Job Title: Project Analyst

Working Title: Digital Accessibility and Training Coordinator

Date: March 4, 2024

Career Track: None

Reporting to: LCC Director of Diversity and Inclusion

Agency/Department: Legislative Coordinating Commission (LCC)

Job Grade Level: 8

Primary Objective: This position leads the digital accessibility and training coordination responsibilities of the Legislative Coordinating Commission throughout the Minnesota Legislature by:
- Analyzing digital accessibility requirements and coordinating the integration of accessibility improvements into legislative processes.
- Supporting the digital accessibility activities of all legislative offices and serving as a point of contact for the legislature on issues related to digital accessibility.
- Coordinating the delivery of the LCC's training programs (Diversity and Inclusion, Digital Accessibility, ADA, etc.).

Responsibilities & Tasks:

1. **Analyze digital accessibility requirements and coordinate the integration of accessibility improvements into legislative processes.** (30% of time)
   a. Develop familiarity and expertise with applicable laws and regulations.
   b. Assess the impact of accessibility requirements on legislative processes.
   c. Assist in defining solutions to support accessibility of information and make digital accessibility arrangements when applicable.
   d. Support the legislature's adoption of new digital accessible document formats and layouts, procurement strategies, and digital accessible IT infrastructure.
   e. Coordinate tracking and reporting of the digital accessibility exception process, analyze exceptions, and work collaboratively to identify improvements to rectify exceptions.

2. **Work collaboratively to implement digital accessibility best practices.** (10% of time)
   a. Coordinate access to the tools, training, and resources needed to achieve digital accessibility compliance by legislative staff.
   b. Participate in digital accessibility communities of practice including Minnesota IT Services' (MNIT's) Digital Accessibility Coordinator group.
   c. Support legislative employees, through coordinators and direct communication, to address issues or practice areas that need support.
   d. Coordinate access to digital accessibility tools that have been proven effective based on work done by communities of practice or coordinators.
   e. Participate in agency digital accessibility coordinator meetings, trainings, and activities.

    f.   Work with digital accessibility coordinators in legislative offices to ensure that postings, activities, and practices align with State of Minnesota Digital Accessibility laws and best practices.

3. **Support legislative members and staff to help them comply with digital accessibility standards and requirements.** (10% of time)
   a. Develop expertise on digital accessibility standards.
   b. Build and maintain strong relationships with the Minnesota IT Office of Accessibility staff; digital accessibility coordinators in the House, Senate, and other offices of the legislature; and external stakeholders.
   c. Analyze barriers to digital accessibility, identify solutions, and recommend strategies to overcome barriers.
   d. Coordinate training resources and meetings to ensure that all offices have access to appropriate training that increases the legislature's knowledge regarding digital accessibility.
   e. Engage with digital accessibility coordinators in legislative and executive branch offices.
   f. Support the implementation of guidelines and responsibilities for the legislature's digital accessibility coordinators.

4. **Coordinate outreach and communications related to accessibility – digital or otherwise.** (10% of time)
   a. Coordinate and implement strategies that convey the importance of digital accessibility.
   b. Engage regularly with legislative accessibility coordinators and other staff to analyze needs for resources and training, and to gain support and ensure that to the extent feasible content conforms to business needs.
   c. Serve as a point of contact for external stakeholder engagement to obtain input and feedback on digital accessibility efforts.

5. **Serve as the lead training coordinator:** (35% of time)
   a. Develop, implement, and provide overall coordination of training programs through the following:
      i. Analyze existing and develop new training curriculum.
      ii. Communicate training schedules, objectives, and expectations to training participants.
      iii. Promote training programs through appropriate channels to maximize awareness and participation.
      iv. Respond to inquiries and provide information to training participants.
      v. Schedule and coordinate training sessions when necessary.
      vi. Arrange training venues, materials, equipment, and manage training session logistics.
      vii. Deliver training curriculum.
      viii. Publish and assign eLearning content when necessary.
   b. Documentation and recordkeeping
      i. Maintain accurate and up-to-date training records for participants.
      ii. Prepare and distribute training materials as needed.
      iii. Create and maintain training reports (training participation, feedback, effectiveness).
   c. Identify and assist with the implementation of technology to support the delivery of training:

     i. Where appropriate, leverage technology to streamline processes (e.g. ELM Learning Management System, Articulate Storyline 360).
  d. Conduct evaluations and solicit feedback on training:
     i. Collect feedback from training participants.
     ii. Analyze data to identify areas of improvement.
     iii. Implement modifications based on feedback.
  e. Work collaboratively on training programs:
     i. Work closely with the Sr. Accessibility Analyst & Lead to ensure the quality and relevance of training and digital accessibility program content and materials.
     ii. Consult with House and Senate staff on the timing and delivery of training.

6. **Other duties as assigned. Examples include, but are not limited to:** (5% of time)
   a. Serve as an effective and collaborative member of the staff of the LCC.
   b. Participate in training and professional development activities.
   c. Represent the LCC in meetings and other forums as requested.

Budget Responsibility:
- None

Supervisor Responsibility:
- None

Scope of Relationships:
1. Regularly works closely with the LCC Senior Accessibility Analyst and other staff in the LCC.
2. Strong working relationships with digital accessibility coordinators in the House, Senate, and joint legislative offices and commissions.
3. Frequent interactions with the MNIT accessibility office and digital accessibility coordinators in other agencies.
4. Support members and staff across the legislature to ensure compliance with digital accessibility standards.
5. Provide a high level of customer service to members of the public and other external stakeholders.

Working Conditions/Physical Demands:
Normal office conditions. May be required to work long hours as needed.
- 85% sitting
- 10% walking
- 5% standing
- <1% lifting max of 15 lbs.

Knowledge, Skills and Abilities:
A. Knowledge of compliance, risk mitigation and legal implications of digital accessibility requirements.
B. Ability to use Microsoft Office, online training tools and remediation software products including CommonLook.
C. Understanding of accessibility considerations in IT development.
D. Technical aptitude and interest for working with digital content and applications.
E. Strong sense of being proactive, with an independent working style requiring minimal supervision.
F. Willingness to take ownership of and be accountable for tasks, issues, and plan execution.
G. Excellent verbal and written communication, analytical, and organizational skills.

H. Effective interpersonal communication skills, ability to communicate effectively to largely diverse groups, provide empathetic listening and superb interpersonal skills.
I.   Strong collaboration skills and flexibility to resolve competing views to produce optimal solutions.
J.   Effective time management and ability to prioritize tasks while managing multiple projects at the same time.
K. Keen listening, comprehension, deduction, and retention of essential details and nuances.
L. Ability to maintain confidentiality of information.
M. Nonpartisanship.

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), guidelines (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.

*Represents duties that are essential under the Americans with Disabilities Act.