Accessible Services Eligibility Specialist

SALARY:	$59,736.00 - $83,628.00 Annually
DEPARTMENT:	Accessible Services
OPENING DATE:	11/02/21
CLOSING DATE:	11/15/21 11:59 PM
RECRUITMENT TYPE:	Internal/External

DESCRIPTION:

The purpose of this position is to ensure compliance with the Federal Americans with Disabilities Act (ADA) paratransit eligibility regulations. This is accomplished by evaluating and reviewing ADA paratransit service applications, determining paratransit eligibility, developing justification for eligibility or denial of ADA paratransit services, interviewing applicants, researching disability related information, and preparing certification documentation regarding an applicants eligibility or reason for service denial. This position requires extensive contact with customers, family members, disability service providers and medical professionals.

EXAMPLES OF DUTIES:

- Evaluates and reviews ADA paratransit applications to determine paratransit eligibility using established procedures and federal regulations for customers applying for ADA Paratransit Services. Conducts in-person and telephone interviews with applicants to obtain additional information to assist in evaluating functional impacts of an applicant's disability in accessing fixed route transit services. Determines and documents ADA paratransit eligibility, including category, conditions of eligibility and reasons for denial. May pursue physician or medical verification to assist in analysis or applicants eligibility determination. Researches medical resources for functional limitations to access District services.
- Provides eligibility evaluation and support by preparing assessment summaries, reviewing, editing and writing eligibility assessment determinations for ADA paratransit service, preparing affidavits in support of application appeals and other related correspondence, memos, documents and reports as necessary.
- Maintain and update ADA paratransit application status information in database tracking software; collect and compile data; retrieve and develop/create reports, summaries and graphs; maintain database.
- Conducts on-board observations of District's bus and light rail system of ADA fixed route compliance; develops summary reports of observed ADA violations.
- Participates in, attends and prepares for various ADA paratransit information outreach events; respond to inquiries from Paratransit applicants, District staff and other agencies; may participate in special projects by researching, reviewing and compiling information.
- Read, understand, interpret and apply District policies, procedures, State and Federal ADA Paratransit eligibility regulations.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine

the equivalences of education and experience.

Formal Education: Associate's degree, diploma or equivalent from a college, technical, business, vocational or correspondence school in Business Administration, Public Administration, Social Science or a related field. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience: A minimum of three (3) years of experience in the medical field, social service agency or disability related service provider agency. Experience in the transit/paratransit field is preferred.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online no later than Monday, November 15, 2021 at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer - Minorities/Women/Disabled/Veterans.

This position falls under the AFSCME, Local 146 Bargaining Agreement

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APPLICATIONS MAY BE FILED ONLINE AT:
http://www.sacrt.com/Career/

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Position #2021-00511IE
ACCESSIBLE SERVICES ELIGIBILITY SPECIALIST
YH

Accessible Services Eligibility Specialist Supplemental Questionnaire

* 1. Please describe your work experience in the medical field, social service agency or disability related service provider agency. In your description, include your position title; summarize your responsibilities and the length of time you were in the position.

* 2. Please describe, in detail, your experience working with the persons with disabilities and seniors. In your response include the name of the employer, position title, your responsibilities and length of time you were in the position.

* 3. Describe your level of experience with the following software applications and describe

the documents, correspondence, or reports you have created that would support your rating, and employer where used. No experience, 1 Beginning-level experience, 2 Intermediate-level experience, 3 Advanced-level experience, 4 -GroupWise/Outlook - MS Word -MS Excel -MS Access

* Required Question