

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency CIV RGHT CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description STATE OFFICE ADMINISTRATOR	10. Division Disability Rights and Compliance Office
5. Working Title (What the agency calls the position) Director of Disability Rights and Compliance Office	11. Section
6. Name and Position Code Description of Direct Supervisor WOOLRIDGE, KIMBERLY C; DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor JOHNSON, JOHN E; DIRECTOR	13. Work Location (City and Address)/Hours of Work Various, Michigan / Monday- Friday 8am-5pm

14. General Summary of Function/Purpose of Position

This position directs the activities of the Disability Rights and Compliance Office and serves many functions related to rights, responsibilities and compliance with state and federal disability law including Americans with Disabilities Act (ADA), Section 504 of Rehabilitation Act (Section 504) and Persons with Disabilities Civil Rights Act (PWDCRA). The position acts as the SOM ADA Coordinator pursuant to Michigan EO 2004-31 and is responsible for carrying out the responsibilities under the executive order (EO 2004-31) including coordination of programs, activities and services of all state departments and agencies related to ADA compliance, as well as providing technical guidance and training on such matters to SOM departments, employees and the public.

This position also acts as the disability rights and compliance expert for the Michigan Department of Civil Rights. Duties include the development and presentation of both non-fee and fee-based training modules covering ADA all titles of the ADA, the PWDCRA, and Section 504 of the Rehabilitation Act; regular consultation and technical guidance to all divisions within MDCR regarding disability law, including specific guidance to the MDCR's Enforcement and Legal Affairs Divisions. This position oversees the distinct units under the umbrella of the Disability Rights and Compliance Division: ADA Compliance; the Division on Deaf, DeafBlind and Hard of Hearing; and FOIA, Contract Compliance & Business Certification. The role manages staff within each unit as well acting as a dotted line manager with DTMB staff to supervisor the SOM Digital Information Accessibility Coordinator. The position also leads MDCR's digital accessibility efforts and coordinates the review of public facing digital content to ensure compliance with federal and state law, SOM policy and MDCR policy and best practices.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Oversees ADA Compliance pursuant to EO 2004-31 by serving as the State of Michigan's ADA Coordinator. Acts as the primary monitoring agent and liaison with state departments and agencies on compliance issues with state and federal disability rights laws with a focus on ADA Title II requirements. Coordinates with the Office of the State Employer, who has primary responsibility for compliance with state and federal disability rights laws as related to state employment (Title I), and with the Department of Civil Rights for updates on changes in the laws and recent court decisions.

Individual tasks related to the duty:

- Carries out the responsibilities pursuant to EO 2004-31.
- Provides guidance to departments and agencies to assist in assuring that public activities sponsored by the executive branch of state government, including but not limited to, meetings, training sessions, workshops, conferences, departmental functions, and public hearings, are accessible.
- Oversees the ADA Title II grievance process and ensure department ADA Coordinators are appropriately receiving complaints and trained on how to investigate and respond to complaints in a timely manner.
- Chairs work groups with subject matter experts to address state-wide facility and information technology issues.
- Identifies resources and best practices to departments and agencies to assist in assuring the programs, services and activities sponsored by executive branch departments, including meetings, training sessions, workshops, conferences, departmental functions and public hearings are accessible.
- Lead staff in providing information, best practices and technical assistance to departments and agencies to comply with related state and federal disability rights laws.
- Develops and provides training modules and presentations regarding a wide variety of disability issues and compliance matters related to state and federal disability law for state employees and officers and the public.
- Coordinate and collaborate with departmental ADA coordinators designated under Title II on disability laws and accessibility issues.
- Review reports and recommendations of staff for compliance with ADA Title II, and other applicable requirements.
- Co-manages the SOM DIAC with DMTB.

Duty 2

General Summary:

Percentage: 25

Serves as the expert regarding the applicable state and federal disability law and compliance for MDCR.

