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Columbia Lighthouse for the Blind
Job Description
January 2019
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Title: Accessibility Analyst (Section 508)

Location: Washington DC Metro Area

Purpose of Position: The 508 Accessibility Analysts will provide support to the VA Office of Information Technology, Product Development by conducting Department-wide validation and conformance testing of VA EIT products and systems to ensure conformance with the Section 508 Standards. The candidate for this position will require all resources to successfully pass a standard background check for a Public Trust (6c) position.

Responsibilities:

1. In the area of Section 508 Accessibility Testing, serve as the testing 508 accessibility SME and perform the following:

   a. Conduct all initial Section 508 assessment and assigning validation statuses to systems, vendor products, and any other item submitted for 508 analyses
   b. Create a Section 508 Assessment Status Document that will verify or disprove the conformance of the EIT under assessment to Section 508 accessibility requirements listed in Part 1194 and subsections (21, 22, 23, 24, 25, 26, 31 & 41) of the EIT standards.
   c. Track deficient 508 issues, generate 508 reports to Project Managers, produce 508 status reports for management, and track software requests and 508 classes given by the 508 Program Office.
   d. Conduct validation tests using Section 508 Program Office's standardized checklist and best practices, identify and document areas of nonconformance, identify problems encountered and recommend suggestions for improvements and best practices. Document conformance to Section 508 accessibility requirements listed in Part 1194 and subsections (21, 22, 23, 24, 25, 26, 31 & 41) of the EIT standards.
   e. Document the test validation information in the Detail Validation Test Report.

f. Conduct final validation tests (final testing/validating using the Master Test Plan), identify and document areas of nonconformance, and construct a Detail Final Validation Test Report that provides a detailed report of findings and deficiencies, identifies problems encountered, and recommends suggestions for improvements and best practices. The Subcontractor test team shall document conformance to Section 508 accessibility requirements listed in Part 1194 and subsections (21, 22, 23, 24, 25, 26, 31 & 41) of the EIT standards. Document the final test validation information in the Detail Validation Test Report.

Education/Experience Requirements:

1. Minimum Bachelor's degree, preferably computer science, web development/design, or knowledge acquired through extensive work-related experience.
2. Must have proficient knowledge and understanding of the requirements of Rehabilitation Act Section 508 and how they apply to federal agency business operations and processes.
3. Excellent oral and written interpersonal communication skills, customer service orientation, and the ability to solve customer problems in a timely manner.
4. Ability to obtain a Public Trust (6c) clearance required

Experience: Minimum of three (3) years specialized experience organizing and supporting the implementation of Section 508 and Software Quality Assurance testing. Demonstrated experience with assistive technology (e.g., screen readers, accessibility validation tools), HTML coding, CSS (style sheets), and software (e.g. Dreamweaver, JavaScript, PDF, Flash), file and media formats. Must be able to write test summaries and test analysis summaries

Skills, Knowledge and Abilities:

1. Proven ability to work independently and as a team member.
2. Excellent communication (written and oral) and interpersonal skills.
3. Good organizational, multi-tasking, and time-management skills.
4. Ability to learn very quickly and share knowledge with other team members.
5. Strong problem solving skills, ability to multi-task, organized, ability to work in a fast-paced dynamic environment, and very detail oriented.
6. Computer experience required.

7. Willingness to work a flexible schedule as needed to execute test cases.
8. No travel required.
9. Must be able and willing to work forty (40) hours per week.

Blind and Visually Impaired Individuals are encouraged to apply. Please send resume and cover letter to resumes@clb.org.

Columbia Lighthouse for the Blind is committed to equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.