



Legislative Council Staff

Nonpartisan Services for Colorado's Legislature

Employment Opportunity with the Colorado General Assembly

Accessibility Analyst (Accessibility Specialist/Document & Publication Specialist)

About Legislative Council Staff

Colorado Legislative Council Staff (LCS), is the nonpartisan research agency of the Colorado General Assembly, the legislative branch of the State of Colorado. Legislative Information Services (LIS), the technology section within Legislative Council Staff, is responsible for developing, maintaining and securing all information and technology systems for legislators and legislative staff.

Legislative Council Staff is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We are committed to increasing the diversity of our staff; therefore, we encourage responses from people of diverse backgrounds and abilities.

When you join LCS, you can expect:

- to fill a vital role in supporting Colorado's lawmakers to serve our state and uphold the democratic process;
- to join a supportive and collegial culture that is driven by our shared mission, vision, and values;
- to work for an organization committed to balancing our important work for the state legislature with employees' lives outside of work;
- to be supported in your continual professional development and growth; and
- to work for an organization that recognizes the unique talents, backgrounds, and contributions of our individual employees.

Additional information about Legislative Council Staff can be found at:

<http://leg.colorado.gov/agencies/legislative-council-staff>.



About the Position

We are seeking a highly skilled and motivated Accessibility Analyst to join our Legislative Information Services (LIS) Accessibility team. In this role, you will be responsible for ensuring that electronic documents and digital services are accessible to individuals with disabilities, in compliance with relevant accessibility standards and guidelines. As a team member, you will make an impact on the future of legislative engagement in the Colorado community by providing technical expertise to ensure our digital content is perceivable, operable, and understandable for our diverse customer base. Our ideal candidate has a strong background in document accessibility and publication practices, a keen eye for detail, and is passionate about creating an inclusive digital experience for all users.

The Colorado General Assembly is a small but high-profile state government institution with approximately five hundred users, including one hundred legislators. LIS provides computing, network and storage technology infrastructure, applications and systems support to all legislative staff, legislators, and others in the Capitol building. Within this unique organization you will experience challenging work while directly contributing to the betterment of Colorado.

Employment type, work authorization, and remote work

This is a full-time, salaried state employment, hybrid position with onsite requirements and work from home options. You must be authorized to work in the US. Persons seeking contract positions, full time remote or visa sponsorship need not apply. Pursuant to the Colorado constitution, legislative employees, including this position, are not part of the state personnel system.

Primary responsibilities

In this position, you will be required to:

- evaluate and remediate electronic documents by:
 - using specialized software and tools such as Adobe Acrobat Pro and CommonLook PDF to produce a PDF document compliant with WCAG 2.2 and PDF/UA-1 (ISO 14289-1);
 - conducting thorough evaluations using assistive technologies and other tools to ensure compliance with accessibility standards;



- implementing remediation techniques to address identified accessibility issues in digital documents; and
- utilizing document accessibility tools to produce reports stating compliance with WCAG 2.2 and PDF/UA-1.
- evaluate and remediate electronic document templates by:
 - conducting thorough evaluations of Microsoft Word, Excel, PowerPoint, and Adobe InDesign document templates to ensure the production of accessible documents; and
 - implementing remediation techniques to address identified accessibility issues and optimize existing document workflows.
- work closely with customers to incorporate accessibility in their business processes.
- provide training and guidance by:
 - staying current with industry trends and changes in accessibility standards to continuously improve document remediation processes; and
 - assisting in the creation of instructional material and resources for content creators and other stakeholders on best practices for creating accessible digital products.
- conduct thorough quality assurance testing to verify the effectiveness of document accessibility remediation efforts.
- maintain a systematic approach to track and manage accessibility-related issues and resolutions.
- work on other projects and responsibilities as assigned.

About You

Education and experience requirements

Your educational background is a Bachelor's degree from an accredited university or equivalent relevant technical work experience. You should have at least 5-8 years of demonstrable experience in electronic document publication, accessibility formatting, and accessible design practices.

Technical knowledge, skills, and abilities

To fulfill these responsibilities, you will need to have:



- a Bachelor's degree in a related field or equivalent work experience;
- demonstrated experience in document accessibility remediation, with a strong understanding of WCAG, Section 508, and PDF/UA-1 (ISO 14289-1);
- proficient with accessibility testing tools such as Adobe Acrobat Pro and CommonLook PDF, and assistive technologies such as NVDA, JAWS, and VoiceOver;
- strong knowledge of document formats word processors, including PDF, Microsoft Word, Excel, PowerPoint, Adobe Acrobat, and Adobe InDesign;
- the ability to maintain confidentiality;

Required traits

To fulfill these responsibilities, you will need to:

- have strong written and verbal communication skills, with the ability to collaborate effectively across diverse teams;
- be self-motivated, proactive, and comfortable working under limited supervision;
- have empathetic listening and excellent intrapersonal skills;
- be comfortable taking ownership and accountability;
- be comfortable working under deadlines with effective time management skills;
- have the ability to prioritize across multiple assignments;
- be detail-oriented with a commitment to producing high-quality, accessible digital products;

Preferred skills

Our ideal candidate has:

- one or more IAAP certifications (e.g., ADS, CPACC, etc.);
- experience with document accessibility in various industries such as education, government, or healthcare;
- familiarity with accessibility considerations for multimedia content within documents; and
- awareness of Colorado accessibility laws, including HB21-1110.



Salary and benefits

The salary range for this position is \$60,000 - \$80,000 per year, with salary level within this range commensurate with education and experience. Legislative Council Staff employees are not members of the state personnel system.

Legislative Council Staff is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Our benefits package includes:

- [*PERA retirement benefits*](#), including the PERA Defined Benefit Plan or PERA Defined Contribution Plan, plus optional 401K and 457 plans;
- [*Medical, dental, and vision*](#) insurance coverage;
- automatic short-term and optional long-term [*disability coverage*](#);
- [*Life and AD&D insurance*](#);
- [*Flexible Spending Accounts*](#) (FSAs);
- a variety of discounts on services and products available through the State of Colorado's [*Work-Life Employment Discount Program*](#); and
- [*Credit Union of Colorado*](#) membership eligibility.

Our generous and flexible leave policies include:

- a minimum of three weeks of annual leave, based on tenure, and accrued on a monthly basis;
- eleven annual paid holidays;
- sick leave;
- flexible work schedules during the legislative interim; and
- a generous compensation time policy.

Application Process

Please send your application to [*lis.ga@coleg.gov*](mailto:lis.ga@coleg.gov) by October 8, 2024.

Subject: Application for Accessibility Analyst (Publications Specialist)

Your application should include:

- your resume;
- a cover letter; and



- a portfolio showcasing examples of successful document accessibility remediation projects. Please highlight specific challenges addressed and the methodologies employed in your remediation process.

Accessibility statement. The Colorado Legislature is committed to the full inclusion of all qualified individuals. Our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation for applying or interviewing for this position, please direct your inquiries to our ADA Coordinator at accessibility@coleg.gov or call 303-866-3393. For more information, please visit leg.colorado.gov/accessibility.