

# Metropolitan King County Council

## Classification Specification



|                                         |                                 |
|-----------------------------------------|---------------------------------|
| Position: Principal Legislative Analyst | FLSA: salaried, overtime exempt |
| Department: Committee Staff             | Salary Grade: 76                |
| 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 Principal Legislative Analyst directs and conducts advanced qualitative and quantitative analysis of complicated and controversial legislation and issues; identifies and evaluates policy and fiscal impacts, consequences, and risks associated with legislative proposals and Council-directed initiatives; develops policy and fiscal options for Council decision-makers; presents analysis in public meetings or other settings and routinely represents the Council's interests on county work groups, interacts with county officials, and advises Councilmembers on legislation and issues; works on issues that have far-reaching or long-term impacts; and may be responsible for managing the legislative process for a Council committee.

### **Distinguishing Career Features**

The Principal Legislative Analyst is the fourth level the Legislative Analyst series. The Principal Legislative Analyst may advance to the highest-level individual contributor classification, Senior Principal Legislative Analyst, or may seek a supervisor oriented classification, the Supervising Legislative Analyst I when available.

Advancement to Senior Principal Legislative Analyst requires advanced analytical expertise in multiple disciplines, as well as the ability to conduct quantitative and qualitative analysis of highly complicated and controversial legislation and issues with far-reaching and long-term impacts. Principal Legislative Analyst incumbents display the ability to extract and arrange relevant data from multiple sources and present their analysis in a straightforward manner. They proactively identify, research, and present options on emergent issues; lead teams and work groups; and interact regularly with high-level county officials and outside constituencies. Incumbents lead a committee or have demonstrated the ability to lead a committee.

Advancement to the Supervising Legislative Analyst I requires the incumbent to demonstrate the distinguishing career features for advancement to Senior Principal Legislative Analyst and to

have successfully mentored and coached assigned staff and to show the capacity to supervise, direct, and allocate staff and resources to meet demands and workload fluctuations. Incumbents will consult with committee lead staff to ensure adequate staffing to meet the needs of a committee; assign work to committee analysts and support staff; review work against professional and technical standards; and prepare performance evaluations.

### **Essential Duties and Responsibilities**

*The Principal Legislative Analyst will perform the duties and responsibilities of lower level classifications within the Legislative Analyst Series and will also::*

- Initiate, coordinate, and conduct research and analysis of legislation referred to the Council on specific policy and fiscal matters, including new ideas and legislation. Identify legislative and executive intent on highly complex proposals. Specify research design and outcomes. Ensure compliance with professional and technical standards.
- Participate in external committees such as those comprised of departmental staff, interdepartmental staff, and interagency staff, to stay up-to-date on proceedings, performance, trends, and issues.
- If assigned to manage the legislative process for a committee, consult with Council committee chairs to establish agendas and manage the legislative process for the committee; consult with committee chair to develop the annual committee work program; and assign work to committee analysts and support staff and reviews work against professional and technical standards.
- Meet with assigned mentee(s) on a regular basis providing mentorship and coaching.
- Perform other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **Required Knowledge and Skill**

- Extensive 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
- In-depth 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
- Principles and practices associated with team building
- In-depth knowledge of project management, research design and sequencing of project steps
- Well-developed knowledge of, and skill in using personal computers, common desktop productivity software, decision support, and specialized research tools
- Well-developed math skills to perform statistical, financial, and economic analyses
- Well-developed 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, establish cooperation within work teams, facilitate small group discussions, and prepare and deliver formal presentations to audiences that may hold diverse and sometimes confrontational viewpoints

#### **Required Ability**

- Carry out the duties and responsibilities of the position
- 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
- Work varying schedules and outside locations
- Consistent attendance and punctuality
- Travel throughout King County or surrounding areas in a timely manner

### **Education and Experience**

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