

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Update Position Description - Recruitment Needed
Job types:*	Administrative & Professional
Title:*	ADA Accommodation Specialist
Position title:	ADA Accommodation Specialist
	Details
Senior management:*	Executive VP & Chief Oper Officer
Department:*	Equity and Access
Organization:*	046000-Equity and Access
Team:	Equity and Access
Position location:*	Blacksburg - Main Campus
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	<p>The ADA Accommodation Specialist reports to the Director for ADA/504 Compliance and Accessibility Services, in the Office for Equity and Accessibility. The ADA Accommodation Specialist processes Title I requests for reasonable employment accommodation under the ADA including Return to Work requests. The ADA Accommodation Specialist initiates and facilitates, as appropriate, the interactive process with employees and supervisors; reviews and maintains protected health information, provides information and updates with regards to the interactive process; provides case management for Title I cases; and provides detailed written summaries of interactions with employees, supervisors, and/or other personnel as appropriate. The ADA Accommodation Specialist responds to general requests for ADA related information regarding accommodations and campus accessibility from staff, faculty, and visitors as appropriate. The ADA Accommodation Specialist is responsible for providing consultation on the interactive process with supervisors, human resources and/or human resources designee and/or administration as appropriate. The ADA Accommodation Specialist assists with planning, coordination, and promotion, related to ADA events, activities, and outreach. The ADA Accommodation Specialist assists with commencement, ADA trainings, and other duties as assigned by the Director for ADA/504 Compliance and Accessibility Services.</p>
Required qualifications:*	<ul style="list-style-type: none">• Master's degree in psychology, higher education, human resource management, or a related field; or Bachelor's degree with equivalent experience equating to advanced degree• Strong in-depth knowledge of applicable federal and state laws related to reasonable accommodation in an employment setting• Experience handling and maintaining confidential protected health information and sensitive information• Ability to analyze, problem-solve, organize, manage multiple priorities, and follow up in a fast-paced environment• Experience utilizing and maintaining ADA-related databases and/or Excel Spreadsheets
Preferred qualifications:	<ul style="list-style-type: none">• Demonstrated knowledge of and ability to interpret the ADAAA and other federal and state laws applicable to institutions of higher education• Professional work experience with implementing/facilitating the interactive process as required by Title I of the ADA in a higher education workplace environment• Experience providing consultation to employees and supervisors regarding the interactive process under Title I of the ADA• Demonstrated general knowledge with regards to physical and programmatic access in a higher educational environment• Experience with event planning, coordination, and outreach
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

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% of time	Duties / Responsibilities	Essential / Marginal
70%	<p>ADA Accommodation Requests</p> <p>Responds to ADA workplace accommodation requests. Receives, monitors, and coordinates requests for information. Reviews and tracks medical information, restrictions, and accommodation requests. Facilitates the interactive process with employees, supervisors, and other university personnel as applicable. Updates and maintains pertinent records/case files with regards to ADA case management. Updates files in case management system. Consults with supervisors, administrators, and other stakeholders regarding employment accommodations as appropriate. Maintains and updates metrics.</p>	Essential
30%	<p>Outreach & Consultation</p> <p>Assists with planning, promotion, and coordination of ADA events, activities, and Outreach. Assists with commencement. Consults with colleges, departments, faculty, staff and others regarding the ADA interactive process Meet with and facilitate open discussion with disability constituency as appropriate with guidance from the Director for ADA/504 Compliance and Accessibility Services. Collaborates and consults with stakeholders to ensure ADA concerns are heard and addressed in a timely manner. Consults with stakeholders on appropriate assistive technology Other job-related tasks and duties as assigned by Director</p>	Essential

PHYSICAL AND ENVIRONMENTAL DEMANDS & CONDITIONAL TERMS

Physical Demands:

- ☐ Agility/Fitness
- ☐ Hearing
- ☐ Climbing
- ☐ Moderate to Heavy Lifting (25+lbs)

- ☐ Considerable Walking, Standing, Bending, Stooping
 - ☐ Vision (i.e., discern colors, contrast, depth)
 - ☐ Hand/Finger dexterity
 - ☐ Working or Traversing Uneven Terrain
-

Environmental hazards:

- ☐ Noise
- ☐ Working in outside elements (Ex: weather)

- ☐ Hazardous Materials
 - ☐ Must wear Uniform, Safety/Protective Equipment
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Conditional terms:

- ☐ Emergency Personnel
- ☐ Licensure - (State Drivers, Forklift)
- ☐ Safe Driving Record
- ☐ Drug Screening/Random Testing
- ☐ Unable to Sponsor Work Visas
- ☐ Uncommon Work Schedule – (Rotating Shifts, Weekend, Nights)

- ☐ (CDL) Commercial Driver's License
 - ☐ Security Clearance
 - ☐ Certification– (DOT Medical, DOD IAT/IAM, HAZMAT)
 - ☐ Must be US Citizen or Permanent Resident due to Export Controls
 - ☐ Routine Travel or Telework – (50% or more travel)
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Other:

Requires cleared conviction check

FUNDING

Org and Fund number 1:*

046000-121703

% of cost:*

100%

Org and Fund number 2:**% of cost:**

%

Additional funding sources:

NOTES

Notes:

Updating PD in preparation for competitive search

USERS AND APPROVALS






Hiring Manager:*

Pamela Vickers

Email address: pvickers@vt.edu

Approval process:*

Virginia Tech Approval Process

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|-----------------------------|--|
| 1. Department Head: | Kelly Oaks  Approved Feb 25, 2022 |
| 2. Senior Management: | Stephen Filipiak  Approved Feb 25, 2022 |
| 3. Human Resources: | Julie Weaver  Approved Feb 25, 2022 |
| 4. Employee Administration: | Lauren Reed  Approved Feb 27, 2022 |
| 5. EA Approval to Recruit: | Lauren Reed  Approved Feb 28, 2022 |

Departmental HR Representative:*

Julie Weaver

Email address: juliew19@vt.edu