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[www.lcc.mn.gov](http://www.lcc.mn.gov)

**Minnesota Legislature  
Legislative Coordinating Commission  
Project Analyst -- Digital Accessibility and Training Coordinator**

The Legislative Coordinating Commission (LCC) is seeking a talented individual to serve as the Project Analyst, Digital Accessibility and Training Coordinator for the Minnesota Legislature.

This is a full-time benefits eligible non-partisan position with the LCC.

The LCC serves as the non-partisan umbrella organization for legislative commissions and joint offices at the Minnesota Legislature. The LCC and the other joint commissions and offices serve the Minnesota House of Representatives and the Minnesota Senate with joint legislative services to both bodies.

Positions held within the LCC are expected to remain free from political party affiliation, bias, or designation.

The Digital Accessibility and Training Coordinator will play a critical role in ensuring that our digital accessibility and training programs are implemented effectively throughout the Minnesota Legislature. The ideal candidate will possess excellent communication skills and strong organizational skills paired with an understanding of digital accessibility standards, guidelines, and best practices. In addition, the ideal candidate will have a passion for employee development and a drive to build a culture of digital inclusivity within the legislature.

The position Project Analyst – Digital Accessibility and Training Coordinator is an unclassified full-time, benefits eligible position. The position description is available at [www.lcc.mn.gov/jobs/](http://www.lcc.mn.gov/jobs/) or call 651-296-0099 to request a copy. **Interested applicants must submit a cover letter and resume to the LCC Digital Accessibility and Training Coordinator Search Committee at [lcc@lcc.mn.gov](mailto:lcc@lcc.mn.gov)** or mail to LCC Digital Accessibility and Training Coordinator Search Committee, Legislative Coordinating Commission, 658 Cedar Street, St. Paul, MN 55155. Cover letters and resumes should be submitted by Wednesday, March 27, 2024, to ensure consideration. If you have specific questions, please contact Jim Melby, Senior Accessibility Analyst, at 651-96-6036 or [jim.melby@lcc.mn.gov](mailto:jim.melby@lcc.mn.gov).

The recruitment range for this position is \$74,000 - \$85,000 with the starting salary level within this range commensurate with experience as determined by the LCC.

**Minimum Qualifications:**

1. Two years of relevant experience coordinating training and/or digital accessibility efforts or large-scale projects across an organization.
2. Four-year degree. A two-year degree and an additional two years of relevant experience may substitute for the four-year degree requirement. Five years of relevant experience may substitute for the degree requirement.

3. Strong organizational skills.
4. Excellent written and verbal communication skills.
5. Ability to adapt to a fast-paced and dynamic work environment.
6. Ability to collaborate effectively with cross functional teams.
7. Attention to detail. Superior listening and technical writing skills.
8. Nonpartisan background.

**Desired Qualifications:**

1. Knowledge of digital accessibility standards (Section 508), Web Content Accessibility Guidelines 2.1 (WCAG 2.1) and assistive technologies.
2. Familiarity and/or experience with digital accessibility document remediation process, and digital accessibility tools and methodology.
3. Familiarity with learning management systems and/or training content authoring tools.
4. Experience with legislative process.
5. Project management experience.

## Why work for the LCC?

The LCC is a nonpartisan joint office serving legislative members and staff with diverse perspectives and backgrounds. LCC staff provide a wide variety of services to the Senate, House of Representatives, and joint legislative offices and commissions.

Positions in the LCC received a **comprehensive benefits package** which is explained below.

## Comprehensive Benefit Package

The State of Minnesota offers exceptional benefits including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, retirement plan, optional tax-deferred compensation, vacation and sick leave and paid holidays each year.

The LCC recognizes there are key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life balance. These benefits, in addition to your salary, make up your total compensation.

## Health and Wellness

The state encourages wellness and promotes preventive care, offering many benefits and resources to help employees and their families lead healthy, balanced lives. This includes:

- Low-cost medical, dental, and vision insurance packages, including prescription drug coverage, to fit your needs to ensure you are happy and healthy.
- Free, confidential help through the Employee Assistance Program (EAP).
- Wellness programs and resources to help you reach your wellness goals.

## Financial Well-Being

The state offers savings and investment plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A pension and deferred compensation plan (MNDCP) with an employer-paid match to help you plan for your future.
- Basic life insurance at no cost to you. Additionally, you have the option of choosing supplemental life insurance (including spouse and child life options), short- and long-term disability, and accident insurance.
- Pre-tax benefits, including dependent day care, medical/dental spending accounts (MDEA), and parking and public transit options.

## **Professional Development**

Professional development that empowers employees to do the work they love and reach their career goals is encouraged. This includes:

- Training and development courses
- Leadership institutes and programs
- Coaching and mentoring
- Career planning

## **Work/Life Balance**

Work/life balance is supported through:

- The potential for flexible work schedules during the interim when the legislature is not in session,
- Compensatory time options,
- On average 16.25 days of paid vacation each year based on a 5-hour accrual rate with opportunity for increased accruals as service time increases,
- 13 days of paid sick leave each year based on a 4-hour accrual rate,
- Optional vacation leave and sick leave bank credits offered to new employees,
- 11 paid holidays and 2 floating holiday each year,
- 6 weeks of paid parental leave to help you bond in the important weeks after you bring your child home.

During peak periods, LCC staff may experience long work hours and deadlines requiring the ability to stay composed under pressure.

The LCC values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, inclusion, and accessibility at our workplace.

## **An Equal Opportunity / ADA Employer**