



BOISE STATE UNIVERSITY

Job Standard for Web Accessibility Analyst

Employee Name:

Employee ID:

Employee PCN:

How to use this Job Standard:

1. The Purpose, Scope, Qualifications and Job Functions are specific to this job title and can not be edited.
2. Click 'download to Word'
3. Under Essential Functions you may add an additional 35%, specific to your department needs.
4. Complete this standard before creating the job announcement and posting the position.
5. This standard will be used as the new Job Description for the prospective employee.
6. After hire is complete, insert Employee Name and PCN#

Web Accessibility Analyst Overview

- Person Group: Professional
- Job Code: 75429
- Pay Grade: P7
- FLSA Status: Exempt
- Career Level: Intermediate
- Family: Communications & Marketing
- Function: Web

Purpose

The Web Accessibility Analyst is responsible for monitoring, remediating and/or facilitating remediation of University websites in compliance with Boise State University Accessibility policies, Web Accessibility policies, other web accessibility standards and guidelines, and web accessibility mandates from the Offices of Internal Compliance and General Counsel.

Level Scope

Fully competent and productive professional contributor who applies acquired job skills, policies, and procedures to complete substantive assignments/projects/tasks of moderate scope and complexity. Works independently with general supervision; exercises judgment within defined guidelines and practices to determine appropriate action. May provide guidance and assistance to entry level professionals and/or support employees.

Minimum Qualifications

Bachelor's degree and 2 years experience or equivalent level of professional experience

Knowledge, Skills, and Abilities

- Knowledge or experience with systems, standards and applications of applications, not limited to; WordPress, HTML, CSS, Web Accessibility Standards, e-learning development software
- Some knowledge of technical writing for communicating complex technical processes and systems for end users with varying ranges of technical experience.
- Excellent presentation skills with solid communication capabilities and practices, both oral and written
- Knowledge of Supervisory practices
- Works well in a team environment
- Strong interpersonal capabilities and ability to work cross-functionally with other leaders on sensitive and/or emotional issues

Essential Functions

Key Responsibilities

60% of Time the Web Accessibility Analyst must:

- Monitor Boise State's public-facing web environment utilizing web monitoring software and analytics to ensure compliance with accessibility standards.
- Identify trends or patterns re: specific sites falling out of compliance, and develop plans to respond to, education and support site web administrators and content authors.
- Comply with policies, standards and laws for web-based information pages. Submit and track accessibility monitoring tools support issues with accessibility software developers.
- Remediate Boise State website content to ensure compliance with accessibility standards and University policy.
- Caption videos and provide video transcriptions. Make PDF, Microsoft Office, and other productivity files and web media accessible.
- Supervise student employees by delegating remediation tasks, evaluating work, and prioritizing tasks.
- Develop content for and teach classes to University staff and faculty on how to use accessibility monitoring software.
- Provide group and 1:1 support and training for University web administrators and content authors on how to develop and maintain accessible websites. Develop content for and give presentations on web accessibility and remediation best practices to groups and individuals.
- Write documentation for, edit, and maintain accessibility websites. Develop and maintain e-learning content for web accessibility.
- Research relevant trends and best practices in web accessibility and standards.

35% of Time the Web Accessibility Analyst

Determined by department needs

5% of Time the Web Accessibility Analyst

Perform other duties as assigned

Work Environment and Physical Demands

Some positions may involve frequent bending, moving, lifting, and carrying material weighing up to 50 pounds; some positions may involve moving, lifting, and carrying material weighing up to 70 pounds; standing up to eight hours each day; working in all weather conditions; exposure to high noise levels and require wearing hearing protection.

Travel Requirement

Not applicable for Web Accessibility Analyst

Career Path

Additional training/education or equivalent experience, as well as business need, are required for movement into higher level jobs.

Disclaimer

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work. Final employment offers are contingent upon a Final Candidate's successful completion of a Background Verification, and a determination by the University that the information derived from the Background Verification does not disqualify the individual. In addition, a Financial History Check and Motor Vehicle Record (MVR) Check may be required.