



Accessibility Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ACCESSIBILITY SPECIALIST I	0340	B21	\$54,278 - \$87,046
ACCESSIBILITY SPECIALIST II	0341	B23	\$61,184 - \$99,658
ACCESSIBILITY SPECIALIST III	0342	B25	\$69,572 - \$114,099

GENERAL DESCRIPTION

Performs accessibility work involving creating digital content and other forms of Electronic Information Resources; and testing and evaluating web pages, mobile applications, and software interfaces, to ensure they meet accessibility standards.

EXAMPLES OF WORK PERFORMED

Analyzes web content for accessibility, recommends changes to make content accessible, and remediates accessibility issues.

Tests and remediates various information communication technology formats, including PDFs, Microsoft Office documents, websites, desktop applications, and mobile applications, to meet accessibility standards.

Ensures implementation of industry best practices for accessibility services for digital content and Electronic Information Resources, such as brochures, flyers, webpages, documents, forms, and training materials.

Creates reports that describe accessibility obstacles as well as provide technical guidance and recommendations to overcome obstacles.

Delivers testing results to internal customers and participates in follow-up discussions to develop a roadmap in effort to improve the accessibility and usability of agency resources.

Provides coaching and mentoring to team members and internal customers to improve accessibility knowledge throughout the agency.

Participates in the development and delivery of instructional materials, aids, and manuals to meet training needs.

Ensures compliance with all Federal, State, and agency procedures, policies, rules, and laws.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

Note: Factors that may distinguish between the journey levels include the degree of independence in performing the work and the complexity of the work and may include the years of related experience, education, and certifications. Employees at the journey level may independently perform the full range of work listed in the examples or may assist others in that work.

ACCESSIBILITY SPECIALIST I (Added 9-1-2023): Performs routine (journey-level) accessibility work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine work following standard procedures.

ACCESSIBILITY SPECIALIST II (Added 9-1-2023): Performs complex (journey-level) accessibility work. Employees at this level may work more independently than those at the previous levels and may routinely assist other staff in performing job duties of greater complexity. Employees at this level may work more independently than those at the previous levels and may routinely assist other staff in performing work of greater complexity. Employees may collaborate with internal and external partners to identify needs and incorporate best-practice policies for accessibility.

Note: A senior-level employee (level III) may serve in a lead or supervisory role. A senior-level employee may perform the full range of work identified in the preceding levels and may coordinate, evaluate, or oversee that work for others.

ACCESSIBILITY SPECIALIST III (Added 9-1-2023): Performs highly complex (senior-level) accessibility work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully oversee highly complex accessibility projects, and may also perform accessibility reviews and report on findings.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience and/or education in a field relevant to the work being performed. Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to be specific and meet the agency's business needs. Agencies also may substitute experience and education for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of local, state, and federal laws relating to accessibility; web, application, and accessibility technologies; basic research methods and tools, and data visualization tools; and visual analysis and color sampling.

- Skill in the use of a computer and applicable software. Ability to analyze and solve complex and difficult problems of accessibility; to use various accessibility applications; to develop effective data collection tools such as surveys, questionnaires, and interviews; and to communicate effectively.

Additional for Accessibility Specialist III level

- Ability to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May be required to possess certification as a Certified Professional in Accessibility Core Competencies (CPACC).