

DEI RESOURCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves working with the local and state-level Disability Employment Initiative (DEI) project leadership to carry out the goals of the DEI on the local level, including implementation of strategic approaches identified in the project's statement of work. The DEI Resource Coordinator must have disability-related and workforce knowledge skills, experience (including experience with employment of individuals with disabilities, and the public workforce system's challenges in effectively serving them), and abilities that can be applied to implementing the project design at the local level. In addition, the DEI Resource Coordinator must be knowledgeable about career pathways systems and programs.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assist in identifying and leveraging disability-related resources and partners to support
collaboration on career pathway efforts;

Advise the public workforce system on how to effectively promote the participation of individuals
with disabilities in career pathways systems and programs;

Coordinate with career pathway programs' direct service delivery staff, including career coaches;

Assist Local Workforce Development Boards (LWDB), American Job Centers (AJC) staff,
community college, business, and other partner training;

Assist in the recruitment of individuals with disabilities to participate in career pathways programs
and to utilize AJC services;

Help expand the workforce development system's participation as Employment Networks (EN)
under the Ticket to Work (TTW) Program;

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Help Ticket Holders to participate in career pathways programs;

Help ensure that job seekers with disabilities access all of the different programs and services

they need, including career and training services offered through the AJCs to participate

in existing career pathway programs and to achieve their employment goals;

Facilitate and effective approach to leverage resources needed for individuals with disabilities to

fully participate in existing career pathway programs and to achieve their employment

goals;

Engage stakeholders from multiple service delivery systems to enhance career pathway

outcomes;

Coordinate career pathways services across disability-focused and generic agencies through

integrated resource teams (IRT);

Engage employers to increase awareness about the low cost of accommodations, make the

business case for hiring individuals with disabilities, and provide work-based experiences

and mentoring;

Ensure local AJCs are fully accessible for persons with disabilities. In addition to working with

the disability community and partners in recruiting individuals to the AJC, the Disability

Resource Coordinator also works to ensure the delivery of services is seamless by

addressing physical, communication and programmatic access issues; and

Assist the Equal Opportunity Officers (EOO) around AJC physical, communication and

programmatic accessibility.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: General knowledge of Federal, State and local laws, policy, and procedures relating to employment of people with disabilities, work incentives, and resources; knowledge of the Americans with Disabilities Act (ADA) issues; the ability to advise/refer and work effectively with youth and adults with disabilities (including individuals with significant disabilities); an understanding of the public workforce system and disability employment; familiarity with the local community and agencies, and ability to communicate with a diversity of people, including business leaders, customers, and workforce development staff; ability to travel in local communities, participate in local community, statewide and/or national coalitions, trainings and conferences; ability to manage, foster and facilitate relationships; to apply tact and diplomacy to facilitate consensus among multiple stakeholders and reach resolution of potential problems or barriers; ability to facilitate and lead discussions and positive interactions between partners and other community agencies and service providers; proficiency in problem solving, networking, group leading, goal setting and follow-through; ability to build bridges and be a team player; ability to navigate complex bureaucracies, programs and services to find solutions for persons with disabilities; highly skilled in written communication and presentation skills; ability to work independently, self-initiate tasks, prioritize and self-monitor performance; ability to approach challenges flexibly and creatively by applying multiple strategies to achieve outcomes; strong time-management skills, multi-tasking and detail-oriented.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university recognized by the New York State Education Department with a Bachelor's Degree in Human Services, Social Science, Public Administration, Business Administration, or a related field, and two (2) years' administrative experience in providing human services to a client population; or
- (B) Graduation from a regionally accredited or New York State registered college or university recognized by the New York State Education Department with an Associate's Degree in Human Services, Social Science, Public Administration, Business Administration, or a related field, and four (4) years' experience as described in (A) above; or
- (C) Graduation from high school, or possession of a high school equivalency diploma, and six (6) years' experience as described in (A) above.

SPECIAL REQUIREMENT: *Candidate must possess a valid driver's license.*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 12/16/2021

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Reviewed and placed in Classplan:

12/16/2021

Revised and Replaced in Classplan: 1/8/2025 (Edu)

Revised and Replaced in Classplan: 8/21/2025 (License)