

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency CIV RGHT CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Disability Rights and Compliance
5. Working Title (What the agency calls the position) Document Accessibility Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor KHAN, TYRA S; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WOOLRIDGE, KIMBERLY C; DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Various, Michigan / Monday- Friday 8am-5pm

14. General Summary of Function/Purpose of Position

This position is responsible for conducting accessibility reviews of documents in print and digital formats, video and audio recordings and other forms of media used by the department internally and externally. The role also assists with testing internal and external content for accessibility and performing any necessary remediation work to bring any applicable materials into compliance with federal and state law, guidance and SOM policy. This position also supports the work of the Office of the State ADA Coordinator by researching and assisting in the development of events, trainings, guidance material, monitoring the designated accessibility mailbox, staying updated on evolving digital accessibility standards and best practices and other related tasks.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Review, test and remediate of internal and external facing digital and print content, website/webpages, other media and materials, and support

Individual tasks related to the duty:

- Conduct detailed reviews and testing of digital and printed documents (e.g., PDFs, Word, PowerPoint) to ensure compliance with SOM policy and standards as well as applicable state and federal law.
- Review and remediate inaccessible elements and areas of MDCR's website, webpages and internal Sharepoint pages in conjunction with MDCR's Communications team.
- Remediate any non-compliant materials in varying formats.
- Utilize and maintain document accessibility software (e.g., CommonLook, Adobe Pro, and other relevant tools) to review, remediate, and optimize documents for accessibility compliance.
- Provide guidance and technical support to staff for the creation and remediation of accessible documents.
- Provide support and guidance to MDCR's guest presenters on externally produced content.
- Assist in maintaining tracking systems for document remediation efforts and reporting on progress.
- Create or update accessible document templates to ensure consistent accessibility across departmental materials.
- Identify gaps and inefficiencies and recommend improvements to enhance accessibility practices.
- Support new workflows, processes, and guidelines to ensure consistent document accessibility across the department.

Duty 2

General Summary:

Percentage: 30

Support the work of the Disability Rights and Compliance Division related to digital accessibility (DRACD)

Individual tasks related to the duty:

- Conduct training for internal staff, other SOM departments, and the public on digital accessibility and remediation tools and best practices.
- Attend trainings, conference and events related to digital accessibility in order to stay updated on best practices and the evolving laws, regulation and trends related to digital accessibility.
- Develop training materials related to digital accessibility in various areas.
- Utilize existing software, tools and technologies to support the work of the Division as needed.
- Research and complete additional certifications related to document and program accessibility, as needed and instructed.
- Support the department with standardizing public facing materials utilized by all divisions and units within MDCR for accessibility and compliance with state and federal disability law and guidance.
- Assist the Director of the DRACD in providing day-to-day guidance and technical assistance to all units of MDCR, as needed.
- Support the work of the State ADA Coordinator and support the day-to-day work of the Director of the DRACD and the units within the division related to digital accessibility.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Assist with accessibility considerations for planning and execution of MDCR meetings and events.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Independently review and remediate inaccessible content for MDCR; test modules and materials; conduct trainings; track metrics.

17. Describe the types of decisions that require the supervisor's review.

Newly developed presentations, materials, and trainings; unclear department directives or conflicting priorities as well as other situations unique in nature.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is performed in a typical office environment, around electronic equipment. Occasional travel throughout the state. Physical activities: sitting for long periods, carrying, standing, and use of personal computers.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Review and test content for accessibility; perform necessary content remediations in various formats; conduct training internally and externally; track metrics; staying updated on state and federal regulations, trends, software and best practices; develop training materials.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New establishment.

25. What is the function of the work area and how does this position fit into that function?

This Disability Rights and Compliance Division has a responsibility for enforcing various state and federal laws. The work area is responsible for coordinating programs, activities, and services of all state departments and agencies related to compliance with state and federal disability rights laws including Americans with Disabilities Act, Rehabilitation Act, and Persons with Disabilities Civil Rights Act. This position performs research and analysis related to various programs and content for the department.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of research and analysis. Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting. Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services. Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs. Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services. Knowledge of the economic, social, political, and business conditions of the state. Knowledge of the legislative process and governmental organization and structure. Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis. Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures. Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives. Ability to prepare requests for proposals and program agreements. Ability to organize, evaluate, and present information effectively. Ability to interpret laws, rules, and regulations relative to the work. Ability to formulate plans, procedures, and controls in a program or service area. Ability to learn and utilize computer processes. Ability to design forms. Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

BERNITA KISSANE

12/22/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date