

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EMPLOYEE ACCOMMODATION COMPLIANCE COORDINATOR

RANGE: 15

DISTRICT VALUES

Southwestern College is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

Southwestern Community College employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the general direction of assigned supervisor, independently review, analyze, and perform a complex, journey-level duties including: administering workers compensation and reasonable accommodation requests, interactive meeting coordination, coordinating employee accommodations, and managing the employee return to work program; Assist administration with related disability discrimination cases and provide administrative support in communicating with physicians, supervisors, employees and attorneys regarding the districts employee reasonable disability accommodation and workers compensation programs; and perform related research, analysis, and other professional administrative work in support of assigned functions. Administers District-wide compliance with applicable federal and state laws and regulations, as well as District policies and procedures pertaining to protections for employees with disabilities and workers compensation matters. Other duties as assigned.

This is a confidential classification. As such, incumbents perform duties that involve gathering or reviewing information or data concerning employee grievances or discipline matters, or data relating to or containing information about employer bargaining positions, negotiation strategies, or proposals.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification independently perform complex analytical, systems, statistical, programmatic, project/program management, and other journey-level research and analysis duties in ensuring the District is compliant with existing laws, regulations, and policies related to workers compensation and disability accommodations. Incumbents are expected to act independently in developing applicable resources and information. Incumbents are expected to exercise independent judgment in problem solving and making sound recommendations to leadership in an articulate and comprehensible manner. Work is performed at a professional level that requires prior related experience and knowledge in employee rights and entitlements regarding long-term and short-term disability including family leave and workers' compensation. Strong written and verbal communication

skills are required to communicate effectively with individuals inside and outside the College at various organizational levels.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and change business practices.

1. Serve as the District's Americans with Disabilities Act (ADA) Coordinator for employees. Acts as the District subject matter expert and provide guidance to District departments to comply with the ADA. Provide guidance and training in determining eligibility for services and engaging in the interactive accommodation process. **E**
2. Administer the disability accommodations and medical leaves programs; provide information about disability accommodations, medical leaves, and related services. Support the District and partners with Institutional Technology (IT) to address in providing guidance on accessible technology needs, ensuring alignment with institutional standards and best practices. Develop and maintain systems to track accommodation (including medical leaves) requests and outcomes, monitor for compliance with policies and procedures, and prepare annual reports. **E**
3. Intake and review reasonable accommodation requests; schedule, coordinate, and attend interactive meetings; advise and make recommendations to administration on reasonable accommodations. **E**
4. Collaborate with third party consultants, legal advisors, and administrators in recommending reasonable accommodation options, implementation, and compliance with the ADA, policies, procedures related to disability and reasonable accommodations. **E**
5. Interpret current disability laws and regulations, legislation updates, new legislation and make recommendations to leadership to update compliance requirements in current policies, procedures, processes, and collective bargaining agreement provisions. **E**
6. Inform employees and administration of rights and benefits afforded them under the ADA, FMLA, CFRA, and other applicable laws, regulations, and policies. **E**
7. Review and document workers' compensation claims; review claims for eligibility and compliance with applicable laws, regulations, policies and procedures. **E**
8. Work with employees to process Workers' Compensation claims; inform employees of process on approved claims and their benefits and entitlements under the law including ADA and FMLA; advise departments regarding procedures and reporting deadlines; serve as a technical resource by providing information regarding options, claims, forms, standards and legal requirements. **E**
9. Serve as a liaison between District personnel, administration, human resources offices, physicians, legal counsel and outside agencies; schedule and participate in interactive meetings as needed. **E**
10. Compile, research, assemble, maintain records and verify workers compensation and work-related injuries data and information; prepare reports and make recommendations to reduce worker related injuries and claims; compile and prepare mandated State and federal reports as assigned. **E**
11. Audit, monitor, and evaluate the effectiveness of programs, initiatives, processes, and activities in meeting District compliance requirements and recommend appropriate changes to ensure District's compliance obligations are met. **E**

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12. Prepare and submit a variety of correspondence, legal documents, and reports. *E*
13. Collaborate with supervisors and human resources staff to address employee relations issues; interpret practices, policies, and procedures including related laws and regulations; research and draft responses to a variety of employee relations issues. *E*
14. Participate in labor negotiations preparation; conduct surveys; gather and compile data for negotiations; research and analyze information; prepare reports, charts, and graphs. *E*
15. Provide specialized, technical, and procedural information regarding the interpretation and application of District policy, procedures, and practices as well as federal, state, and local laws including the California Education Code; Establishes and maintains personnel, technical, and confidential files and records. *E*
16. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable federal, state, and local laws, rules, regulations, guidelines, and provisions including but not limited to: the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Title VII, California Code of Regulations Title 5, Family Medical Leave Act, California Family Rights Act, and the Family Educational Rights & Privacy Act (FERPA).
- Demonstrated understanding of diversity and equal opportunity, and experience working with people of varying age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual orientation, sexual orientation, and socioeconomic status.
- Equal employment and compliance with rules and regulations.
- Methods and techniques of research and analysis.
- Principles and practices used in preparing, reviewing, and evaluating a variety of data.
- Principles and procedures of confidential record keeping.
- Principles and practices used in the preparation of comprehensive, clear, and concise reports.
- Principles and practices utilized in human resources program coordination and administration.
- Principles and practices of training development.
- Advance English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office procedures, methods, and equipment including computers.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing, and related legal terminology, forms, and documents.
- Methods and techniques of public relations.
- English usage, grammar, spelling, punctuation, and vocabulary.

Skills and Abilities:

- Ability to use independent judgment and to manage and impart confidential information.

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- Advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information. Research, compile, assemble, analyze, and interpret data from diverse sources.
- Ability to organize and synthesize complex information to write thorough and comprehensive factual reports; disseminate detailed information.
- Ability to manage an ongoing and complex caseload, complaints, and/or appeals to a prompt, effective, and equitable remedy.
- Ability to plan and organize work to meet schedules and timelines; meet critical deadlines while working with frequent interruptions.
- Ability to exercise judgment, diplomacy, discretion, and a high level of independence in handling matters of a sensitive and confidential nature.
- Ability to work confidentially with discretion; maintain confidentiality of work performed including to maintain confidential employee files.
- Ability to design and deliver educational/training programs and/or workshops to all constituents of the District.
- Ability to operate calmly and effectively under stressful conditions.
- Strong interpersonal skills and the ability to work with diverse constituents including faculty, staff, and institution administration.
- Ability to respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Ability to work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations using tact and diplomacy.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications; use spreadsheet software to produce reports.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree with course work in business, accounting, insurance, or related field; **AND** three (3) years of professional experience in accommodations and/or workers compensation assessment.

PREFERRED QUALIFICATIONS

Five (5) years of professional experience handling reasonable accommodation requests, interactive meeting coordination, coordinating employee accommodations, and managing the employee return to work program.

ADA Coordinator Training Certification (ACTCP)

Professional license or certification in human resources (examples: SHRM, PHR, SPHR, CHRP, PSHRA, CHRM, ACHRO)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing the computer monitor; exposure to dissatisfied individuals.

Physical: Sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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