

# Accommodating Persons with Disabilities

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PERSONNEL SERVICES DEPARTMENT, CITY OF FRESNO

# Accommodating Persons with Disabilities

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*“Reaching and Accommodating those with Disabilities for Success as Job Applicants and City of Fresno Employees”*

- EEO - Administrative Order 2-33
- Recruitment
  - Outreach
  - Job Bulletin
  - Applicant
  - Examinee
  - Pre/Post Job Offer
- Employee
  - Interactive Process and Reasonable Accommodation

# EEO CITY POLICY

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- Administrative Order 2-33 Equal Employment Opportunity Plan and Policy
  - Purpose is to provide equal employment opportunities to all persons by ensuring all City employment practices and transactions, including recruitment, hiring, promotions...and treatment of employees, will comply with applicable laws to the fullest extent possible.

# RECRUITMENT: Outreach

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The City of Fresno advertises its positions with various outlets, including:

- California Department of Rehabilitation
- CSU, Fresno Disabilities Program
- Employment Development Department
- Resources for Independence; Central Valley
- Disabled Veteran's

If you have other suggested organizations to expand our outreach, please contact our office.

# RECRUITMENT: Job Bulletin

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## Equal Opportunity Employer Statement

- *“The City of Fresno is an Equal Opportunity Employer. Should you need an accommodation due to a qualifying disability, please contact the Personnel Service Department at (559) 621-6950 in advance of the examination.”*

# RECRUITMENT: Applicant

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## Application Process

- Application
- Determination of Qualifications
- Examination
  - Written Exam
  - Oral Exam
  - Performance Exam

# RECRUITMENT: Examinee

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Case-by-Case Basis. Examples of Exam Accommodations:

- Provide a verbal reader
- Extended time
- Larger print
- Quiet or private setting
- Break for food or time-sensitive medication

Accommodation Criteria:

- Documentation may be requested
- Reasonableness and timing

# RECRUITMENT: Eligible

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Top scoring candidates based on results of examination process are referred to the hiring department for consideration.

- Typically includes a department panel interview.

Accommodations should be requested immediately upon interview invitation.



# Conditional Offer of Employment

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A COE is made after the employer has evaluated all relevant non-medical information AND is conditioned upon acceptable medical information, such as passing a physical or psychological examination only if it is directly related to job performance and business necessity.

# Interactive Process

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ADA and FEHA legal obligation to consider options to assist those with disabilities to perform essential job functions.

- Upon hire: work station adjustments or special adaptive equipment.
- During and after an injury or health conditions which cause the employee to have limitations and restrictions.
- Reasonable accommodations

# Interactive Process

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## Temporary Limitations & Restrictions:

- Light Duty temporary assignment.
- A meaningful contribution to the Department and meaningful work for the employee.
- Limited ability to cross into other departments.

## Permanent Limitations & Restrictions:

- Permanent & Stationary permanent life or work restrictions.
- Can essential functions be performed with reasonable accommodations?
- If not, PSD proceeds to Alternate Work Search.

# Closing

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City has legal obligation to consider options and engage at every phase of the application, hiring and employment process to assist those with disabilities.

ANY QUESTIONS?