

Procedure Title:	Reasonable Accommodation for Job Applicants				
Procedure Number:	DHS-060-034-01	Version:	1.0	Effective Date:	08/22/2007

DHS Chief Administrative Officer

08/22/2007

Approved By: *(Authorized Signer Name)*

Date Approved

Procedure

Step	Responsible Party	Action
1.	Hiring Supervisor/ Manager and HR Analyst	Identifies the essential functions of the job in the position description prior to initiating the recruitment process.
2.	Applicant	<p>The applicant must meet the qualifications for the job and apply using one of the following methods:</p> <ol style="list-style-type: none"> Open Competitive Method: The applicant follows the application procedure described on the job announcement and qualifies by examination in the same way as a non-disabled applicant would; or HIRE (Hiring Individuals Ready for Employment) System Method: The HIRE System is a way for agencies to access job-ready qualified individuals with disabilities. The HIRE System is a targeted recruitment tool for agencies. HIRE is a voluntary system, however, DHS has determined that it will use the system. Agency follows the step-by-step guide for agencies developed by the Department of Administrative Services Human Resource Services Division (HRSD).
3.	Hiring Supervisor/ Manager	In the offer for an interview, inform the applicant what the hiring process involves (e.g., an interview, written test, or job demonstration) and ask if reasonable accommodation is necessary to participate in the interview process.
4.	Applicant	<p>Before the interview:</p> <ol style="list-style-type: none"> Requests specific accommodation. If applicant does not request accommodation, proceed with the

		<p>interview.</p> <p>During the interview:</p> <ol style="list-style-type: none"> a. The applicant can request a specific accommodation if s/he was not informed of the interview process beforehand. b. Reschedule interview if accommodation is not readily available.
5.	Hiring Supervisor	<p>Before the interview:</p> <ol style="list-style-type: none"> a. Consults with HR regarding request for accommodation for the interview, if needed. <p>During the interview:</p> <ol style="list-style-type: none"> a. May ask whether the applicant can perform the essential functions of the job with or without a reasonable accommodation. b. May not inquire as to whether or to what extent an individual has a disability. c. May not make any inquiry that might elicit information about a disability.
6.	Hiring Supervisor/ Manager, HR Analyst and Applicant	<p>After the interview:</p> <p>Determines if the applicant is qualified to perform the essential functions of the job with or without accommodation.</p> <ol style="list-style-type: none"> a. After a job offer, the Hiring Manager and prospective employee engage in an interactive process on any needed reasonable accommodation. At this point, refer to the steps outlined in the <u>Reasonable Accommodation Procedures for current employees, volunteers, trainees, and other persons with disabilities who are part of the DHS workforce</u>. The Agency and the applicant may jointly identify appropriate accommodations or they may consult with technical specialists in the Office of Vocational Rehabilitation Services, the Commission for the Blind or other appropriate resource organizations. Documents the inquiry and final actions to DHS Office of HR. b. Employment opportunities shall not be denied to anyone based solely on the need to provide reasonable accommodation.
7.	Applicant	<p>If dissatisfied with a DHS reasonable accommodation decision, the requesting individual may submit a written complaint. The complaint shall be submitted to the ADA Coordinator within 180 days from the date of the alleged violation. Exceptions may be granted in special</p>

		<p>circumstances.</p> <p>The ADA Coordinator and/or Human Resource Analyst, under the direction of the appropriate appointing authority, shall promptly investigate any complaint received, and shall send a written response to the complainant within fifteen (15) days following receipt of the complaint. The complainant may be given the opportunity to meet with the ADA Coordinator or Human Resource Analyst, whenever feasible in an effort to resolve the complaint.</p> <p>The written complaint and response shall be distributed to the complainant, to any relevant parties to the alleged action(s), and the Appointing Authority. The results of this internal review are final. If the complainant is dissatisfied with the decision, s/he may file a complaint with:</p> <ul style="list-style-type: none">a. Affirmative Action Director Governor's Office 155 Cottage Street NE Salem, OR 97301 (503) 373-7444 (voice)b. May file a complaint with a federal agency even if a complaint has been filed with the ADA Coordinator or under the terms of a collective bargaining agreement. Complaint should be filed within 180 days of the alleged violation of the ADA and in accordance with the federal agency's rules and policies. Exceptions may be granted in special circumstances. <p>Complaints regarding employment may be filed with: Equal Employment Opportunity Commission 1801 L Street NW Washington, D.C. 20507 202-663-4900 or 1-800-669-4000 (voice) 202-663-4399 or 1-800-669-6820 (TDD)</p> <p>or</p> <p>Oregon Bureau of Labor and Industries 800 NE Oregon St, Suite 1045 Portland, OR 97232 971-673-0761.</p>
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Policy that applies:

[DHS-060-034, Reasonable Accommodation Policy](#)

Form(s) that apply:

None

Contact(s):

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Procedure History:

Example:

- **Version 2.0:**

08/22/2007 - Revisions to clarify procedures

- **Version 1.0:**

09/28/2006 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

