

## WEB ACCESSIBILITY ANALYST

### GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, performs a wide variety of moderate to complex duties and responsibilities related to professional level project organization and methodologies. The incumbent leads web accessibility for colleges, California Community Colleges Technology Center (CCCTC), and other California Community Colleges (CCC) entities; provides guidance for ongoing web evaluations, both automated and manual, on websites, web content, and web applications. The incumbent receives and responds to questions and provides guidance for accessibility of development and remediation and prioritization of existing content; leads accessibility reviews of CCCTC applications.

**REPRESENTATIVE DUTIES:** The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.

**BASIC FUNCTION:** The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Serves as a project leader with overall responsibility for overseeing medium to large complex projects from the planning stages through the implementation process working directly with institutional and management staff; performs project analysis and planning; recommends assignment of project tasks to peer project team members; monitors and reports task accomplishment and project progress and completion. \*
2. Provides support to developers and technology experts at colleges, CCCTC, and other CCC entities and vendors to ensure websites and webpages meet federal and state accessibility standards; provides accessibility reviews throughout the development process. \*
3. Assists in the support of CCC systemwide and college efforts for increasing web accessibility; develops resources and engages with CCC entities to assist in interpreting, understanding, and developing solutions for ensuring web accessibility. \*
4. Administers and manages automated web assessment tool(s) supported by the Californian Community College Accessibility Center (CCCAC) for college usage, including auditing, testing, and establishing technical specifications to bring all internally built web applications up to current accessibility standards. \*
5. Performs analysis to meet a wide variety of institutional information needs; supports institutional decision-making and reporting by creating administrative reports; provides web accessibility statistics and written reports regarding system-wide website compliance, as well as web accessibility-related product usage. \*
6. Provides technical guidance regarding the accessibility of applications, systems analysis, design, development, and implementation of accessible systems. \*
7. Coordinates, plans, and facilitates web accessibility technical training. \*

8. Supports the activities of the CCCAC, including but not limited to web content creation or remediation, guidance for web content creation or remediation best practices, outreach to appropriate CCC representatives, and systemwide efforts. \*
9. Promotes usage of web accessibility resources throughout the system during meetings and training programs. \*
10. Remains current in web accessibility including but not limited to maintaining proficiency in new and evolving legislation related to web accessibility. \*
11. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
12. May serve on a variety of committees as requested.
13. Performs other duties that support the overall objective of the position.

**MINIMUM QUALIFICATIONS****EDUCATION/EXPERIENCE:**

- Bachelor's degree\* in Computer Science or a technology-related discipline; **AND**
- Four (4) years of experience in web accessibility.
- Experience performing the responsibilities directly related to the duties and responsibilities of the position.
- Or, any combination of education and experience which would provide the required qualifications for the position.

\*Bachelor's degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college

**LICENSES, CERTIFICATES, SPECIAL REQUIREMENTS:**

- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

**DESIRED QUALIFICATIONS:**

- Trusted Tester or similar accessibility certification.
- Certified Professional in Accessibility Core Competencies.
- Thorough knowledge of relevant accessibility and disability laws and guidelines.

***KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)*****Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Relevant accessibility and disability laws and guidelines.
- Americans with Disabilities Act (ADA).
- Available resources related to the area of assignment.
- Operational and inter-related uses.
- Vendor and contractor relationships.
- Contract management and agreements.

- Effective communication skills, both verbally and in writing.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Interpersonal skills using tact, patience, and courtesy.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

**Ability to:**

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures.
- Learn and implement the required policies, procedures, rules, and regulations of the District and department.
- Plan, schedule, and direct web accessibility projects.
- Perform complex system analysis.
- Demonstrate work activities to others.
- Perform complex system analysis.
- Maintain and understand a sense of urgency and organization.
- Maintain a sense of self-motivation.
- Communicate effectively, clearly, and concisely, both verbally and in writing.
- Maintain and understand a sense of urgency and organization.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgement in the course and execution of assigned responsibilities.
- Work successfully within a team environment.
- Schedule and organize training programs.
- Provide efficient training to appropriate audiences.
- Utilize and apply critical thinking in the procurement and negotiation process.
- Keep abreast of emerging technological advancements and changes related to the area of the assignment.
- Work in a fast-paced environment handling multiple tasks while paying close attention to detail with frequent interruptions.
- Understand, interpret, and apply federal, state, and District rules, regulations, policies, and procedures.
- Integrate local, state, and federal laws and regulations.
- Maintain proficiency in new and evolving legislation related to the area of assignment.

- Greet the public, students, and staff respectfully and respond intelligently to questions regarding policies, procedures, and other information related to the area of assignment.
- Provide organizational skills while paying close attention to detail.
- Operate computers and related equipment with ease.
- Maintain and follow schedules and calendars.
- Make necessary mathematical calculations accurately.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Understand and carry out verbal and written instructions.
- Effectively communicate both verbally and in writing.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Demonstrate sensitivity to, and respect for, diverse populations.
- Establish and maintain cooperative relationships with those contacted during work.

**RELATIONSHIPS WITH OTHERS:**

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

**SUPERVISION EXERCISED and/or RECEIVED:**

The incumbent in this classification may provide training, work direction, and/or guidance to lower-level staff and other employees assigned to project teams; may provide work direction to student workers, student assistants, and/or short-term, temporary employees.

The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

### **WORK ENVIRONMENT AND CONDITIONS:**

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Remote work from home or other locations, as approved and appropriate to the position.

### **Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY**

**EMPLOYER:** To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

**BGCCD is** committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.