years of related experience, of which two (2) years must have been in HR/ADA OR an equivalent combination of related education and experience.

A degree in Human Resources or Planning is preferred.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Provides guidance to managers, supervisors, and employees on issues related to the Family Medical Leave Act, leave practices, Long Term Disability, Short Term Disability, alcohol and drug testing, Fitness for duty evaluations, Human resources policies, discipline, and for EEO-related discrimination, retaliation, and harassment matters.
- Administers ADA employment requirements; identifies deficiencies and implements action to remedy the problem; receives, screens, investigates and resolves allegations of violations of Title I requirements.

- Reviews, evaluates and determines, in conjunction with legal counsel, whether to grant coverage under the ADA for applicants and employees asking for reasonable accommodations; Assists Human Resources staff with providing accommodations for disabled applicants.
- Provides technical assistance and interpretation of ADA provisions and County policy to administrators and employees; provides periodic training on provisions of the ADA and internal county processes.
- Conducts investigations as related to discrimination/harassment claims, generates report of findings and prepares letters of determination. Attends depositions and court proceedings as a witness.
- Develops course outlines and training content for ER, EEO and ADA related online and in-person training. Trains department ADA Liaisons and employees in ADA responsibilities and sensitivity to disability issues.
- Researches, identifies, and analyzes specific employee relations concerns and makes appropriate recommendations to management in the areas of employee relations, performance management, employee discipline, and interpretation of related County policies.
- Monitors and researches all sources (local, state, federal) for changes/additions/clarifications to ADA; employment law and work place trends and ensures ADA Compliance Committee and appropriate County agencies are informed of changes or additions in regulations and federal laws.
- Reviews and discusses project plans and specifications for renovation and / or new construction with architects, project managers and agency representatives to determine any possible ADA problems; makes recommendations to ensure ADA compliance.
- Performs site visits to monitor progress of barrier removal during construction phases and inspects finished project to evaluate final degree of accessibility as required by federal regulations while serving as a resource on federal accessibility standards and guidelines. Manages and coordinates Salt Lake County's Title II physical and program requirements; coordinates evaluation and elimination of existing accessibility barriers.
- Provides Title IV information concerning telecommunication compliance to agencies and employees on assistive technology; clarifies Title II program access assistive technology needs.
- Acts as chairperson of the Salt Lake County ADA Compliance Committee, serves on multi-faceted committees as needed, and provides ADA related presentations to County employees, including disability training to various law enforcement agencies.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Titles I, II, III, IV, and V of the Americans with Disabilities Act of 1990 and the corresponding Department of Justice Technical Assistance manuals and supplements
- Sections 504 and 508 of the Rehabilitation Act of 1973 and current interpretations as they apply to the ADA
- Fair Housing Act (FHA) of 1968 and the 1988 Fair Housing Act amendments
- Americans with Disabilities Act Accessibility Guidelines (ADAAG) of 1992, 2010 ADA Standards for Accessible Design, and all subsequent additional sections and revisions
- Uniform Federal Accessibility Guidelines (UFAS)
- Fair Housing Act Accessibility Guidelines (FHAAG)
- American National Standards Institute (ANSI) Accessible and Usable Buildings and Facilities requirements as they apply to the current version of the International Building Code (IBC) adopted for use in the State of Utah

- Federal Highway Administration (FHWA) requirements as they apply to curb ramp installations
- Problem solving principles and practices
- FMLA and HR leave policies
- Federal, State, and public sector human resources employment laws and equal employment opportunity laws
- Salt Lake Countywide Policies and Human Resources Policies related to the Americans With Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973

**Skills and Abilities to:**

- Apply ADAAG, 2010 ADA Standards for Accessible Design, IBC, etc. requirements to physical sites (measuring parking spaces, ramps, restrooms, et al using tape measure, Smart level, door pressure gauge, etc.)
- Develop, implement and present training programs and/or workshops
- Implement State and Federal regulations as they relate to the ADA, Section 504 of the Rehabilitation Act, FHAA and other relevant legislation
- Communicate effectively both verbally and in writing
- Educate/train others in the requirements of the ADA and other laws regarding employment, physical, service and program accessibility as well as EEO and employee relations matters
- Create, coordinate and implement programs, plans and training about disability issues
- Write detailed reports requiring research, data analysis and technical information and track data utilizing Microsoft Office Suite
- Resolve and/or mediate conflict
- Interpret and advise on the application of ADA, EEO and related issues
- Investigate, analyze information, and draw conclusions
- Make administrative and procedural decisions on sensitive and/or confidential issues
- Analyze complex information and define and solve problems
- Establish and maintain effective working relationships with vendors, County officials, and all levels of staff

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a general office setting. May travel to locations throughout the County to conduct trainings, investigations, or consultations.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 05/09/2019 MP