

**Oregon State Legislature
ADA and Safety Coordinator
Job Description**

Classification Title	Administrative Coordinator		
Job Code:		Job Family:	Administrative Services
Pay Grade	11	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	February 2026

GENERAL SUMMARY

This position is responsible for coordinating the overall compliance efforts of the ADA Title II, Title III, Title IV, Section 504 and 508, and the Health and Safety programs for the Legislative Branch. Coordinates with legislative agencies and departments on necessary improvements to remove barriers at branch facilities and in the public right of way ensuring that identified deficiencies are being addressed and tracked. Supports departments to make improvements for programs and technology that provides access in accordance with ADA requirements. Provides training for the capitol community with the goal of improving understanding of ADA and OSHA safety codes, standards, and guidelines. This position also coordinates and monitors occupational health and safety programs, leading safety inspections, maintaining OSHA records, and serving on the Legislative Branch Health and Safety Committee.

REPORTING RELATIONSHIPS

Reports to the Human Resources Director

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Serve as the Legislative Branch ADA Coordinator responsible for oversight of ADA compliance. Assist in the evaluation of legislative branch facilities to ensure that facilities meet ADA standards.
2. Establish a complaint or grievance procedure to respond to and investigate complaints of noncompliance from the public, staff, and legislative members. Analyze data and ADA-related complaints, determine root causes, and recommend access solutions and improvements.
3. Administer and write self-evaluation of the programmatic barriers in services offered by the legislative branch; update and retain the self-evaluation on-going. Provide technical assistance to branch agencies and departments regarding ADA compliance and assist in developing solutions to accommodation and barrier removal requests.

4. Develop a transition plan if structural changes are necessary for achieving program accessibility. Participate in prioritizing ADA compliance needs including activities required to adopt, implement, and maintain the branch transition plan.
5. Assist departments in auditing operations from an accessibility perspective. Keep abreast of safety and/or ADA compliance-related issues by attending seminars, classes, peer networking events, and other training opportunities.
6. Perform day-to-day oversight of the Legislative Branch Health and Safety Committee. Serve as the Designated Safety Coordinator and permanent member and Committee Chair as per Legislative Branch Personnel Rule 30: Health and Safety Committee.
7. Coordinate occupational health and safety programs, which include conducting safety inspections and evaluating work sites.
8. Maintain OSHA records and reporting including the OSHA 300 Log, OSHA 300A summary, and Oregon-specific reports; report all accidents/incidents, hazardous or unsafe conditions, and other safety and health concerns to the appropriate authority; initiate accident and injury investigation reports as required and retain as per required retention period.
9. Partner with Capitol Security to lead the Blue Vest Safety Monitor (BVSM) program executing safety and emergency protocols for the Capitol community. Serve as the primary liaison between BVSM's and the Health and Safety Committee, as per LBPR 30, integrating field observations and safety data into committee risk analysis.
10. Plan, develop, and conduct education and outreach training or exercises necessary to accomplish ADA and Safety program goals in compliance with ADA and OSHA requirements.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Federal, state, and local codes, regulations, laws, practices, and procedures related to the work including ADA Titles I, II, III, and IV, Sections 504 and 508 of the Rehabilitation Act, and Federal ADA web accessibility guidelines
 - Regulatory requirements for public and private facilities, public rights of way, program access, communication alternatives and barrier free access to legislative programs and services
 - Occupational Safety and Health Administration (OSHA) training standards to prevent work-related injuries, illnesses, and deaths; OSHA standards for office and facility environmental health and safety, including ergonomics, indoor air quality, and PPE requirements.
 - Various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks
- **Skill in:**
 - Communicating clearly and tactfully, both orally and in writing and to make effective presentations

- Communicating effectively with coworkers, management, elected officials, and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues
- Analyzing and interpreting complex regulations; solving problems and making independent decisions
- Project management principles
- **Ability to:**
 - Self-direct and work independently, and take initiative in creating proactive and innovative programs
 - Research problems, organize materials from various sources into single format
 - Establish and maintain effective working relationships with other employees, agencies, public officials, and the general public

MINIMUM JOB REQUIREMENTS

Bachelor's degree in Public Administration, Management, or related field, and five (5) years of professional work experience related to the duties of the position.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

Health and Safety Committee (HSC) members shall comply with the basic training requirements for safety committee members (OAR 437-001-0765). Training is available on OSHA Online Courses web page and must be completed within thirty days from the date a member is appointed to the HSC.

PREFERRED REQUIREMENTS

ADA Coordinator Training Certification Program (ACTCP)
Associate Safety Professional (ASP) or Certified Safety Professional (CSP)

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects.

Mix of Sedentary and Medium Work – Depending on assignment, positions in this class typically exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to lift, carry, push, pull or otherwise move objects.