

Metropolitan King County Council Classification Specification



Position: Legislative Analyst	FLSA: salaried, overtime exempt
Department: Committee Staff	Salary Grade: 62
Council Approved: August 29, 2016	Revised June 9, 2016

Series Summary

The Legislative Analyst series is a seven-level career path that supports the Metropolitan King County Council and its committees. All staff in this series conduct qualitative and quantitative analysis of policy issues, assist with development and implementation of Council-directed initiatives, and participate in the Council's budget processes by analyzing budgets and financial plans as assigned. As staff move through the career path, assignment areas become increasingly complex, controversial and politically sensitive, requiring commensurate analytical, leadership, project management, strategic planning, written presentation, and oral communication skills.

Job Summary

The Legislative Analyst conducts quantitative and qualitative analysis of legislation and issues; develops policy and fiscal options for Council decision-makers under the guidance of a supervisor; works on several pieces of legislation or issues that may require detailed management of large amounts of information; presents analysis in public meetings; and supports other legislative staff with research and in extracting data.

Distinguishing Career Features

The Legislative Analyst is the second level the Legislative Analyst series. Advancement to the Senior Legislative Analyst classification requires that Legislative Analyst incumbents have established a skillset that provides budget, accounting, finance, public administration, social science, planning, operations research and evaluation, capital projects, transportation or policy analysis in support of social, financial, environmental, and service delivery programs. Legislative Analysts have proven they can conduct qualitative and quantitative analysis of legislation and issues that may be complicated or controversial. The Legislative Analyst must be able to lead internal and/or external committees such as those comprised of departmental staff, interdepartmental staff, and/or interagency staff.

Essential Duties and Responsibilities

- Research and analyze legislation referred to the Council on specific policy and fiscal matters. Identify legislative and executive intent. Conduct objective analysis of policy and fiscal issues and impacts, ensuring technical accuracy and consistency with existing policies. Coordinate legal review as necessary.
- Prepare and present staff reports and briefings for Council committees. Summarize intent, outline background information, analyze important issues, identify impacts, and prepare pertinent attachments, illustrations, and details. Anticipate and respond to questions and requests for information, potentially in a confrontational setting.

- Prepare drafts of legislation and amendments as required for Council approval. Review for compliance with professional and technical standards.
- Research and develop new ideas or legislative proposals based on County Council member or supervisor's request.
- Review annual budget proposals for assigned agencies. Review executive branch annual budget proposals, engage in discussions about intent and expected outcomes, analyze issues, and develop options.
- Participate in internal or external committees such as those comprised of departmental staff, interdepartmental staff, and interagency staff.
- Review and track performance reports from departments, subjects, or agencies represented. Analyze and coordinate as needed with other legislative committees to present updates to Council members.
- Establish and maintain productive relationships with other committee teams, county departments, and external customers.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Specialized professional knowledge of the principles and practices in one or more of the following areas: public administration, budget and accounting, financial planning and analysis, management, social science, planning, operations research and evaluation, or the equivalent that can aid policy analysis
- Working knowledge of the legislative process and Council and committee parliamentary rules and procedures
- Working knowledge of federal and state mandates and programs for the assigned subject matter
- Working knowledge of research and project steps
- Well-developed knowledge of, and skill in using personal computers, common desktop productivity software, and specialized research tools
- Well-developed math skills to perform statistical, financial, and economic analysis
- Working knowledge of the qualitative and quantitative techniques for measuring effectiveness
- Well-developed knowledge of modern English to prepare professional reports suitable for public communication
- Well-developed human relations skill to adapt to diverse personalities and styles, work cooperatively within work teams, facilitate small group discussions, and prepare and deliver formal presentations

Required Ability

- Carry out the duties and responsibilities of the position
- Learn, interpret, and apply relevant sections of the King County Code, and local, regional, state and federal mandates and programs
- Setup and sequence steps in conducting research and analysis
- Understand implications of new information for current and future problem solving and decision-making
- Use logic and reasoning to identify strengths and weaknesses of proposals, alternatives, and conclusions, as well as whether proposals comply with policy. Identify issues for legal review
- Remain objective and to properly handle private and confidential communications

- Present facts and recommendations in a clear, concise, logical and objective manner, both orally and in writing
- Develop and maintain positive work relationships with peers, other committees, county organization units, communities, and agencies
- Attentive to what other people are saying, take time to understand facts and points being made, ask appropriate questions, and not interrupt at inappropriate times
- Prioritize workload to meet deadlines. Requires the ability to work varying schedules.
- Consistent attendance and punctuality
- Travel throughout King County or surrounding areas in a timely manner

Education and Experience

The position typically requires a bachelor's degree in public administration, behavioral or social service, political science, business, economics or equivalent discipline that will enable job performance and two years of experience performing professional level 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. A master's degree is preferred and may substitute for some experience.