

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: August 21, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 11 FY 2023/2024
(copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 21, 2023.

Carol Isen
Human Resources Director

by: 

Steve Ponder
Classification and Compensation Director
Human Resources

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
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**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: 11
Fiscal Year: 2023/2024
Posted Date: 08/11/2023
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. 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](#).

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**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 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 Code of Regulations and interpretation and dissemination of related information and other regulations requiring accessibility for persons with disabilities to applicable public facilities and right of ways.

DISTINGUISHING FEATURES

The 6335 Disability Access Coordinator is distinguished from Building Inspector classes in that the former serves as a technical expert in the area of accessibility compliance relative to applicable federal, state and local regulations. It is further distinguished from engineering and architectural classes in that it does not require licensure 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 programs to implement legislative requirements on access to buildings, other facilities and public right of ways for persons with disabilities.
2. Develops compliance standards and procedures to implement accessibility requirements of federal, state, and local statutes and regulations.
3. Evaluates and develops options and solutions, provides technical direction and training for program managers, plan reviewers, inspectors, architectural and engineering staff affected by accessibility standards and procedures.
4. Conducts design review, approves permit submittals and construction jobsite inspections to ensure conformance with legal requirements and city policies related to accessibility.
5. Serves as departmental representative and performs outreach to address issues relating to federal, state and local accessibility statutes 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.
6. Develops and disseminates information and materials for employees and public awareness of requirements of relevant federal, state, and local statutes and regulations.

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7. Monitors changes and additions to governing codes and regulations and develops or modifies compliance or training procedures.
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, federal, state, and local laws regarding access for persons with disabilities 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.

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 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:

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Substitution:

Possession of a Certified Access Specialist (CASP) certification through the CA Division of the State Architect or an equivalent certification may substitute for the required education.

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: 10/29/19; 08/21/23

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

BUSINESS UNIT(S): COMMN SFMTA