

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 16  
**Fiscal Year:** 2019/2020  
**Posted Date:** 10/21/2019  
**Reposted Date:** N/A

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached)**

Item #	Job Code	Title
1	6335	Disability Access Coordinator

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Christopher Colandene, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Disability Access Coordinator  
Job Code: 6335

### DEFINITION

Under general direction, the 6335 Disability Access Coordinator plans, approves, inspects and ~~coordinates~~ directs all activities relating to compliance with the Americans with Disabilities Act (ADA), Title II, administration of publicly funded facilities and construction under Title 24 of the California Administrative Code of Regulations and interpretation and dissemination of related information and other regulations requiring accessibility for the physically disabled persons with disabilities to applicable buildings public facilities and right of ways; develops and implements training for, and provides technical assistance to, plan review and inspection personnel, members of the design community, and others affected by such legislation; plans, assigns and directs the work of subordinate personnel; and performs related duties as required.

### DISTINGUISHING FEATURES

This 6335 Disability Access Coordinator single-position class directs a specialized program in the Bureau of Building Inspection. It is distinguished from existing Building Inspector classes in that the former incumbent is expected to serve as a technical expert in the area of interpretation of and accessibility compliance with regulations requiring accessibility for the physically disabled. The position develops and provides training and direction to subordinate staff and others; interprets and disseminates information relative to applicable local, State and Federal, state and local regulations; and serves as a liaison to governmental and other groups. It is further distinguished from engineering and architectural classes in that it does not require licensure or technical expertise in building design and construction as the architect or engineer of record.

### SUPERVISION EXERCISED

May supervise subordinate personnel.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Administers and coordinates a programs to implement legislative requirements on access to buildings, other facilities and public right of ways for persons with disabilities, by the physically disabled. Prepares annual budgets for building access program operations.
2. Develops compliance methods standards and procedures to implement accessibility requirements of federal, state and local statutes and regulations and supervises subordinates and others engaged in related activities.
- 2.3. Evaluates and Ddevelops options and and implements solutions, provides technical direction and training programs for program managers, Pplan Rreviewers personnel, iinspectors, and others, such as Aarchitecturals, Drafts persons, and Eengineering staff, affected by accessibility standards and procedures.
- 3.4. Monitors Conducts design review, plan checking approves permit submittals and construction jobsite inspections activities and procedures to ensure conformance with

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Disability Access Coordinator  
Job Code: 6335

legal requirements and city policies related to accessibility to determine ~~the effectiveness of training programs and public outreach.~~

- 1.5. Serves as departmental representative and performs outreach, appointed by the Mayor, on the Handicap Appeals Board and on the Mayor's Handicap Committee to address issues relating to State and Federal, state and local laws for meeting disabled accessibility statutes codes and regulations. Serves as liaison to legislative bodies and the public regarding access issues. Serves as technical expert to City Attorney in matters related to accessibility.
- 5.6. Develops and disseminates brochures and information and materials for employees and public awareness of requirements of relevant City, State and Federal, state and local laws statutes and regulations.
7. Monitors changes and additions to governing codes and regulations and develops or modifies compliance or training procedures.
- 3.8. Provides disability access trainings to city staff and others. Determines the effectiveness of related training programs and public outreach.

#### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: architectural and civil engineering design concepts, local, State and Federal, state and local laws regarding access for the disabled persons with disabilities to applicable to public buildings, right of ways and other facilities; administrative, budgetary and financial processes;

Ability or Skill to: collaborate with design professionals, review and approve architectural, landscape architecture and engineering designs; conduct and direct plan review activities; inspect buildings, facilities and public right of ways under construction for compliance with accessibility requirements; conduct accessibility surveys; interpret and explain access regulations accurately and provide alternatives for compliance; initiate and disseminate compliance procedures and methods and to ensure departmental compliance with legal requirements relating to accessibility; plan and implement training for departmental personnel and others; design and produce informational documents for the public; communicate effectively with departmental management, staff, and members of legislative and other groups; plan, organize, and direct the activities of a small group of subordinate personnel.

#### MINIMUM QUALIFICATIONS

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

##### Education:

Baccalaureate degree in architecture, architecture technology, environmental design, civil engineering or closely related field from an accredited college or university.

##### Experience:

Eight (8) years of verifiable professional experience in the design, review and approval

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Disability Access Coordinator  
Job Code: 6335

process and in construction inspection activities relating to disability access requirements, codes and/or regulations applicable to buildings, facilities and public right of ways.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

Nature of work: under extreme weather conditions such as heat or cold, climb ladders, walk on uneven surfaces and/or stand for a long duration to perform site inspections.

PROMOTIVE LINES

ORIGINATION DATE: 12/05/1988

AMENDED DATE: 10/XX/19

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA