

Metropolitan King County Council Position Descriptions



King County

Position: Senior Policy Analyst

FLSA: salaried, overtime exempt

Department: Office of Law Enforcement Oversight (OLEO)

Salary Grade: 130

Council Approved: September 10, 2018

Summary

The Senior Policy Analyst (SPA) has responsibility for conceptualizing, conducting, writing, and producing systemic reviews of law enforcement policies and practices for the Office of Law Enforcement Oversight (OLEO). OLEO is an independent oversight agency established to increase confidence in the county's policing services through oversight of the King County Sheriff's Office.

The SPA produces and ensures the quality of comprehensive reviews in accordance with King County Code Chapter 2.75. This includes being able to thoroughly understand and interpret data and methodologies used to prepare reports, and to communicate findings in a clear, objective and compelling manner.

The SPA specializes in areas such as review of data and analytics, use of force, and investigations. The scope of review for SPA consideration includes qualitative and quantitative reviews of complaints, discipline, training, and other issues of importance to the public and law enforcement.

The SPA works collaboratively with other staff and is assigned additional duties as needed. The SPA is a salaried, at-will, overtime exempt classification and reports directly to the OLEO Director or designee.

Distinguishing Career Features

- Demonstrated expertise in subject matters relating to the mission and work of OLEO including police practices, police oversight, police investigations, and the criminal justice system.
- Knowledge of audit, investigative and research techniques, principles and practices.
- Knowledge of Washington State law as it relates to police practices.
- Familiarity of the communities served by KCSO.
- Demonstrated ability to juggle multiple projects to meet timelines.
- Highest standards of integrity, ethics, discretion and confidentiality in undertaking duties.

Essential Duties

- Plan and manage work responsive to OLEO's mandates, mission and professional standards.
- Oversee reviews and audits including timelines, objectives, scope and methodology.
- Conduct qualitative and quantitative analysis of Sheriff's Office policies and practices on such topics as: complaints, investigations and discipline; uses of force; crisis intervention; de-escalation; search and seizure; training; bias-free policing; supervision and early warning systems; internal accountability systems; and technological systems.
- Prepare public reports on work activities and outcomes of OLEO.
- Support OLEO's equity and social justice values and objectives, both in OLEO operations and OLEO work product and priorities.

- Help establish internal policies and protocols to ensure the quality and timeliness of OLEO's systemic reviews.
- Review critical incidents involving police action. Attend the scene of critical incidents outside of regular work hours as needed.
- Assist with the review and certification of KCSO administrative investigations as needed. Attend, observe and participate in investigative interviews as needed.
- Engage in continuing education to maintain skills related to duties.
- Draft written communications for public consumption as needed.
- Respond to King County Council requests on behalf of OLEO as needed.
- Provide assistance in support of OLEO's Community Advisory Committee as needed.
- Perform other duties as assigned that support the efforts of OLEO.

Qualifications

- Advanced knowledge of police practices, police oversight, police investigations, and the criminal justice system.
- Advanced knowledge of audit, investigative and research techniques, principles and practices.
- Experience preparing professional reports and documents suitable for public communication.
- Knowledge of King County codes, regulations, administrative and legal procedures and the operation and jurisdiction of OLEO.
- Commitment to equity and social justice and knowledge of and sensitivity to the needs, concerns of individuals from diverse cultures, backgrounds and orientations.
- Strong human relations skills to adapt to diverse personalities and styles. Ability to work collaboratively with work teams in situations that may be sensitive, high risk, and publicly visible.
- Excellent written and verbal communication skills, including problem-solving and strategic messaging.
- Strong attention to detail.
- Ability to work independently with minimum supervision, as well as be a productive member of a team.

Required Abilities

- To research, understand, interpret and analyze data, data-keeping systems, and other information.
- To engage in multiple projects in varying breadth and depth, and ensure that assignments meet objectives and deadlines.
- To collect, evaluate and interpret a broad range of complex data, either in electronic, written, statistical or narrative form.
- Requires the ability to apply sophisticated statistical, spreadsheet, and database applications to conduct analyses.
- Requires the ability to understand, interpret and apply applicable laws, codes, and policies.
- To prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience including the ability to present findings and recommendations clearly, logically, and persuasively to a diverse group of audiences.
- To maintain productive and cooperative relationships with those encountered on work-related matters, including elected officials, the media, County employees, representatives of other governmental agencies and the public.
- To conduct studies in the field at remote sites and varying schedules.
- Consistent attendance and punctuality.

Education and Experience

The equivalent of a Bachelor's Degree in Government Policy or Organizational Development or a related field or equivalent work experience. Must have at least three (3) years' experience in research-based data analysis, research methodology and police policy, training and performance modeling or related field or equivalent experience. At least two (2) years of managing programs or initiatives.

Licenses and Certificates

May be required to travel throughout King County or surrounding areas in a timely manner.