



EDWARD M. BIRN
Director (Direktot)

BERNADINE C. GINES
Deputy Director (Sigunda Direktot)

DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigunda Maga'låhl)

November 23, 2022

HRD No.: 22-442

MEMORANDUM

To: Personnel Services Administrator

From: Personnel Specialist IV

Subject: Notice of Proposed Creation of Positions
RE: Americans Disabilities Act Administrator
Americans Disabilities Act Coordinator

Buenas yan Hafa Adail! This is to request your approval to create the positions of Americans Disabilities Act (ADA) Administrator and Americans Disabilities Act (ADA) Coordinator in the classified service. This request is based on the correspondence received from the Department of Public Works (DPW), dated May 16, 2022, and the Department of Integrated Services for Persons with Disabilities (DISID), dated August 22, 2022.

DISID pointed out the need to hire staff to comply with ADA mandates and facilitate the development and implementation of ADA programs and services island-wide as well as within government departments and agencies. DPW is in particular need of ADA expertise to ensure that buildings and facilities, public rights of way are in compliance with ADA requirements especially during proposed construction activities.

Existing government positions on equal opportunity duties and responsibilities are broad and generally focus on employment and Title IV of equal opportunity statutes. The technical expertise required under Title II and associated programs and services have generally been lagging or lack complete oversight. DISID will be the catalyst and lifeline to ensure that critical ADA programs and services are coordinated and delivered publicly and privately, such as with DPW.

The ADA Administrator is a position requested to be staffed by DISID and the ADA Coordinator is a position to be utilized by DPW and other government departments and agencies.

The recommended job evaluation for the ADA Administrator is as follows:

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Americans Disabilities Act Administrator	E II 3 264	E 3 38% 100	E 1 P 152	516	P

The recommended job evaluation for the ADA Coordinator is:


POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Americans Disabilities Act Coordinator	E 1 2 200	D 3 33% 66	D 2 C 76	342	M

Upon approval of this request, the Classification Branch will post the proposed job specifications on the respective websites of the Department of Administration, DPW, and DISID for a period of ten (10) work days pursuant to 4 GCA §6303(c)(2) for comments. Additionally, electronic copies will be provided to the various local media outlets.

Should you have any questions or require further information, please do not hesitate to call on me or the Classification and Pay staff. *Si Yu'os Ma'ase!*


RAMON T. LIZAMA

Attachments

<input checked="checked" type="checkbox"/> APPROVED
<input type="checkbox"/> DISAPPROVED
 SHANE G.L. NGATA, PSA Human Resources Division
Date: 11/23/22



Phyliss Leon Guerrero

Michelle Perez
Deputy Director

Department of Integrated Services for Individuals with Disabilities

Dipartimento Programa Para l Maninutet
Government of Guam

Division of Support Services for Individuals with Disabilities



Lourdes A. Leon Guerrero

Joshua I. Tenorio
Secretary

MEMORANDUM

August 18, 2022

To: Director, Department of Administration

From: Director, Department of Integrated Services for Individuals with Disabilities (DISID)

SUBJECT: Request for Creation of Position, American Disability Act Administrator

Department of Administration
Human Resources Division

[Signature]

AUG 22 2022

Administrative Branch

Hafa Adai Director Bini,

As per provision of Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of Rehabilitation Act of 1973, both requires Government agencies to designate a responsible employee to outline that services, facilities, public rights of way must be readily accessible to the usable by individuals with disabilities to the fullest extent possible.

As a result, Government of Guam, Department of Integrated Services for Individuals (DISID), with Disabilities is mandated to develop, implement, and manage an American Disability Act (ADA) Policy Statement, Transition Plan, Grievance and Compliant Procedure.

DISID is requesting your assistance in creating an ADA Administrator position to facilitate the development of ADA Programs and to oversee its implementation, adherence, effectiveness and the demand of meeting the needs of individuals with disabilities and complying with ADA regulations. The essential functions, minimal qualifications, and desired skillset of the ADA Program Administrator have been detailed in the attached Position Description and Job Specification.

Your assistance in this matter is greatly appreciated. Should you have any questions regarding this submission, please feel free to contact our office at 671-475-4624.

