EXEMPT EMPLOYMENT OPPORTUNITY

City of Los Angeles
Department on Disability

Project Coordinator (Emergency Preparedness)
Annual Salary Range: $60,489 – $88,468

The Department on Disability (DOD) is seeking a Project Coordinator to work in the Department’s American with Disabilities Act (ADA) Compliance Program.

The ADA Compliance Unit (ADACU) oversees City compliance with §504 and §508 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) and other federal and state disability laws to ensure that City programs, services, activities and facilities are accessible to persons with disabilities. It does so through Training and Technical Assistance and the provision of Auxiliary Aids and Services for Effective Communication. In addition, the ADACU coordinates the 504/ADA Reasonable Accommodation program for the provision of equipment and assistive technology for city employees with disabilities in order for them to perform the essential functions of their job. ADACU investigates and responds to all Title II disability grievances filed against City departments and/or City employees, and provides technical assistance and consultation to the City Attorney’s Office on lawsuits and claims filed against the City by persons with disabilities. The ADA Compliance Unit operates as a peer-based case review and management team.

The duties of the Project Coordinator position include, but are not limited to the following:

The Project Coordinator in this position will monitor citywide implementation of the ADA and the Rehabilitation Act of 1973, §504 and §508, and the Stafford Act as it applies to homeland security and public safety aspects of the City’s emergency management programs. The Project Coordinator will be the point of contact for emergency management related to Planning and Preparedness, Response, Recovery, and Mitigation. They will review and provide recommendations to City departments who submit requests regarding emergency management related documents and ADA/Rehab Act compliance. They will also gather and analyze appropriate metrics, statistics, and input from subject matter experts to evaluate program effectiveness based on analysis of mission performance.

The Project Coordinator will design, develop, and provide training and education to the public on emergency preparedness and persons with disabilities in partnership with Council Offices, Neighborhood Councils,
EMD and upon request for disability service providers. The Project Coordinator will design and develop program-specific requirements for the training, certification, and equipping of DOD staff members; design, develop and provide training and education to city employees (both on-line and classroom) with disabilities so that their adaptive equipment and reasonable accommodation(s) are available if they are reassigned as a Disaster Service Worker or if their office is relocated.

Additionally, the Project Coordinator will assess and analyze After Action reports for Departments and the Emergency Operational Center to improve future responses. A critical role for this position will be to staff the Planning Branch – Disability, and Access and Functional Needs Technical Specialist for the initial DOD response to the EOC during real incidents or exercises.

Finally, the selected candidate will prepare updates for DOD Senior Management, the Mayor and City Council; and recommend and prepare in-depth analysis of disability and emergency management issues.

**Experience, education, and other professional requirements**

**Minimum Requirements:** A Bachelor’s degree from an accredited university, preferably in emergency management, public administration, strategic planning, engineering, political science, or a related field; and/or disability studies or deaf studies.

Or

Four (4) years of paid professional experience in public administration, emergency management, and closely related activities.

The candidate should have knowledge of computer software including Microsoft Office, knowledge of the use of tablets or iPads, and the creation and use of Google Docs. They should also be able to utilize instruments, equipment, and tools required to effectively accomplish their duties.

This position requires that the candidate have the ability to work extended hours during times of emergency.

**TO APPLY**

Interested applicants should e-mail [with the subject line that reads “Resume for Emergency Project Coordinator], a resume detailing applicable background and work experience, a cover letter of interest, and three (3) work related references (include name, job title, affiliation, and telephone number) to:

Juliana Soto
Juliana.soto@lacity.org

No phone applications will be taken. We will confirm receipt of your material by e-mail.

Filing period may close at any time when sufficient resumes are received. Please submit any questions by email (again, please no phone calls).
EXEMPT EMPLOYMENT

If employment is said to be exempt, it is meant that the employment is exempted from the civil service provisions of the City Charter. In order to receive a regular civil service appointment, employees must have successfully participated in a civil service examination, received a high enough score on the examination to be placed on and receive an appointment from an eligible list, and they must serve a probationary period. Exempt employees do not compete in a civil service examination, they are not placed on an eligible list and do not receive an appointment from that list, nor do they serve a probationary period. As a result, exempt employees do not have what is referred to as a “property interest” in their job. Exempt employees serve at the will of the appointing authority and can be terminated at any time without cause. Employees with a property interest in their job, i.e. civil service employees, cannot be deprived of their employment (discharged or suspended) without due process.

GENERAL INFORMATION ABOUT EXEMPT EMPLOYMENT

Exempt employees serve at the will of the appointing authority, and as such, they may be discharged, suspended or otherwise disciplined without cause. Exempt employees have not property interest in their employment, and any procedural benefit or other prerogative extended to them by their appointing authority is not intended to create and does not create any such property interest. No officer or employee of the City may make to any other officer or employee any representation of a property interest in employment which does not correspond to Charter provisions unless the City Council, by ordinance, permits such representation. No unauthorized representation can serve as the basis of an employee’s reliance on, or expectation of, a property interest.

EMPLOYEES SEEKING TO BECOME CIVIL SERVICES EMPLOYEES

There is no protective leave for an exempt employee appointed to a civil service position. Upon receiving a civil service appointment and passing probation, the former exempt employee will be subject to the Civil Services provisions described in Article X of the City Charter. Upon appointment, the civil service employee will begin to accrue displacement and layoff seniority on the first day of his/her civil service appointment and may file for promotional examination for which s/he qualifies. A full or half-time exempt employee appointed to a full or half-time civil service position continues to: contribute to the Retirement System; accrue vacation time; accrue sick time; receive anniversary date salary increases; and, receive health and dental benefits identical to those received in the civil service position.