



SUCCESSION PLANNING PROGRAM POSITION EVALUATION FORM

INSTRUCTIONS TO DEPARTMENT DIRECTORS: *Please complete a Position Evaluation Form for each position in your department for which a succession plan is to be developed. With input from the incumbent and other key staff, indicate the competencies that a successor must possess in order to function effectively in the position. Please feel free to attach additional sheets if needed.*

Title of Position Senior ADA Coordinator		Reports to (Title) Director	
Name of Incumbent Ilene Hyams		Grade 3	Exec. Benefits N/A
Department Office of ADA Coordination		Division	
Comments Occ Code (006411); Exempt			

Will the position continue to exist after the departure of the incumbent?..... Yes No
 If yes, when do you anticipate the position will become vacant?.....Date: (mm/year): 4/2014

MINIMUM QUALIFICATIONS: *Please list the minimum qualifications required for this position.*

Bachelor's degree. Two years professional administrative experience in ADA compliance or service delivery are required.

TECHNICAL COMPETENCIES: *Please list the key technical competencies/requirements needed for this position (e.g., knowledge of GASB statement no. 34, integrated marketing experience, knowledge of County geography, general contractor designation). Again, please attach additional sheets as needed.*

Extensive knowledge of American's with Disabilities Act.	Ability to interact with local disability community to identify problems and seek solutions
Significant experience working with people with disabilities	Provide administration support to advisory body
Knowledge of other laws and regulations that affect people with disabilities	Good knowledge of built environment issues
Regulatory compliance experience.	Excellent skills to create/adapt training materials and present training to wide variety of people.
Ability to analyze/evaluate County programs and services.	Knowledge of conditions and issues affecting people with disabilities.

GENERAL COMPETENCIES: *Please indicate key knowledge, skills, experiences and abilities needed for the position above and beyond the minimum job qualifications. Add additional competencies as necessary. If a competency applies, please rate*

1 = Somewhat Necessary 2 = Necessary 3 = Very Necessary 4 = Absolutely Essential

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	3	Developing Others	2	Political Savvy	3
Business Acumen & Entrepreneurship	1	Diversity Awareness & Management	3	Problem Solving & Technical Credibility	4
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	3
Continual Learning	3	Influencing & Negotiating	2	Strategic Thinking	2
Customer Service	4	Performance Management & Results-Orientation	2	Teamwork & Group Leadership	2
Decisiveness	3				

Completed by: Hiedi Johnson-Wright	Date 5/5/2009
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Please forward your completed form to the Compensation Section, Human Resources Department, for review and approval. Forms can be sent via fax to (305) 375-5768, via email to sppcompensation@miamidade.gov, or via interoffice mail to 111 NW 1st Street, 20th Floor, Suite 2020. For assistance in completing this form, please call the Compensation Section at (305) 375-3774. Thank you.