

Oregon State Legislature

Digital Accessibility & Design Specialist

Job Description

Classification Title	Digital Accessibility & Design Specialist		
Job Code:		Job Family:	Legislative
Pay Grade	IT07	Date Reviewed:	Information Technology / Media
FLSA Status	Exempt	Date Revised:	02/2026

GENERAL SUMMARY

Focuses on adapting digital documents to ensure accessibility and compliance with WCAG 2.1 Level AA standards, providing user training on creating accessible documents, and providing design input for user interfaces and user experiences for legislative applications and digital platforms. Responsibilities include UI/UX design collaboration, usability testing, accessibility audits, and integration of inclusive design principles.

REPORTING RELATIONSHIPS

Reports to the Customer Engagement Leader.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Remediates accessibility issues using tools like Adobe Acrobat Pro, Microsoft Accessibility Checker, SharePoint's accessibility assistant, and manually, to WCAG Version 2.1 AA standards.
2. Works with ADA Coordinator to provide training and guidance to users on creating accessible documents and online content.
3. Provides UI/UX design input for internal and custom applications.
4. Provides input regarding accessibility standards and principles into web and app design process.
5. Responds to monitoring software notifications regarding web pages, documents (especially PDFs), and mobile content that need accessibility improvements.

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6. Works with ADA Coordinator to ensure compliance across IT platforms like OLIS, oregonlegislature.gov, oregoncapitol.com, and internal applications.
7. Evaluates and implements AI tools that support accessibility (e.g., automated alt-text generation, real-time compliance scanning).
8. Maintains documentation and reporting for ADA compliance tracking.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Accessibility standards such as WCAG 2.1, ADA Title II, and experience using tools like Adobe Acrobat Pro and Microsoft Accessibility Checker
- SharePoint library processes for downloading and uploading content
- WCAG 2.1 Level AA, ADA Title II compliance standards
- Communication of design and accessibility requirements to technical and non-technical teams
- Digital accessibility tools and assistive technologies (e.g., screen readers, keyboard navigation)
- AI tools for accessibility
- Legislative or government working environment

Skill in:

- Use of Microsoft Office and Adobe Acrobat Pro
- Written, verbal, and online training and communication
- Web content creation and modification
- Customer service and stakeholder engagement

Ability to:

- Analyze and interpret accessibility compliance standards (WCAG 2.1, ADA Title II) and apply them effectively across digital platforms.

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- Translate complex technical requirements into clear, actionable guidance for non-technical stakeholders.
- Collaborate cross-functionally with IT, design, and content teams to integrate accessibility and inclusive design principles.
- Prioritize tasks and manage multiple projects independently while meeting deadlines.
- Evaluate emerging technologies and AI tools for accessibility improvements and recommend adoption strategies.
- Facilitate usability testing and incorporate feedback into iterative design processes.
- Maintain accurate documentation and reporting for compliance audits and accessibility initiatives.

MINIMUM JOB REQUIREMENTS

A relevant bachelor’s degree in Information Technology, Digital Media, Web Design, Human-Computer Interaction, or a similar field, OR

Four (4) years of professional experience in digital accessibility, web content management, or UI/UX design. Experience in a legislative or government environment is a plus but not required.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

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

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Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment. Availability for positions in this class must match customer needs, requiring presence during regular business hours, plus occasional evenings, and weekends.

PHYSICAL DEMANDS

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

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.