

Metropolitan King County Council Classification Specification



Position: Legislative Assistant	FLSA: salaried, overtime exempt
Department: Committee Staff	Salary Grade: 22
Council Approved: October 22, 2018	Revised October 08, 2018

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, assists 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

Under direct supervision the Legislative Assistant conducts basic analysis of legislation and issues; supports other legislative staff with research and extracting data; and may collect and track data, prepare papers and review code requirements.

Distinguishing Career Features

The Legislative Assistant is the first level in the Legislative Analyst series. Advancement to the Legislative Analyst classification requires that incumbents in the Legislative Assistant classification have established the ability to conduct quantitative and qualitative analysis of legislation and issues. The Legislative Assistant has developed policy and fiscal options for Council decision-makers under the guidance of a supervisor, and can work on several pieces of legislation or issues that may require detailed management of large amounts of information. Incumbents have shown the ability to present analysis in public meetings, and can support other legislative staff with research and in extracting data.

Essential Duties and Responsibilities

- Assist with legislation research and analysis referred to the Council on specific policy and fiscal matters.
- Assist with staff report preparation and presentation for Council committees. Anticipates and respond to questions and requests for information.
- Assist with drafting legislation and amendments as required for Council approval. May assist with researching new ideas or legislative proposals based on supervisor's request.
- Assist with reviewing annual budget proposals for assigned agencies.
- Assist senior staff with internal or external committees such as those comprised of departmental staff, interdepartmental staff, and interagency staff.
- Assist senior staff with reviewing and tracking performance reports from departments, subjects, or agencies represented.

- 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

- Basic 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, or operations research and evaluation
- Basic knowledge of the legislative process and Council and committee parliamentary rules and procedures
- Basic knowledge of federal and state mandates and programs for the assigned subject matter
- Basic knowledge of research and project steps
- Basic knowledge of, and skill in using personal computers and common desktop productivity software
- Working math skills to perform statistical, financial, and economic analysis
- Basic 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 and interpret relevant sections of the King County Code, and local, regional, state and federal mandates and programs
- Learn the 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 and 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/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.