Senscramente,

[Signature]
PHYLISS L. LEON GUERRERO



The Honorable
LOURDES A. LEON GUERRERO
Maga'Haga - Governor

The Honorable
JOSHUA F. TENORIO
Sigundo Maga' Lahi - Lieutenant Governor

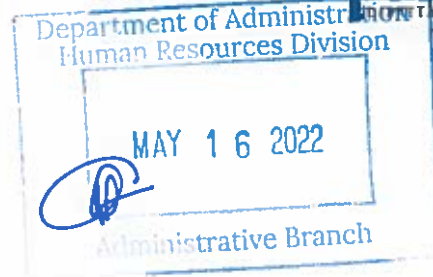


public works

MENTON CHE'CHO PUPPLEKO

VINCENT P. ARRIOLA
Director

LINDA J. IBANEZ
Deputy Director



MEMORANDUM

TO: Director, Department of Administration

FROM: Director, Department of Public Works

SUBJECT: Request for Creation of Position: American Disability Act Coordinator.

As of 2021 the Federal Highway Administration now requires territories to comply with the provisions of Title II of the Americans with Disabilities Act of 1990 and Section 504 of Rehabilitation Act of 1973, which outlines that services, facilities, public rights-of-way must be readily accessible to and usable by individuals with disabilities to the fullest extent possible.

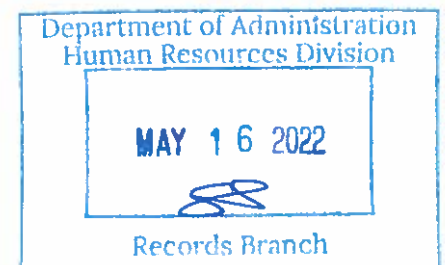
As a result, the Government of Guam, Department of Public Works is mandated to develop, implement, and manage an American Disability Act (ADA) Policy Statement, Transition Plan, and Grievance and Compliant Procedure.

DPW is requesting your assistance in creating an ADA Coordinator position to facilitate the development of DPWs ADA Program and to oversee its implementation, adherence, and effectiveness. The essential functions, minimal qualifications, and desired skillset of the ADA Program Coordinator have been detailed in the attached Position Description and Job Specification.

Your assistance in this matter is greatly appreciated. Should you have any questions please do not hesitate to contact me directly at (671) 646-3131.


VINCENT P. ARRIOLA
12 MAY 2022
Date: _____

Attachments:
Proposed Position Description
Proposed Job Specification



**AMERICANS DISABILITIES ACT ADMINISTRATOR
(Proposed)**

NATURE OF WORK IN THIS CLASS:

This position oversees and administers the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 programs under the Department of Integrated Services for Persons with Disabilities (DISID). The position is responsible for ensuring overall ADA compliance by government, private-sector, and non-profit entities.

In addition, the position coordinates and collaborates with government designated agency coordinators to ensure proper accessibility of departmental facilities, programs and services. Serves as the staff advisor to the Governor and other officials on ADA matters.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Monitors the ADA programs and activities on an island-wide basis and ensures compliance with local and federal disability laws; responsible for the development, design, implementation and evaluation of the government's ADA work plan.

Provides technical assistance and expertise in the areas of reasonable accommodations, investigations and resolutions of civil rights complaints; prioritizes public inquiries, complaints and accommodation requests.

Serves as primary point of contact for the public regarding concerns and inquiries on ADA issues; promotes outreach efforts to individuals or groups regarding their civil rights, responsibilities and protections.

Develops and implements policies and procedures to ensure non-discrimination in program operations and services; monitors and improves the physical, electronic and programmatic access to DISID and its services.

Evaluates and identifies problem areas and services as a basis for modifications and improvements in ADA policies, procedures and practices; provides guidance and/or assistance regarding issues relating to disabilities and accommodation.

Establishes and maintains productive working relationships with government and Federal agencies, community stakeholders such as organizations representing individuals with disabilities; participates in community outreach and attends meetings of organizations representing people with disabilities.

Develops and coordinates the training of departmental ADA representatives; facilitates ADA and disability awareness training for staff relating to accessibility for and inclusion of people with disabilities.

