



# WASHINGTON STATE SENATE

Washington State Senate • [www.leg.wa.gov/Senate](http://www.leg.wa.gov/Senate)  
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## EXEMPT RECRUITMENT ANNOUNCEMENT

**JOB TITLE:** Accessibility & Language Access Systems Analyst  
Washington State Senate Administration

**REPORTS TO:** Secretary of the Senate

**LOCATION:** Olympia, Washington

**CLOSES:** May 13, 2024



### Position Profile

The Washington State Senate seeks a collaborative, forward thinking, and proactive Accessibility & Language Access Systems Analyst to serve as a facilitator and bridge between legislative processes and communities participating in legislative proceedings. This is an internal recruitment and promotional opportunity, initially open only to current legislative staff. The future of accessibility and language access in the Legislature is exciting. There are existing technologies to be implemented in the short-term and emerging technologies that will create more opportunities for accessibility.

The Systems Analyst will have a deep understanding of legislative processes and connections to impacted communities and will be proactive in identifying barriers and working on technological and process solutions to eliminate those barriers. This position will be part of Senate Administration and will support all workgroups on public facing accessibility and language access issues and will collaborate closely with the rest of the systems analyst team.

The successful candidate will be provided training and professional development opportunities to deepen their understanding of the compliance requirements of Title II of the ADA. They will also work closely with Senate Counsel, the Human Resource Officer, and the Assistant Attorney General assigned to the Senate on any legal questions or issues that might arise.

This position reports to the Secretary of the Senate.

### Position Responsibilities

- Serve as the Title II ADA Coordinator for the Senate.
- Coordinate with Senate Committee Services, individual member offices, and the caucuses to arrange spoken language and ASL interpretation and CART captioning services for committee hearings and other legislative meetings.
- Evaluate Senate systems and processes to identify barriers and proactively engage in efforts to eliminate those barriers.
- Manage contracts with vendors for interpretation, CART captioning, and translation services.
- Collaborate with the House and legislative agencies on broader legislative accessibility initiatives.
- Work with LEG-TECH on systems and applications, bridging internal users and external constituencies.
- Collaborate with the systems analyst workgroup to identify areas of need related to systems and develop improvements to address those needs.

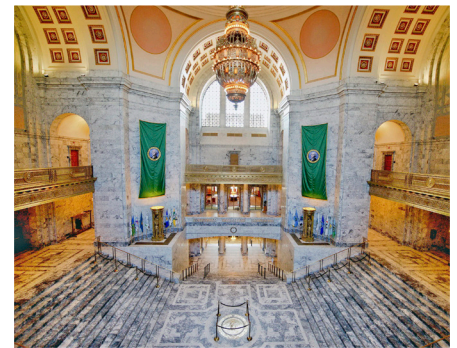


- In partnership with the HR Office, provide trainings and resources to staff and members to promote accessibility of Senate meetings, proceedings, and publications.
- Coordinate with Senate Committee Services, individual member offices, and the caucuses to arrange translation of written documents.
- Gather, organize, review, and analyze data on pertinent IT accessibility issues. Explore possible solutions to problems and goals, define options, prioritize requirements, and assess risks associated with system changes, and explore, suggest, or recommend best course of action.
- Receive and resolve complaints from the public regarding ADA accommodations.
- Serve on various technical and advisory groups regarding legislative information systems, processes, and decisions.
- Consult with Senate Counsel and the Human Resource Office on legal obligations of the Senate under Title II of the ADA.



### **Critical Skills & Abilities**

- Understanding of the legislative process.
- Experience working with disability and other impacted communities.
- Experience with or familiarity with accessible IT technology, practices, and policies.
- Ability to employ business analysis and change management principles.
- Excellent communication and presentation skills with the ability to convey complex information in a manner that informs diverse audiences.
- Ability to work under time constraints to meet deadlines as necessary.
- Ability to work collaboratively and effectively interact with others who have diverse backgrounds to promote trust.
- Ability to work in a nonpartisan capacity.



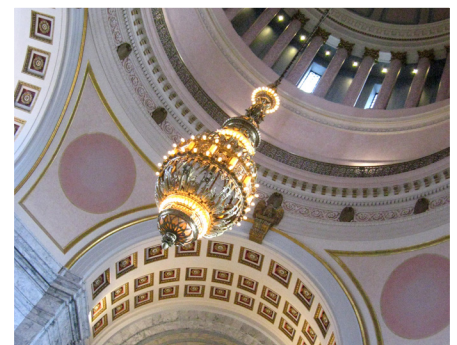
### **Qualifications**

A bachelor's degree AND two years of related work experience OR an equivalent combination of experience and education.

*Note: Diverse backgrounds in education and experience could be successful in this role and will be considered. Candidates with any combination of lived and professional experience that demonstrates the ability to perform the work will be considered.*

### **Additional Requirements**

- Long and irregular hours are required during the legislative session, including evening and weekend work. When the Legislature is not in session, flexible schedule options are available.
- This position works in-person in Olympia during the legislative session. When the Legislature is not in session, in-state remote work is supported for 3-4 days a week, except when needed to be in-person for training or legislative meetings.
- This position is full-time and exempt from civil service.



### **Salary Range**

[RCW 49.58.110](#) requires employers to provide a full salary range in job postings. This position is in range 12 and the full range for the position is **\$5,904 - \$10,231** monthly. The initial salary offered will consider internal equity and will be based on relevant knowledge, skills, and experience.

### **Employee Benefits**

The Senate offers a comprehensive benefits package including medical, dental, life and long-term disability insurance; vacation, sick, military, bereavement, and civil leave; 12 paid holidays per year; a state retirement plan; deferred compensation; healthcare flexible spending account; dependent care assistance; infant at work policy, optional credit unions and savings bonds; and tuition reimbursement.

### **How to Apply**

Interested applicants should submit:

1. A letter of interest specifically addressing the qualifications listed in the announcement
2. A current and detailed resume

All application materials should be submitted by **5:00 pm on Monday, May 13, 2024** to [Senate.HRO@leg.wa.gov](mailto:Senate.HRO@leg.wa.gov).

Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact the Senate Human Resource Office at [Senate.HRO@leg.wa.gov](mailto:Senate.HRO@leg.wa.gov).



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