

**Job Title:** Project Analyst Manager  
**Working Title:** Senior Accessibility Analyst

**Job Grade Level:** 9

**Career Track:** None

**Job EEO Code:** 9

**Date:** June 8, 2023

**Agency/Department:** Legislative Coordinating  
Commission (LCC)

**Reporting to:** LCC Executive Director

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**Primary Objective:** This position manages the accessibility responsibilities of the Legislative Coordinating Commission and serves as the point person and champion for implementation of accessibility throughout the legislature by:

- developing and maintaining a working knowledge of the core functions and accessibility activities of all legislative offices and serving as a point of contact for the legislature on issues related to digital and physical accessibility;
- working with legislative staff to develop policies, processes, and procedures that ensure compliance with accessibility laws; and
- leading accessibility compliance efforts for the Minnesota Legislature.

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**Responsibilities & Tasks:**

1. **Develop and lead accessibility compliance efforts.** (30% of time)
  - a. Review and develop expertise in applicable laws and regulations.
  - b. Further define, develop and establish the legislature's strategic accessibility plan for consideration by legislative leadership, track the implementation of the plan and report within the framework of the plan.
  - c. Engage in knowledge sharing and the identification of best practices in other states through the National Conference of State Legislatures, Council on State Governments, and other entities.
  - d. Establish policies for consideration of adoption by responsible authorities.
  - e. Make accessibility arrangements when requested.
  - f. Guide the legislature's adoption of new accessible document formats and layouts, procurement strategies, and accessible IT infrastructure.
  - g. Provide leadership, tracking and reporting of an exceptions process.
  - h. Develop and monitor grievance processes by coordinating the logistics associated with the grievance process, consulting with House and Senate counsel, and making recommendations to the LCC executive director.
2. **Establish accessibility best practices.** (20% of time)
  - a. Identify the tools, training, and resources needed to achieve accessibility compliance.
  - b. Lead and support accessibility communities of practice, partnering with subject matter experts in various offices.

- c. Engage legislative employees, through coordinators and direct communication, to identify issues or practice areas that need support.
  - d. Manage (and in some cases create) accessibility tools that have been proven effective based on work done by communities of practice or coordinators.
  - e. Monitor activities within each community of practice and actively participant agency accessibility coordinator meetings, trainings and activities.
  - f. Investigate and recommend accessibility best practices for communities of practice and accessibility coordinators.
  - g. Work with coordinators in legislative offices to ensure that activities align with State of Minnesota Accessibility laws and best practices.
3. **Develop and enhance the knowledge of legislative members and staff on accessibility standards and requirements.** (30% of time)
- a. Develop and maintain a high level of expertise on digital accessibility standards, which includes certification by the International Association of Accessibility Professionals (IAAP).
  - b. Build and maintain strong relationships with the Minnesota Office of Accessibility staff; accessibility coordinators in the House, Senate, and other offices of the legislature; and external stakeholders.
  - c. Inform members and staff of barriers to accessibility and provide advice on improvements.
  - d. Disseminate relevant accessibility news, best practices, and training opportunities from state, national, and international resources to legislative employees.
  - e. Coordinate training resources, convene meetings, and provide expertise throughout legislative offices to ensure consistency and leveraging of resources to ensure that all offices have access to appropriate training that increase the legislature's knowledge regarding accessibility.
  - f. Consult accessibility coordinators in legislative and executive branch offices.
  - g. Establish guidelines and responsibilities for the legislature's accessibility coordinators, set baseline competencies, and train coordinators in their roles and responsibilities.
4. **Provide outreach and communications related to accessibility.** (15% of time)
- a. Communicate accessibility plan progress and risks to responsible authorities and legislative leadership.
  - b. Identify activities in accordance with strategic priorities and allocate resources as appropriate.
  - c. Define and manage strategies that convey the importance of accessibility.
  - d. Consult with accessibility coordinators and other legislative offices on issues related to procurement, human resources, training, best practices, accessibility policy development and implementation, major project planning, emerging technologies, state and federal accessibility standards, and other accessibility-related topics.
  - e. Engage regularly with legislative coordinators and other staff to identify needs for resources and training, and to gain support and ensure that to the extent feasible content conforms to business needs.
  - f. Support and assist legislative offices as they engage accessibility vendors for accessibility audits or consulting.
  - g. Establish and serve as a point of contact for external stakeholder engagement to obtain input and feedback on accessibility efforts.
  - h. Define and develop strategies for partnerships, shared resources, policies, and processes for enhancing accessibility for the legislature.

5. **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. Assist in the development of RFPs or procurements for accessibility vendors/resources.
  - c. Participate in training and professional development activities.
  - d. Assist in analysis of legislation and development of fiscal notes impacting accessibility work of the legislature.
  - e. Represent the LCC in meetings and other forums as requested by the executive director.

**Budget Responsibility:**

Manages an ongoing accessibility operating budget of approximately \$435,000 annually.

**Supervisor Responsibility:**

Provides lead work direction to two LCC accessibility staff and directly influences the work of accessibility coordinators and staff responsible for accessibility compliance across the legislature.

**Scope of Relationships:**

1. Strong working relationships with responsible authorities and accessibility coordinators in the House, Senate, and joint legislative offices and commissions.
2. Frequent interactions with the MNIT accessibility office and accessibility coordinators in other agencies.
3. Works collaboratively with members and staff across the legislature to ensure compliance with accessibility standards.
4. Provides a high level of customer service to members of the public and other external stakeholders.
5. Establishes relationships across the country with other legislative offices for the purposes of sharing best practices.

**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. Significant knowledge of compliance, risk mitigation and legal implications of accessibility requirements.
- B. Ability to use Microsoft Office, online training tools and remediation software products.
- C. Understanding of accessibility considerations in IT development.
- D. Knowledge of federal and state laws related to providing digital disability accommodations and digital accessibility compliance with ADA and Section 508.
- E. Technical aptitude and interest for working with digital content and applications.
- F. Strong sense of being proactive, with an independent working style requiring minimal supervision.
- G. Willingness to take ownership of and be accountable for tasks, issues, and plan execution.
- H. Excellent verbal and written communication, analytical and organizational skills.
- I. Effective interpersonal communication skills, ability to communicate effectively to largely diverse groups, provide empathetic listening and superb interpersonal skills.
- J. Strong collaboration skills and flexibility to resolve competing views to produce optimal solutions.
- K. Ability to deal with highly emotional issues and challenging situations/personalities.

- L. Enhanced analytical and problem-solving skills sufficient to provide strategic and critical thinking.
- M. Effective time management and ability to prioritize tasks while managing multiple projects at the same time.
- N. Keen listening, comprehension, deduction, and retention of essential details and nuances
- O. Ability to maintain confidentiality of information.
- P. Nonpartisanship.

**Minimum Qualifications:**

1. Demonstrated experience with accessibility laws, regulations and standards.
2. Two years of experience coordinating accessibility efforts or large-scale projects across an organization.
3. Four-year degree. An additional two years of experience may substitute degree requirement.
4. One year serving as a lead worker, supervisor to staff, or serving in a leadership role.
5. Experience developing and delivering training.
6. Excellent written and verbal communications skills, including experience with public speaking.
7. Nonpartisan background.

**Desired Qualifications:**

1. Advanced or law degree.
2. Experience with legislative process.
3. Bilingual.
4. Formal project management experience.
5. One or more IAAP certifications (e.g., CPACC, WAS, CPWA, and CPABE) are preferred – these are certifications offered by the International Association of Accessibility Professionals and may be obtained after employment.

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