



SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:

Accessible Services Eligibility Specialist

SALARY: \$27.20 - \$38.08 Hourly
\$2,357.58 - \$3,300.54 Semi-Monthly
\$4,715.17 - \$6,601.08 Monthly
\$56,582.00 - \$79,213.00 Annually

DEPARTMENT: Accessible Services

OPENING DATE: 05/30/19

CLOSING DATE: 06/12/19 11:59 PM

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 applicant's 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.
- 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.

MINIMUM QUALIFICATIONS:

Education: Two (2) year 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. Additional directly related experience beyond the minimum requirement may substitute

for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

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

Required Computer Skills: Intermediate word processing, spreadsheet, presentation and database software.

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

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 and supplemental questionnaire are required for this position. Applications, supplemental questionnaire, job announcements, and copies of the complete job description are available through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, June 12, 2019 at 11:59 p.m. RT does not accept late applications and 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.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

This position falls under the **AFSCME** Collective Bargaining Unit

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

Position #60004779
ACCESSIBLE SERVICES ELIGIBILITY SPECIALIST
YH

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

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 elderly and/or disabled. 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, on a separate sheet of paper, describe the documents, correspondence, or reports you have created that would support your rating. No experience: 1 Beginning-level experience: 2 Intermediate-level experience: 3 Advanced-level experience: 4 Please include the program: GroupWise/Outlook, MS Word, MS Excel, MS Access, the experience level (#) and the employer where used.