

STATE OF HAWAII
DEPARTMENT OF HEALTH
DISABILITY AND COMMUNICATION ACCESS BOARD

FUNCTIONAL STATEMENT

General

- Serve as public advocate of persons with disabilities by providing advice and recommendations on matters relating to access for persons with disabilities, with emphasis on legislative matters, administrative rules, policies, and procedures of the state and county governments.
- Provide overall support to the seventeen member, Governor-appointed Board, its Committees and Task Forces pursuant to Chapter 91, Hawaii Revised Statutes.
- Provide general management support via the flow of documents in and out of the office, including Board documents, correspondence, and testimonies.

Planning and ADA Coordination Staff

- Coordinate the efforts of the State to comply with the requirements of the Americans with Disabilities Act (ADA) for access to services, employment, telecommunications, and facility and site design, including the provision of technical assistance to the respective Departmental coordinators on implementation priorities and development of manuals and other resources to implement the ADA in State and County government.
- Monitor federal, state, and county legislation and plans relating to the ADA and other civil rights laws for appropriate action by Disability and Communication Access Board; gather data on the statistics of persons with disabilities for planning and funding purposes.
- Serve as the liaison in the planning of emergency management services to include persons with disabilities.

Program and Policy Development Staff

- Provide information and technical assistance to persons with disabilities, the public, and other providers or services through a website, and other public education efforts.
- Administers the statewide parking program for persons with disabilities, including the procurement and issuance of placards, and the operation of the 24/7 statewide parking database of permittees. Establish guidelines for the statewide program for parking for disabled persons, in accordance with part III of chapter 291.
- Administer the statewide Hawaii Quality Assurance System and Continuing Education Program for the credentialing of sign language interpreters who do not possess national certification. Establish guidelines for the utilization of communication access services provided for persons with disabilities who are deaf, hard of hearing, or deaf-blind in State programs and activities.
- Review and assess the problems, needs, and the availability of adequate services and resources for persons with disabilities in the State on matters pertinent to the well-being and independence of persons with disabilities.

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Facility Access Staff

- Establish guidelines for the design of buildings, facilities and sites by or on behalf of the State and counties in accordance with section 103-50; approve site specific alternate design when an alternate design provides equal or greater access.
- Provide review and recommendations on all State and county plans for buildings, facilities, and sites in accordance with section 103-50 to ensure compliance with the Americans with Disabilities Act Accessibility Guidelines and the Fair Housing Accessibility Guidelines.
- Conduct training for and promote technical assistance to architects, engineers, and other design professionals on accessible design.

Special Parent Information Network Staff

- Facilitate parent-to-parent communication among parents of special education students.
- Promote parent involvement in the education of children with special needs through the provision of information and referral, a phone line for parent-to-parent support and community forum.

Administrative and Clerical Staff

- Coordinate the fiscal and administrative operations of the program; including its budget preparation and expenditure control.
- Provide general staff support in the flow of fiscal and personnel documents in/out of the office, administrative records (purchase orders, personnel), and resources (library, audio, etc.).