

ADA Compliance Officer

Date Opened:

11/3/2025 08:00:00 AM

Filing Deadline: 12/5/2025

Location: Los Angeles Community College District Office

Salary: \$10,782.47 - \$13,357.59/mo; \$129,389.64 - \$160,291.08/yr (based on a full-time, 12-mo position)

Job Type: Open & Promotional (Dual)

Definition

Develops, implements, and evaluates policies, procedures, and standards for the effective administration of a comprehensive District compliance program facilitating accessibility for individuals with disabilities across all relevant areas; coordinates and monitors compliance activities.

Typical Duties

Plans, coordinates, and monitors ADA compliance activities of the District, including helping to ensure that every college identifies an appropriate designee to serve as the site ADA compliance support representative.

Develops, implements, and periodically reviews self evaluation processes to assess local college and District-wide policies, procedures, services, and practices related to ADA and accessibility compliance obligations of the District in areas such as public services, educational/instructional services, student support services, facilities design and alteration, information and technologies, transportation, and employment.

Recommends appropriate proactive or corrective actions to address disability and access compliance issues; monitors the progress toward established goals and objectives on a district-wide basis.

Chairs the District ADA Advisory Committee ensuring appropriate representatives from affected student and employee groups for the review of issues pertaining to compliance related to programs, services, or facilities; attends and participates in other committees related to assigned responsibilities.

Develops, publishes, and maintains effective and accessible grievance procedures that provide for prompt and equitable resolution of all disability related complaints.

Receives, investigates, and responds to disability related inquiries and complaints from staff, students, the public, and regulatory agencies.

Maintains a case management system of student and employee requests for accommodations, provides guidance to District staff on how to address these requests, and tracks disposition of requests.

Participates in the review of building designs and alterations as they relate to ADA and accessibility compliance obligations and makes recommendations.

Implements statutory requirements related to Disability accessibility compliance in accordance with relevant judicial decisions, legislative guidance, executive directives, best business practices and other research material.

Stays abreast of legislative changes affecting ADA and other related accessibility compliance regulations, analyzes the effects, and makes sound recommendations.

Designs and implements outreach and educational programs to increase knowledge and understanding of ADA policy, issues and compliance responsibilities among ADA compliance support representatives, administrators, faculty, staff, students, contractors, vendors and community members, and develops and implements tailored training and development activities as appropriate.

Prepares a variety of descriptive and evaluative reports, correspondence, and makes presentations related to ADA issues.

Performs related duties as assigned.

Distinguishing Characteristics

An **ADA Compliance Officer** develops, implements, and evaluates policies, procedures, and standards for the effective administration of a comprehensive District compliance program facilitating accessibility for individuals with disabilities across all relevant areas; coordinates and monitors compliance activities.

A **Senior Compliance Investigator** plans, organizes, and supervises the day-to-day activities of a small unit engaged in investigating, analyzing, and resolving complaints, grievances, of alleged violations of civil rights, discrimination, gender equity, sexual harassment, and accessibility for individuals with disabilities and other related policies at locations throughout the District; personally performs the more complex investigation of complaints in accordance with applicable laws and regulations.

A **Compliance Investigator** applies a thorough knowledge of federal, state, and local laws, regulations, and guidelines in the investigation, analysis, and resolution of grievances, appeals, and complaints related to one or more of the following areas: civil rights, gender equity, sexual harassment, equal employment opportunity, and

accommodations of individuals with a disability enforcement and related policies, procedures, and practices of the District.

A **Director of Diversity, Equity, Inclusion, and Accessibility** develops, implements, administers, and monitors a variety of compliance programs to ensure compliance with federal and state statutes focused on diversity, equity, and inclusion for the District which include but are not limited to equal employment opportunity, discrimination, American with Disabilities Act, and Title IX.

Supervision

General supervision is received from the Director of Diversity, Equity, Inclusion, and Accessibility. Functional supervision may be exercised over staff and consultants on disability related matters.

Class Qualifications

Knowledge of:

Federal, state and local laws, regulations, and guidelines related to accessibility and civil rights compliance for individuals with disabilities, such as the Americans with Disabilities Act and Section 504 and 508 of the Rehabilitation Act

Employment policies, procedures, and practices of the District including collective bargaining agreements

District Board Rules and administrative policies related to the accessibility for individuals with disabilities

Fact finding and investigative methods, practices and procedures

Principles of counseling, guidance, and conflict resolution

Research, analytical, and statistical methods used in assigned area

Principles of staff development and training

Principles and techniques used to promote human and inter-group relations

Characteristics and working conditions of all job classifications used in the District

Organization, functions, and key staff of the District

Capabilities of computer systems, software, and hardware used in compliance programs

Ability to:

Plan, coordinate, implement, and monitor ADA compliance activities

Interpret and apply applicable laws, policies and precedents

Analyze and evaluate effectiveness of policies and standards involving an ADA compliance program

Compile data and analyze situations; identify problems and risks, and recommend innovative, workable solutions to complex and sensitive problems

Facilitate the resolutions of employee grievances and public complaints related to ADA compliance

Prepare effective and comprehensive reports, correspondence, and presentations

Design and manage effective control, information, and documentation systems

Independently complete complex assignments

Anticipate conditions, plan ahead, establish priorities, and meet schedules

Maintain a high level of confidentiality

Effectively communicate complex information, verbally and in writing

Effectively utilize computer equipment, software, and hardware in the performance of duties

Maintain effective working relationships with all levels of District personnel, ADA advocates, regulatory agency representatives, business associates, and the public

Travel to off-site meetings and events

Entrance Qualifications**Education and Experience:**

A. A bachelor's degree from a recognized college or university, preferably with a major in public administration, educational administration, human resources management, business administration, law, or a related field AND three years of recent, full-time, paid experience in developing and implementing employer-based compliance and accommodation programs mandated by federal and state laws, including the Americans with Disabilities Act. Qualifying experience must have included implementing accessible technology. Experience at an educational institution and with implementing processes

or initiatives compliant with federal accessibility requirements as they relate to the use of information communication technologies (ICT) is desirable.

OR

B. A master's degree from a recognized college or university with a major in public administration, educational administration, human resource management, business administration, law, or related field AND one year of recent, full-time, paid experience in developing and implementing employer-based compliance and accommodation programs mandated by federal and state laws, including the Americans with Disabilities Act. Qualifying experience must have included implementing accessible technology. Experience at an educational institution and with implementing processes or initiatives compliant with federal accessibility requirements as they relate to the use of information communication technologies (ICT) is desirable.

Special:

A valid Class "C" California driver's license is required.

Travel to locations throughout the District is required.

Benefits

- Medical and dental insurance and vision care plans are provided for employees and their dependents.
 - A \$50,000 life insurance policy is provided free of charge for each employee.
 - New employees receive 12 full-pay days and 88 half-pay days of illness leave.
 - 19 paid holidays per year.
 - Vacation days accrue annually beginning at 10 days and increasing incrementally to 24 days depending on years of service with the District. Vacation days for management and confidential positions begin at 15, 20, or 24 days.
 - Other paid time off includes: bereavement leave, personal necessity leave, court subpoena, and jury duty.
 - Employees become members of the Public Employees Retirement System.
- Employees are also covered by Social Security.
- Employee Assistance Program

Selection Process

The examination process may consist of one or more parts which may include a training and experience evaluation, written test, performance test, and/or oral interview.

Reasonable Accommodations

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and

requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about their ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, they should always apply for a position and request reasonable accommodation at the appropriate time.

To apply, visit <https://apptrkr.com/6696004>

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