

Metropolitan King County Council

Classification Specification



Position: Director of Legislative Analysis	FLSA: salaried, overtime exempt
Department: Committee Staff	Salary Grade: 89
Council Approved: May 29, 2018	Revised

Job Summary

The Director of Legislative Analysis is responsible for the management and administration of Committee Staff; development and administration of analytic standards; and legislative and policy assignments for staff supporting the King County Council. The Director of Legislative Analysis consults with Council Management, individual Councilmembers, and Committee Staff on issues of policy, organization, administration, and personnel to ensure the efficient flow of the legislative process by directing, coordinating, and evaluating the progress of workflow; identifies and cross-levels workload; organizes, assigns staff, establishes professional and technical standards for, and evaluates the performance of Committee Staff and staff performing objective and impartial legislative, policy, fiscal or program analysis; mentors, trains and cross trains Committee Staff; assists in managing high-profile policy issues that impact one or more council committees; initiates and participates in developing administrative rules and procedures for enacting legislation; represents the perspectives of Committee Staff back to management.

The Director of Legislative Analysis reports to the Chief of Staff, but is responsive to all members of the Council and works closely with Senior Management of the Legislative Branch.

Distinguishing Career Features

The Director of Legislative Analysis is a senior management position that is accountable to the Chief of Staff and responds to the requests of all Councilmembers. The Director of Legislative Analysis manages issues, recommends Committee Staffing configurations, and monitors the activities of the analytic and committee staff. The Director of Legislative Analysis facilitates actions on agenda items and issues.

Essential Duties and Responsibilities

- Assignment of staff to legislative and policy issues.
- Oversee the work of and provide support to Legislative Analysts and Legislative Clerks (Committee Staff) in accordance with the Council-adopted committee organization chart.
- Serve as a resource for Committee Staff, provide guidance on policy analysis, facilitate communications with Councilmembers, colleagues, personal and executive staff, help resolve interpersonal conflicts, and identify moral issues.
- Establish professional and technical analytical, written and oral communications standards.
- Establish work teams when significant issues involve the subject matter of more than one committee.
- Ensure policy staff analysis addresses issues of concern to all Councilmembers including regional and local issues and impacts.
- Serves as a resource regarding the Legislative Analyst Collective Bargaining Agreement.

- Maintain knowledge of local and regional policy issues that impact the county and delivers identified emergent issues to the attention of the council.
- Monitor major policy issue voting schedules and work with the council clerk to identify and resolve any problems or issues.
- Facilitate the review of issues relevant to policy analysis with legal counsel.
- Serve as a bridge between Legislative Analysts, the Clerk, and the Legislative Clerks to share information and/or resolve questions.
- Identify opportunities for Committee Staff to brief individual Councilmembers, caucuses, and personal staff on policy issues.
- Collaborate with and seek advice from the Chief of Staff and other Senior Management on sensitive and controversial policy issues.
- Participate in weekly Coordination Team meetings identifying and resolving referral, scheduling, and other issues.
- Work with elected officials and staff to ensure positive working relationships among branch staff; ensure the Council's perspective and policy-making responsibilities are understood and respected; and facilitate information sharing and resolve conflicts between staff when they arise.
- Safeguard the performance evaluation process from inception to completion; hold staff accountable for high-quality work; ensure that goals and objectives are consistent with Council goals; provide for constructive feedback on strengths and weaknesses; and maintain an opportunity for staff to identify their goals for training and improvement.
- Respond to Councilmembers' questions about policy analysis or other issues raised during or outside of the performance evaluation process.
- Provide orientation and training of new employees.
- Identify and address inequity and opportunity for promotion and salary adjustments.
- Support and enforce equity and social justice objectives and measures by the Council through staffing their policy endeavors and a positive work environment.

Qualifications

Required Skill

- Leadership and human relations
- A commitment to equity and social justice
- Conflict resolution and negotiating
- Analytical, written and oral communications
- Management and supervisory
- Organizational and project planning
- Collective bargaining agreement

Required Knowledge

- Relationships and roles of federal, state, and local governments
- Legislative processes
- Structure of the King County government and its mandates and functions
- Regional and local policy issues and challenges that affect King County
- Research and evaluation methods
- Qualitative and quantitative analytical techniques
- Principles and practices related to strategic planning, including mission, goals, objectives, and measuring performance development
- Laws, theories, and business practices related to labor policies and practices, human resource management, and the performance appraisal process

Required Ability

- Develop and maintain positive work relationships with Councilmembers, staff, agencies, communities, and outside stakeholder groups
- Work with diverse personalities and working styles
- Remain objective and handle private and confidential communications
- Motivate, guide, and mentor staff in analyzing proposals; prepare work plans, and maintain working relationships
- Analyze the implications of proposals and evaluate compliance with federal, state and county policy, laws, or regulations
- Develop and implement work plans for conducting research and analysis
- Approach and solve problems
- Write and deliver presentations in a clear, concise, interesting, and logical manner
- Travel as needed

Education and Experience

The position typically requires a master's degree in public administration, social sciences, business, economics or equivalent discipline that will enable job performance and at least ten years of experience in an advanced professional level capacity involving analytical, evaluative, and planning work and/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.