Keeps abreast of recent developments related to ADA compliance; seeks to understand new interpretations of law and precedents established due to litigation and/or changes in legislation; reviews proposed legislation pertaining to ADA and related programs, and prepares appropriate written comments and/or oral testimony.

Performs data collection and analysis of statistical data.

Performs related duties as assigned.

**AMERICANS DISABILITIES ACT ADMINISTRATOR
(Proposed)**

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public personnel management and/or human services.

Knowledge of ADA program administration, ADA, civil rights and equal opportunity statutes.

Knowledge of rehabilitation and/or social services programs for persons with disabilities.

Ability to understand the nature and causes of institutional barriers to equal opportunity or accessibility.

Ability to exercise sound judgement, initiative, creativity and resourcefulness in the removal of discriminatory practices against people with disabilities.

Ability to plan, organize, prioritize and supervise others to meet program objectives.

Ability to work cooperatively with people with disabilities, the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare and analyze statistical reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two years of professional experience providing consultation, guidance and training in the area of ADA compliance or providing disability, accessibility, inclusion and accommodation services for people with disabilities; and graduation from a recognized or accredited college or university with a Master's degree in human services, behavioral or social sciences, public or human resources administration, or related field; or
- B. Three years of professional experience providing consultation, guidance and training in the area of ADA compliance or providing disability, accessibility, inclusion and accommodation services for people with disabilities; and graduation from a recognized or accredited college or university with a Baccalaureate degree in behavioral or social sciences, public or human resources administration, or related field; or
- C. Any equivalent combination of experience and training beyond the Baccalaureate degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED:

PAYGRADE: P (GPP)

HAY EVALUATION:	KNOW-HOW:	E II 3	264
	PROBLEM SOLVING:	E 3 38%	100
	ACCOUNTABILITY:	E 1 P	152
	TOTAL POINTS -		516

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

**AMERICANS DISABILITIES ACT COORDINATOR
(Proposed)**

NATURE OF WORK IN THIS CLASS:

This position is responsible for coordinating the efforts of a department or agency to comply with Title II of the Americans with Disabilities Act (ADA).

The position coordinates and collaborates with the ADA Administrator at the Department of Integrated Services for Persons with Disabilities to ensure proper access of departmental facilities, programs, and services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Interprets and applies federal and local laws regarding equal access for people with disabilities.

Monitors and ensures a department or agency's compliance with local and federal disability laws.

Coordinates with appropriate departmental staff such as personnel or administrative officers, engineers or other professionals to maintain access/accommodations to departmental or agency facilities, programs, and services.

Monitors and improves the physical, electronic and programmatic access to a department or agency and its services.

Provides guidance to staff regarding issues relating to disabilities and accommodation.

Receives and reviews complaints; develops a process for investigating complaints; conducts or coordinates investigations.

Coordinates and maintains liaison with the Department of Integrated Services for Persons with Disabilities (DISID) and other ADA Coordinators including federal agencies; participates in local or national ADA training and conferences; attends meetings or serves on committees involving ADA matters.

Collects, analyzes, and maintains statistical data.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public administration or public personnel management.

Knowledge of Title II of the Americans with Disabilities Act (ADA).

Knowledge of investigative methods or techniques and the process of adjudicating complaints or appeals.

**AMERICANS DISABILITIES ACT COORDINATOR
(Proposed)**

Ability to learn about ADA program administration and other laws addressing the rights of people with disabilities.

Ability to understand the nature and causes of institutional barriers to equal opportunity or accessibility.

Ability to exercise sound judgement, initiative, creativity and resourcefulness in the removal of discriminatory practices against people with disabilities.

Ability to work cooperatively with people with disabilities, the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two years of progressively responsible analytical work experience which involved gathering, evaluating and analyzing facts required to resolve problems/complaints or two years of responsible professional social services or human resources work and graduation from a recognized or accredited college or university with a Baccalaureate degree in behavioral or social sciences, in public or human resources administration, or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED:

PAY GRADE: M (GPP)

HAY EVALUATION:	KNOW-HOW:	E 1 2	200
	PROBLEM SOLVING:	D 3 33%	66
	ACCOUNTABILITY:	D 2 C	76
	TOTAL POINTS -		342

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam