
Auburn University Job Description

Job Title: **Spec, Employee Disability**

Job Family: No Family

Job Code: **EB40**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Monitors and ensures University compliance with regulations set forth by the American Disabilities Act and Section 504 of the Rehabilitation Act. Administers services and programming for employees with disabilities.

Essential Functions

1. Engages in the interactive process with disabled employees and coordinates accommodations and services for disabled employees in order to enable them to perform the essential functions of their jobs. Includes making sound and compliant decisions regarding reasonable accommodations; writing effective accommodation letters to managers and supervisors; and making arrangements for accommodations by coordinating with the Alabama Department of Rehabilitation Services, making purchases, and placing work orders.
2. Conducts intake meetings for employees with disabilities including analyzing documentation to determine eligibility for workplace accommodations, discussing types of accommodations needed, and orienting employees to programs and resources available for disabled employees.
3. Conducts and participates in workshops, programs, and presentations as needed concerning the ADA, accommodating employees with disabilities, and the interactive process to ensure campus and community awareness of best practices.
4. Advises campus and community members on matters relating to the ADA and workplace accommodations. May serve on campus committees and attend campus meetings to provide insight regarding the needs of disabled campus constituents.
5. Responsible for staying abreast of current trends in ADA regulatory matters and maintaining a strong working knowledge of pertinent processes and regulations.
6. May assist in student or employee complaint meetings. May perform other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Business Administration, Education, Human Resources Administration, or related field. Master's degree preferred.
Experience (yrs.)	2	Experience in administering services for the disabled to include identifying and implementing accommodations.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Advanced knowledge of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Advanced knowledge of the interactive process required to determine employee workplace accommodations. Working knowledge of Title VI and Title VII of the Civil Rights Act of 1964, as amended, and of Title IX of the Education Amendments Act of 1972.

Certification or Licensure Requirements

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

Date: 5/25/2018
