

Metropolitan King County Council Position Descriptions



King County

Position: Policy Analyst

FLSA: salaried, overtime exempt

Department: Office of Law Enforcement Oversight (OLEO)

Salary Grade: 126

Council Approved: February 1, 2022

Summary

The Policy Analyst, under the guidance of a Senior Policy Analyst, plays a key role within the Office of Law Enforcement Oversight (OLEO), an independent agency that provides oversight of the Department of Public Safety (Sheriff's Office). The Policy Analyst's central duties are (1) to conduct reviews of a subject matter or a particular incident to assess Sheriff's Office systems and make appropriate recommendations and (2) to review and recommend changes in Sheriff's Office policies and practices, or local and state laws, based on OLEO's priorities and objectives as well as quantitative and qualitative research.

Additional duties may include participating in department of public safety or OLEO administrative investigations of alleged misconduct or other matters; conducting certification reviews of Sheriff's Office administrative investigations; data analysis; drafting of investigative and disciplinary findings; working with external actors on local and state policies; and preparation of reports for internal and external stakeholders. The Policy Analyst works collaboratively with other staff and is assigned additional duties as needed. This is a salaried, at-will, overtime-exempt position that reports directly to the OLEO Director or their designee.

Distinguishing Career Features

- Knowledge of audit, investigative, research, and data collection techniques, principles, and practices.
- Knowledge of current local and state laws affecting public safety, policing, and police oversight, as well as of Sheriff's Office policies and directives.
- Knowledge of best practices and new and novel approaches to public safety.
- Familiarity with the communities served by the Sheriff's Office and their demands.
- Ability to balance multiple projects of various complexity and meet timelines.
- Highest standards of integrity, ethics, discretion, and confidentiality.

Essential Duties

- Conduct and contribute to systemic reviews and audits of the Sheriff's Office.
- Conduct qualitative and quantitative analyses of Sheriff's Office policies and practices, including recommending changes to specific policies.
- Analyze and evaluate public safety policies nationwide and make appropriate recommendations.
- Work with OLEO's community engagement team to incorporate community standards into recommendations where appropriate.
- Prepare, publish, and present reports to various stakeholders, including the County Council.
- Monitor and support review of critical incidents involving police action.
- Perform other duties as assigned that support the efforts of OLEO.

Qualifications

Knowledge, Skills, and Abilities

- Specialized knowledge of principles, methods, and techniques used in audits, preferably of administrative investigations.
- Knowledge of audit, investigative, and research techniques, principles, and practices.
- Demonstrated ability to understand, interpret, apply, analyze, and compare policies and approaches and make appropriate recommendations based on quantitative and qualitative research.
- Specialized knowledge in data collection, interpretation, and management.
- Well-developed knowledge of the English language to prepare clear, concise, professional, and persuasive reports suitable for public consumption.
- Commitment to equity and social justice and knowledge of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Ability to work with diverse populations, personalities, and styles—including community members and law enforcement personnel—in situations that may be sensitive, high-risk, and publicly visible.
- Ability to work both independently with minimum supervision and collaboratively as part of a team.
- Ability to balance multiple projects while meeting objectives and deadlines.
- Ability to travel within King County as needed.

Education and Experience

- Bachelor's degree, preferably in policy, auditing, public safety, or a related field, or equivalent work experience; Master's or JD preferred.
- Three or more years of experience in auditing, research, policy, or a similar field.
- Candidates may satisfy requirements in a variety of ways; candidates with non-traditional career paths are encouraged to apply.

Licenses and Certificates

Requires a valid driver's license or the ability to travel throughout King County or surrounding areas in a timely manner. The Policy Analyst must complete a Level One criminal background check, including fingerprinting, before employment. May be required to travel.

Working Conditions

- Office environment with some travel within King County.
- Occasional work in the field.
- Generally flexible re: schedule, telework.