NYC 9/11 Public Portal Document

FROM:
Kay Ellis

TO:
Stephen Rush

DATE:
05/03/2002 06:08:16 PM

SUBJECT:
Re: Americans with Disabilities Act

Please e-mail me sample matrix
Thanks

>>> Stephen Rush 04/30/02 01:18PM >>>
Hi Bob,

Based on some recent issues with ADA claims made by inspectors in Fire Prevention, Legal, EEO, Personnel, Labor Relations and yours truly believe it will be quite helpful to establish guidelines for Fire Prevention similar to what we did with EMS (and are in the process of doing with the uniformed force). These guidelines are meant to protect the Department from potential liability and more importantly establish a fair and equitable manner of appointments/promotions that do not discriminate on the basis of disability.

Toward this end, it is required that BFP establish a matrix of positions in the inspector series and related titles that is in accordance with the budget allocation. We would require that each unit (for e.g District offices) report the budgeted number of inspector titles and provide the job description for each be careful to ensure that all of the essential functions of that job are covered in the job description. For a unit like the D.O.'s I imagine using the existing specification will suffice. For other units such as FPCU it might not, so you might want to add "excellent communication skills and computer capabilities" (I'm just making this up). The job description should accurately capture the duties of the title in that particular area. If there is some piece to the job that is a minor and insignificant detail it should not be included.

By establishing this protocol and then when vacancies occur, posting for the position, we can make fair judgments on whether applicants are or are not qualified. If they are not qualified we should have a solid rationale for that decision.

You may want to get a brief overview from Chief McCracken on how he handled the creation of this protocol, but we will definitely require this for your Bureau.

If you have any questions or concerns, let me know.

Thanks
Steve

NYC-WTC_000437475