

**CLASS TITLE: EXECUTIVE SECRETARY/GOVERNOR'S
COMMISSION ON THE HANDICAPPED**

Class Code: 02504100

Pay Grade: 32A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, direct and administer the services and functions of the Governor's Commission on the Handicapped; to develop effective liaison and cooperative relationships with other agencies for the effective presentation of the Commission's activities; to serve as the Deputy State ADA (Americans with Disabilities Act) Coordinator; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Commission and its Chairperson, with wide latitude for the exercise of independent judgement and initiative; work is subject to review for effectiveness and compliance with Commission policies.

SUPERVISION EXERCISED: Plans, directs, supervises and reviews the work of a professional, technical and clerical staff and interns; coordinates the work of volunteers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in setting the agenda for Commission meetings and Executive Committee meetings.

To attend and act as secretary at all Commission meetings, as well as other meetings related to Commission activities.

To plan and implement the directives of the Commission.

To prepare the annual report and all committee reports.

To assist in the development of the state's master plan for all construction designed to provide accessibility for the handicapped to state owned or leased buildings.

To identify short and long range human service delivery needs to formulate viable responses to those needs.

To plan and direct research studies and surveys concerned with the compilation, analysis and interpretation of statistics and data relating to programs serving people with disabilities.

To monitor all state and federal legislation, either proposed or enacted, affecting directly or indirectly people with disabilities.

To analyze and interpret legislation and to prepare and present reports detailing the projected impact of such legislation on people with disabilities.

To research, develop and draft required legislation.

To prepare and present position documents on proposed legislation to executive and legislative committees.

To represent the Commission to individuals and organizations in the community with and interest in Commission's legislation and directives.

To serve as liaison with elected officials on matters concerning the Commission's programs.

To make oral presentations on behalf of the Commission before business, labor, civic, professional, parent, and disability groups and conduct seminars/conferences.

To assist in publishing reports relating to people with disabilities.

To be responsible for the initiation, planning, coordination, supervision and review of a continuous informational, educational and community relations program including a weekly cable TV program including the writing or editing and adapting news releases, articles, stories, radio and TV scripts and feature materials for use of local newspaper, radio and TV stations and advertising agencies.

To be responsible for developing and maintaining personnel policies and procedures, organization development, staff utilization and employee/volunteer appraisal system for the agency.

To prepare the annual agency budget and other fiscal reports.

To assist in the review and approval of Open Meeting Handicapped Accessibility Transition Plans, in accordance with RIGL 42-46-13.

To assist in the review and approval of Public Building Handicapped Accessibility Waivers to Leased or Rented Facilities in accordance with RIGL 37-8-15.1

To assist in the coordination of compliance by State Agencies with State and Federal Laws protecting the rights of individuals with handicaps or disabilities, in accordance with RIGL 42-51-6 (c).

To be responsible for developing and maintaining the Grievance procedures regarding complaints alleging discrimination on the basis of disability/handicap by a state agency, in accordance with RIGL 42-51-6 (c).

To assist in the initiation of complaints against state agencies to protect the rights of individuals with handicaps or disabilities, in accordance with RIGL 42-51-6 (a) & (c).

To assist in the development of transition plans for the removal of environmental and communication barriers at state owned facilities, in accordance with RIGL 42-51-6 (c).

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state and relevant federal and local laws and regulations and the ability to interpret and apply such laws and regulations and the ability to interpret and apply such laws and regulations to insure the protection of individuals with disabilities; the ability to plan, organize and administer research studies, surveys and investigations as well as education programs and services; the ability to work with the state legislature in preparing written and oral testimony involving legislation and to testify before state departments and federal agencies on disability rights under the law; the ability to establish and maintain an effective working relationship with the business community, governmental groups and agencies, disability consumer organizations and their representatives, educational institutions and staff, community organizations, local governments and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Rehabilitation, Education, Social Work, Public Administration, or Communications; and

Experience: Such as may have been gained through: employment in a responsible administrative and supervisory position in a private or public advocacy, research, or human service agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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