Individual tasks related to the duty:

- Provide technical assistance and legal guidance to all divisions within MDCR regarding disability rights, responsibilities and compliance, with emphasis on the Training, Legal Affairs, and Enforcement Divisions.
- Attend MDCR Legal Affairs Division's regular team meetings in order to provide legal assistance on disability-related cases.
- Create and present training/educational sessions on applicable disability law to MDCR staff, other SOM departments, and private entities and groups who request such.
- Collaboration with MDCR's Training Division for fee-based training offerings to interested parties.
- Assist with accessibility planning and best practices for MDCR public facing and internal events, conferences, summits, forums, and other meetings, as needed.
- Oversee MDCR's digital accessibility document review processes and staff.

Duty 3

General Summary:

Percentage: 20

Serves as a liaison with the public, the disability community and advocacy groups.

Individual tasks related to the duty:

- Serves as the state of Michigan contact for responding to state-wide disability issues.

- Establishes a network of subject matter experts to identify and assess facility and technology issues and solutions.
- Communicates to interested individuals information regarding compliance with state and federal disability rights laws, including contact information.
- Proactively meets with disability advocacy groups and individuals to identify issues and possible resolutions.
- Provide other assistance and advice on disability issues as requested by the MDCR Director and the Governor.
- Member of the Department of Natural Resources Accessibility Advisory Council.
- Maintains a working relationship with the Great Lakes ADA Center to ensure SOM remains current and informed of changes to law, best practices and industry standards.

Duty 4

General Summary:

Percentage: 10

Manage staff in the Disability Rights and Compliance Office.

Individual tasks related to the duty:

- Provide direction to and supervise the activities of assigned ADA Compliance unit staff.
- Conduct performance reviews.
- Approve time and leave request.
- Participate in the hiring and training of staff, ensuring equal opportunity in hiring and promotions.
- Identify staff development needs and ensure training is provided.
- Address performance concerns and issue corrective action if needed.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Perform other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Applying for federal grants, staff assignments, coordinating actions to comply with federal and state mandates.

17. Describe the types of decisions that require the supervisor's review.

Budget adjustments or supplemental appropriations required to comply with federal and state mandates, impact of any new laws or regulations on operations or budget, changes in statewide policy, including hiring of personnel.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Normal office environment. Travel between Lansing and Detroit, and other locations as reasonably necessary to visit state building locations and give presentations.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
POWELL, NORA R	DEPARTMENTAL SPECIALIST-2 13	JOHNSON, CAITLYN	DEPARTMENTAL ANALYST-A 12

VACANT	DEPARTMENTAL ANALYST-E	LOWE, KENYA	STATE ADMINISTRATIVE MANAGER-1 15
FRAYRE, KAMULLA R	STATE ADMINISTRATIVE MANAGER-1 15	MCKENZIE, TIARA S	STATE ADMINISTRATIVE MANAGER-1 15
VACANT	STUDENT ASSISTANT-E		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position directs the activities of the Disability Rights and Compliance Office and serves as the State ADA Compliance Director pursuant to EO 2004-31 and act as in-house expert for all MDCR Divisions regarding the ADA, Section 504 and Persons with Disabilities Civil Rights Act.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

This position oversees the ADA Compliance pursuant to EO 2004-31 and is housed within the Michigan Department of Civil Rights, that has responsibility for enforcing various state and federal laws and acts. This position also acts as the disability law expert for all divisions within MDCR to provide technical assistance and guidance as needed.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

State Office Administrator 17

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

State Office Administrator 17

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement supervisory experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting. Considerable knowledge of program planning,

development, and evaluation methods. Considerable knowledge of fiscal planning and management. Considerable knowledge of staffing requirements and training necessary for the accomplishment of agency goals. Considerable knowledge of labor relations, fair employment practices, and equal employment opportunity. Considerable knowledge of public relations techniques. Some knowledge of state and federal legislative processes. Some knowledge of state government organization and functions. Some knowledge of federal, state, and local relationships as these impact on the operation of a major state department. Ability to analyze and appraise facts and precedents in making administrative decisions, to get to the source of a problem, and to probe and obtain critical facts from varied sources. Ability to recommend policies, procedures, and problem resolutions, based on evidence and knowledge of the administrator's, board's, or commission's viewpoint. Ability to plan, develop, and evaluate programs. Ability to motivate and lead others in the accomplishment of a task. Ability to present ideas effectively at a level of style, grammar, organization, and technical construction expected at a management level. Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels. Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

BERNITA KISSANE

4/24/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date