# ADA / FMLA Coordinator

**Grade 7**

**FLSA: Non-Exempt**

**Date: 05/22**

**Job Summary:** Responsible for coordinating the efforts of St. Mary’s County government to ensure employment, programs, facilities, buildings, transportation, and services are complying with Title I & II of the 1990 Americans with Disabilities Act (ADA) and other federal and state laws and regulations as well as administering and coordinating leave under the Family Medical Leave Act (FMLA) and the St. Mary’s County Leave Donation Program.

**Essential Functions:**

**1. ADA Administration**

* Coordinates the efforts of St. Mary’s County government to comply with Title I and Title II of the Americans with Disabilities Act (ADA); Develops internal procedures for filing, responding to and investigating ADA-related complaints;
* Receives and investigates ADA complaints; coordinates the grievance process;
* Determines corrective action to resolve complaints and ensure remediation;
* Reviews County programs, policies, activities, services and facilities for ADA compliance;
* Works with affected departments to develop and implement plans to bring identified violations into compliance;
* Follows up with affected departments to ensure continued compliance;
* Ensures that County-related information is readily available on services; accommodations, policies and demographics relating to persons with disabilities;
* Maintains a record of all disability accommodation issues and the resolution of each;
* Develops, produces, and ensures the timely filing of all required compliance reports;
* Serves as technical expert on various County boards, committees, and commissions;
* Coordinates and conducts various training sessions;
* Provides administrative support for the Commission for People with disabilities; attends monthly Board meetings, records, and posts minutes;

**2. FMLA Administration**

* Interprets and administers the County’s FMLA program to comply with applicable federal and state laws;
* Provides guidance to employees and management on FMLA and donated leave policies;
* Receives and reviews FMLA documentation for completeness and follows up for additional information when necessary;
* Determines eligibility for FMLA qualification based on federal guidelines;
* Prepares and distributes notification letters within required timeframes;
* Tracks use of leave and ensures proper time keeping;
* Coordinates communication between employees and managers during the leave and coordinates return-to-work and accommodation requests;
* Coordinates the payment of employee insurance benefits;
* Maintains complete records of all FMLA requests;
* Ensures confidentiality of employee medical records and maintains compliance with HIPAA Privacy laws;
* Conducts FMLA training for department managers and timekeepers;
* Maintains up-to-date working knowledge of relevant FMLA laws; attends professional development programs as appropriate;
* Administers employee leave donation program.
* Acts as backup notary for the department;
* Maintains updated and effective content pages on the employee portal;
* Manages files in accordance with approved department retention policies and practices.

**Required Knowledge, Skills, and Abilities:**

1. Knowledge of Federal and State legislation concerning equal opportunity and access to employment, services, programs, and facilities, FMLA, HIPPA;
2. Knowledge of a broad range of disabilities and various assistive technologies;
3. Knowledge and familiarity with local advocacy groups and disability organizations;
4. Ability to gain thorough knowledge of St. Mary’s County government policies and procedures;
5. Ability to act as a representative of St. Mary’s County government;
6. Ability to read and comprehend relevant documents associated with department operations;
7. Ability to effectively communicate with other staff members; ability to coordinate, advise, and maintain effective working relationships with other professionals;
8. Ability to maintain strict confidentiality and utilize good judgment in all matters pertaining to the department and to ADA and FMLA matters;
9. Ability to use available resources to research information;
10. Ability to prepare and maintain accurate records;
11. Ability to operate relevant computer systems, including hardware and software, and office machines;
12. Ability to use common tools such as tape measure, digital level and door pressure gage.

**Education and Experience:**

1. Bachelor’s degree;
2. Three years or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Additional Requirements:**

1. Valid MD Driver’s License;

2. ADA Coordinator Certification or ability to obtain in the first year;

**Physical and Environmental Conditions:**

Work requires occasional demand for light physical effort including bending, twisting, pulling and reaching.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment, and/or avoidance of trips and falls.

Work environment occasionally involves everyday risks or discomforts which require special safety precautions, e.g., working outside in all types of weather conditions and while driving a county vehicle.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date