



## Disability Accommodation Coordinator Job Description

### JOB INFORMATION

Job Code:	117030
Job Title:	Disability Accommodation Coordinator
FLSA Status:	Exempt
Supervisory:	
Job Family:	HR Administration
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

### JOB SUMMARY

Helps ensure equal opportunity for individuals with disabilities by working throughout the institution to implement and manage reasonable accommodations. Working with various campus partners, manages interactive dialogue process with employees to determine appropriate reasonable accommodations that enable employees to perform their essential job functions and that promote safe and timely return to work for employees on medical leave. Maintains regular contact regarding progress and status of accommodations and assists in the resolution of any challenges.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
X		Postdoctoral study	
	X	Master's degree	

#### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of ADA/504 and related state laws.
X		Able to work collaboratively with campus partners, professionally and compassionately with employees, and with the highest levels of discretion.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Able to manage details.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Helps ensure equal opportunity for individuals with disabilities by working throughout the institution to implement and manage reasonable accommodations. Requests, receives and reviews medical information for temporary and permanent disability-related accommodations. Ensures that all work restrictions requested are objective, quantifiable and medically supported. Works with third party administrators to evaluate individual cases as necessary.				
Manages interactive dialogue process with employees with disabilities to determine appropriate reasonable accommodations that enable employees to perform their essential job functions. Performs Vocational Evaluation and Work Adjustment Training as needed.				
Facilitates return-to-work efforts through an interactive dialogue process with employer, treatment provider and employee. Works closely with team members to determine appropriate reasonable accommodations that promote safe and timely return to work. Creates effective requests for medical information, when necessary, that focus on clarifying medical restrictions and limitations and their impact on work functionality.				
Maintains regular contact with managers, treatment providers, and employees regarding progress and status of accommodations and assists in the resolution of any challenges. Maintains appropriate case records in a manner that complies with local, state and federal regulations.				
Works collaboratively with managers to understand the diversity of business needs and employment opportunities throughout the university. Ascertains the specific physical tolerances and vocational skills needed for particular employment positions. Assists in modifying job sites or obtaining necessary adaptive equipment as needed. Acts as a subject matter expert and resource to supervisors, colleagues, union, or physicians regarding accommodation/work restriction issues and processes in compliance with local, state and federal regulations.				
Maintains currency with trends and innovations in the workplace environment as they relate to workers with disabilities. Works with Office of Equity and Diversity to ensure that the university's policies and procedures are in accordance with accepted best practices.				
Manages files and maintains data of overall university-wide disability compliance efforts that demonstrate the scope and depth of university efforts to accommodate employees with disabilities. Assists in internal and external audits and presentations.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.