

ACCESSIBILITY COMPLIANCE OFFICER

DEFINITION

Under general supervision, responsible for the review, implementation, and compliance with laws and regulations governing accessibility to Judicial Branch facilities for persons with disabilities and/or special needs; performs related work as assigned.

CLASS CHARACTERISTICS

Accessibility Compliance Officer is a single-level professional classification. Incumbents plan, conduct, and oversee audits and investigations, surveys, and contractors involving accessibility at court facilities; make recommendations for improvement; and function as subject matter experts in the area of accessibility for persons with disabilities and for those with special needs.

EXAMPLES OF DUTIES (*illustrative only*)

- Develops policies and procedures related to accessibility.
- Reviews architectural plans and specifications to ensure compliance with accessibility regulations and branch policies.
- Investigates and reports on complaints of noncompliance.
- Designs, conducts, and reports on reviews, surveys, and self-evaluations of accessibility at branch facilities.
- Makes recommendations, including transition plans, based upon audits and other surveys.
- Plans improvements for accessibility to court facilities.
- Monitors implemented improvements.
- Develops RFPs and contracts for accessibility surveys, design, and other related services, manages and oversees contract performance.
- Prepares technical reports, including data interpretation.
- Makes presentations regarding accessibility regulations and branch policies and compliance status to internal and external groups.
- Reviews applicable technical texts, journals, and State, federal and local regulations governing accessibility, and determines applicability to the branch.
- Develops education programs, in conjunction with the Education Division, related to accessibility for branch staff and consultants.
- Evaluates and recommends disability accessibility-related products and practices.
- Travels to various court locations to assess compliance with accessibility regulations.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.
- May be required to travel out-of-state on a very limited basis.

QUALIFICATIONS

Knowledge of:

- Architecture and engineering associated with the planning and designing of buildings and related facilities.
- Architectural and building materials, construction methods, costs, and codes.
- State, federal, and local regulations pertaining to accessibility, including the ADA Accessibility Guidelines.
- Architectural principles related to accessibility.
- Performing accessibility reviews of existing facilities and plans for renovation and new construction.
- Collection, analysis, and presentation of data related to accessibility.
- Principles and techniques of project management.

Ability to:

- Develop and implement goals, objectives policies, programs, and projects.
- Prepare and implement plans for audits and surveys of buildings to assess accessibility for persons with disabilities and/or special needs.
- Analyze existing buildings and architectural plans and specifications for building accessibility and usability by persons with disabilities and make recommendations.
- Work cooperatively with individuals, advocacy groups, persons with disabilities, courts, and governmental agencies on accessibility issues.
- Act as liaison with regulatory agency personnel.
- Use initiative and independent judgment within general policy guidelines for strategic and tactical development
- Develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most effective and efficient manner.
- Develop and manage consultant contracts and performance.
- Plan, manage, and deliver multiple projects.
- Organize own work, set priorities, and meet critical deadlines.
- Organize and conduct effective meetings.
- Plan, organize, review, and evaluate the work of consultants, contractors, and others.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, and project management software.
- Prepare and deliver effective oral presentations.
- Prepare a variety of effective written materials including clear and concise reports.

- Establish and maintain effective working relationships with those contacted in the course of the work, including members of the judiciary, members of the public, allied members of federal, state, and local agencies, staff members, and vendors, including bargaining unit employees.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

A valid California driver license.

Education and Experience:

Graduation with Bachelor's degree from an accredited college or university with major work in architecture, planning, engineering, urban planning, public administration or a closely related field, and three years of professional experience in a related field is required.

Additional directly related experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree or certification may substitute for one year of the required experience.