

LEGISLATIVE COUNCIL SERVICE
Americans with Disabilities Act of 1990 (ADA) Coordinator

Salary: \$71,409 – \$112,961 BOE

INTRODUCTION

The Legislative Council Service (LCS) is the central drafting, legal and policy research agency for the New Mexico Legislature. The LCS also serves the executive and judicial agencies and is the main point of contact for members of the public who are interested in legislative matters. The LCS is nonpartisan, and much of the agency's work is confidential. The primary job of each LCS employee is to help the agency meet the expectations of the people it serves and to maintain and enhance the integrity and effectiveness of the legislature and the legislative process.

SUPERVISION AND GUIDELINES

Work is performed under general supervision of the LCS Director.

EXAMPLES OF WORK PERFORMED

The Americans with Disabilities Act of 1990 (ADA) Coordinator researches and analyzes federal, state and local laws relating to the legislature's obligation to make its facilities and services accessible to individuals with disabilities; identifies barriers to accessibility and recommends remedial action so that facilities, programs, activities and services comply with federal and state laws regarding accessibility requirements; conducts and facilitates ADA awareness training for personnel on access issues and processes; advises legislative personnel on policies, procedures and relevant laws pertaining to disabilities and accommodations; purchases, inventories, maintains and periodically replaces accessibility tools, e.g., assistive-listening devices, DaVinci readers, recording devices, etc.; develops programs and policies for the online, centralized submission of accommodation requests; creates and implements survey checklists, as well as tools to track accommodation requests; develops programs, policies and tools for tracking costs and response time; analyzes data to identify trends, identifies opportunities for improvement and responds to customer complaints; monitors the legislature's website to ensure that all links are active and current; explores and recommends access design options to maximize accessible content, e.g., captioning, text alternatives, distinguishability, user customization, audio, etc.; establishes relationships with interested external entities, e.g., Braille Institute, New Mexico School for the Deaf, etc., and internal supports, e.g., Legislative Building Services, LCS Human Resources, Legislative Information Systems, etc.; functions as a liaison with disability rights advocacy groups, the New Mexico Legislative Council, county ADA coordinators and other legislatures to maintain current and implement best practices; and conducts a variety of special projects, as directed.

The ADA Coordinator should also have knowledge of the ADA and relevant state laws, federal and state regulations and cases pertaining to accessibility by persons with disabilities; local agencies and organizations providing services to persons with disabilities; research methods and data analysis techniques; and legislative functions and operations.

DISTINGUISHING CHARACTERISTICS

The ADA Coordinator reports to the LCS Director and serves as the designated point of contact for non-employee accommodation requests, with a primary emphasis on coordinating efforts with the LCS and LCS personnel to maintain facilities and services accessibility, as well as ensuring compliance with the ADA and other pertinent acts, regulations and legal provisions. As such, this position is responsible for performing assorted and difficult administrative professional functions, such as collaborating with the LCS on the development, implementation and maintenance of the ADA plan and related policies and procedures; serving as the primary resource for ADA issues; developing policies and procedures for the centralized submission of accommodation requests; obtaining, reviewing or developing various forms and informational materials; training personnel on accommodation requirements and related legal developments; developing and implementing tools to track and analyze data; surveying facilities to identify needs and potential risks as well as ensure access compliance; receiving, reviewing and analyzing accommodation requests to identify cost-effective alternatives; and serving as a liaison to external groups and individual stakeholders. In addition, the ADA Coordinator is required to develop, maintain and exercise expertise on the ADA, federal Department of Justice regulations, Rule 1-1.100, the State of California's Unruh Civil Rights Act and all access obligations.

The ADA Coordinator is distinguished from the Legislative Building Services Superintendent in that while the ADA Coordinator functions as a coordinator and designated point of contact for non-employee disability accommodations, the Legislative Building Services Superintendent is responsible for supervising the physical work of a section responsible for providing a wide variety of building and facilities support services.

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

A bachelor's degree from an accredited college or university AND two years of professional experience, which shall include working with individuals with disabilities to ensure access in areas such as public accommodations, transportation, communications and employment and/or work in regulatory compliance with an emphasis on accessibility.

Substitution:

Four years of directly related professional experience may be substituted for a bachelor's degree.

Licenses, Certificates, Special Requirements:

A valid driver's license or the ability to utilize an alternative method of transportation when needed to conduct job-related essential functions is required.

WORKING CONDITIONS

Employees work in a professional office setting in the State Capitol. During legislative sessions, the LCS is open seven days a week, long hours are the norm and staff may be on call depending on session demands. Travel and additional hours are sometimes required, more so for interim committee staff.

Legislative employees are exempt from the Personnel Act and from the federal Fair Labor Standards Act. No overtime pay is provided to regular, year-round staff. Compensatory time is provided at the discretion of the LCS director for some of the additional time worked during the session.

PHYSICAL REQUIREMENTS

Employees work in a general office setting, requiring light physical effort, which may include occasional light lifting to a 15-pound limit and some bending, stooping or squatting. Considerable movement may be involved.

Please send your application or resume to Veronica Grace at veronica.grace@nmlegis.gov.