UNIVERSITY OF SOUTHERN CALIFORNIA

Disability Accommodation Coordinator

Job Code: 117030

OT Eligible: No
Comp Approval: 7/5/2016

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 ACCOUNTABILITIES:

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<th><strong>E/M/NA</strong></th>
<th><strong>% TIME</strong></th>
<th><strong>Activity</strong></th>
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<td><em>E/M/NA</em></td>
<td>% TIME</td>
<td>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.</td>
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<td>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.</td>
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<td>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.</td>
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<td>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.</td>
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<td>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.</td>
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<td>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.</td>
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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.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  
☐ No  
☐ Yes  

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.

JOB QUALIFICATIONS:

Minimum Education:  
Bachelor's degree  
Postdoctoral study

Minimum Experience:  
3 years

Minimum Field of Expertise:  
Knowledge of ADA/504 and related state laws. Able to work collaboratively with campus partners, professionally and compassionately with employees, and with the highest levels of discretion. Able to manage details.

Preferred Education:  
Master's degree

Skills:  Other:  
Active listening  
Analysis  
Assessment/evaluation  
Change management  
Clinical documentation  
Coaching  
Communication -- written and oral skills  
Conceptualization and design  
Conflict resolution  
Consulting  
Counseling  
Facilitation
Group consultation
Human resource process and employment knowledge
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Teaching/training

**Skills: Machine/Equipment:**

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**SIGNATURES:**

Employee: _______________________________ Date: _______________________________
Supervisor: ______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer