

# Metropolitan King County Council Classification Specification



Position: Senior Principal Legislative Analyst	FLSA: salaried, overtime exempt
Department: Committee Staff	Salary Grade: 79
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.

## **Summary**

The Senior Principal Legislative Analyst is the highest-level individual contributor classification and requires advanced analytical expertise in multiple disciplines to conduct quantitative and qualitative analysis of highly complicated and controversial legislation and issues with far-reaching and long-term impacts; extracts and arranges relevant data from multiple sources and presents analysis in a straightforward manner; identifies, researches, and presents options on emergent issues; leads teams and work groups; interacts regularly with high-level county officials and outside constituencies; and may be responsible for managing the legislative process for a Council committee.

## **Distinguishing Career Features**

The Senior Principal Legislative Analyst is the fifth level in the Legislative Analyst series. Advancement to the Supervising Legislative Analyst I requires incumbents to have successfully mentored and coached assigned staff and 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 Senior Principal Legislative Analyst will perform the duties and responsibilities of lower level classifications within the Legislative Analyst Series and will also:*

- Provide advice and counsel on a wide range of complex strategic, policy, organizational and management issues. Prepare and advance legislation that must consider legal, political, and program issues beyond one agency.
- Initiate development of broad-based policies and action plans that offer long range guidance to agencies, programs, and decision-making processes. Working with multiple jurisdictions, develop master plans for increased efficiency and financial performance of services provided

by the County.

- Initiate and conduct research and analysis of legislation and amendments referred to the Council on specific policy and fiscal matters that may involve new proposals or concepts. Present legislative proposals along with supporting materials in public forums chaired by elected officials.
- Apply advanced decision support models to conduct objective analysis of policy and fiscal issues, ensuring technical correctness, and coordinating legal reviews.
- Coordinate and participate in research projects that contribute to evaluation of economic and program consequences. Set up research design and identify measurement criteria for evaluating performance progress and outcomes.
- Represent the Council before external committees, organization units, and the public, explaining the results of analysis and intent of proposed legislation. Anticipates and responds to questions and requests for information.
- 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**

- Advanced and up-to-date professional knowledge of the theories, principles, and practices in more than one of these 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
- Considerable knowledge of the legislative and policy development processes and Council and committee parliamentary rules and procedures
- Considerable knowledge of federal and state mandates and programs for the assigned subject matter
- Broad working knowledge of principles and practices of civil and administrative law, particularly those relating to municipal governments and state subdivisions
- In-depth knowledge of County functions, strategies, programs, policies, and related legislative, intergovernmental, and community issues and challenges
- Advanced knowledge of research and project steps, including research design, implementation, and measurement
- Well-developed knowledge of and skill in using personal computers, common desktop productivity software, relational databases, decision-sciences and simulation tools, and specialized research applications
- Well-developed math skills to perform statistical, financial, and economic analyses, qualitative and quantitative techniques for measuring effectiveness
- Well-developed knowledge of modern English to prepare influential professional reports suitable for public communication
- Well-developed human relations skill to adapt to diverse personalities and styles, establish cooperation within work teams having competing objectives, facilitate and moderate group discussions, 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
- Develop work plans for conducting complex research and analysis requiring participation of other internal and external groups

- Evaluate 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, other agencies, communities, and special interest groups
- 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 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, social sciences, business, economics or equivalent discipline that will enable job performance and at least ten years of experience in supervisory and 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.