POSITION DESCRIPTION: Statewide ADA Coordinator

DIVISION OR INSTITUTION: Administrative Services

COUNTY OF EMPLOYMENT: Franklin

New Position

Permanent

Unclassified

Exempt

Bargaining Unit 22

NORMAL WORKING HOURS: FROM: 8:00 AM to 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

Job Duties in Order of Importance

In accordance with Executive Order 2019-03D, on behalf of the Director of the Department of Administrative Services, and in collaboration with Opportunities for Ohioans with Disabilities, advises all state agencies, departments, boards, and commissions within the executive branch on disability policy and compliance with state and federal disability rights laws:

30%

- Collaborates with statewide leadership to formulate development and implementation of statewide policies and procedures to address the requirements of the administration under Title I and Title II of the Americans with Disabilities Act (ADA):
  - Promulgates and implements statewide ADA policy with provisions relating to reasonable accommodations of applicants and employees;
  - Provides technical assistance to state agencies on implementation of ADA law and policy, including procedures for handling appeals and implementing remedies;
  - Manages specific statewide ADA projects;
  - Provides input as requested on proposed rules, regulations and legislation at the federal or state level that directly affect the ADA.

40%

- Advises on recruitment, hiring, and advancement opportunities to identify any barriers to employment of individuals with disabilities and take appropriate action to eliminate any non-job-related barriers to the integration of individuals with disabilities into the workforce:
  - Assists in the development and continued implementation of EEO strategic plans as it relates to individuals with disabilities;
  - Develop and maintain relationships with internal and external disability community and provide information/resources to assist in furthering EEO strategic plans as they relate to individuals with disabilities.
Collects, reviews, and evaluates statewide data to make policy, procedure, and training recommendations relating to hiring and retaining people with disabilities:

- Collaborates with agency, boards, and commission personnel to create goals and measure/track progress for hiring and retaining individuals with disabilities who self-disclose;
- Oversees training of agency ADA coordinators;
- Serves as a resource for general and customized training on ADA topics for agencies, boards, and commissions;
- Proactively engages with agencies, boards, and commissions staff related to training opportunities to promote disability awareness in the workplace.

Other duties as assigned

Knowledge, Skills & Abilities

Knowledge: (1) Americans with Disabilities Act (ADA); (2) Section 504 of the Rehabilitation Act; (3) 29 U.S.C. § 794; (4*) Ohio Revised Code and Ohio Administrative Code; (5*) Ohio’s state government’s structure and process; (6) Various alternative formats and technologies that enable people with disabilities to communicate, participate, and perform tasks. (7) State and local disability advocacy groups or disability groups.

Skills: (8) Negotiation and mediation; (9) Organizational skills; (10) Time management; (11) Customer service; (12) Building Interpersonal Relationships; (13) Public speaking; Communication (oral, written, active listening); (14) Demonstrating respect, empathy, and emotional intelligence when interacting with internal and external stakeholders; (15) Proactively engaging internal and external customers; (16) Developing and implementing innovative/alternative solutions; (17) Coaching/mentoring; (18) Empowering and developing others; (19) Analyzing data and providing insights through predictive data analysis; (20) Prioritizing initiatives with the highest impact.

Abilities: (21) Interact with people with a broad range of disabilities; (22) Work cooperatively with local government and people with disabilities; (23) Think critically and problem solve; (24) Unite separate entities with a shared purpose to focus on a common goal; (25) Instill a culture/mentality that positive change is vital to the improvement of teams and continued success.

*Developed after employment