

Metropolitan King County Council

Classification Specification



Position: Supervising Legislative Analyst I	FLSA: salaried, overtime exempt
Department: Committee Staff	Salary Grade: 81
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 Supervising Legislative Analyst I plans, consults, and provides policy, program, and fiscal analysis of a major agency, agencies, or business process that requires leadership over senior and journey level analysts and expertise in multiple disciplines; coordinates the development of legislation and budgets that involve multiple agencies, jurisdictions, and community planning and coordination processes; consults with elected officials, agencies, and jurisdictions on developing policies and performance measures for implementing and monitoring the impact of legislation; may manage the legislative process for a Council committee; supervises other professional staff, including senior level analysts with advanced expertise in multiple disciplines.

Distinguishing Career Features

The Supervising Legislative Analyst I is the sixth level in the Legislative Analyst series. The Supervising Legislative Analyst I divides their time between high-level analysis and their assigned supervisory responsibilities. They ensure accountability and stewardship of county resources in compliance with professional and technical standards by working with senior and journey level analysts, the Chief Policy Officer, and all Councilmembers.

Essential Duties and Responsibilities

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

- Oversee and supervise multiple specialized programs and/or disciplines.
- Participate as a member of the council staff management team to develop, implement, and administer the King County Council's business plan.
- Establish standards of performance in conjunction with the Supervising Legislative Analyst II and the Chief Policy Officer.
- Supervise other professional staff, including senior level analysts with advanced expertise in multiple disciplines.

- 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
- Coach others to close developmental gaps and increase capability, develop effective problem solvers

- Empower team by clarifying roles
- 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 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.