

Metropolitan King County Council

Classification Specification



Position: Supervising Legislative Analyst II	FLSA: salaried, overtime exempt
Department: Committee Staff	Salary Grade: 85
Council Approved: July 5, 2016	Revised June 20, 2016

Series Summary

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 annual budget adoption process 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

This is a single incumbent classification. The Supervising Legislative Analyst II plans, directs, consults, and provides comprehensive policy, program, and fiscal analysis of major agencies or business processes that requires leadership over senior-level analysts and definitive expertise in multiple disciplines; coordinates the development of legislation and budgets that involve multiple agencies, jurisdictions, and community planning and coordination processes; serves as a strategist, advisor, and project manager on complex and controversial issues; 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; manages other professional staff, including senior level analysts with advanced expertise in multiple disciplines.

Distinguishing Career Features

The Supervising Legislative Analyst II represents the seventh level in a seven-level career path of the Legislative Analyst series that supports the Metropolitan King County Council and its committees. The Supervising Legislative Analyst II performs high-level analysis and assigned managerial responsibilities. They act as a spokesperson for the King County Council's legislative issues, policy, goals, and objectives. The Supervising Legislative Analyst II will manage subordinate supervisors and analysts. This position reports directly to the Policy Staff Director, but is responsive to all Councilmembers.

Essential Duties and Responsibilities

- Advise on a wide range of complex strategic, policy, organizational and management issues. Prepare legislation that must consider legal, political, and program issues that could affect multiple agencies.
- Plan, direct, coordinate, and provide advanced consultation in connection with legislation and policy development involving large and comprehensive subject matter, service, and process. Serve as primary negotiator, acting on the Council's behalf to advance complex and controversial assignments.

- Initiate development of broad-based policies and action plans that offer long range guidance to agencies, programs, and decision-making processes. Work with multiple jurisdictions, develop master plans for increased efficiency and financial performance of services provided by the county.
- Oversee the preparation of and prepare written staff reports for legislative, financial, and other briefings. Summarize intent, outline background information, analyze important issues, and prepare pertinent attachments and illustrations.
- Initiate and direct the research and analysis of legislation and amendments on specific policy and fiscal matters, including new ideas and legislation. Identify legislative and executive intent on highly complex proposals and guides research and analysis by legislative staff. Specify research design and outcomes.
- May consult with council committee chair(s) to established agendas and manage the legislative process for the committee. May prepare draft annual committee work program for committee chair's review. Assign work to committee analysts and support staff and review work against professional and technical standards.
- Direct and participate in conducting research projects that contribute to the evaluation of economic and programmatic consequences.
- Direct and prepare drafts of highly complex and sensitive legislation, including amendments, as required for Council consideration in compliance with professional and technical standards.
- Establish and maintain productive relationships with other committee teams, county executive staff and departments, other jurisdictions, and external customers.
- Establish standards of performance in conjunction with the Supervising Legislative Analyst I and the Policy Staff Director.
- Supervise other staff, including but not limited to professional staff such as senior level analysts who have advanced expertise in multiple disciplines.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Advanced up-to-date professional knowledge of the theories, principles, and practices in one or more of the following areas: public administration, budget and accounting, financial planning and analysis, public policy management, social science, planning, operations research and evaluation, or the equivalent that can aid policy analysis
- Extensive knowledge of the legislative and policy development processes and Council and committee parliamentary rules and procedures
- Extensive 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
- Knowledge of principles and practices associated with supervision, leadership style, team building, and performance management
- 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

- Working and well-developed math skills to perform statistical, financial, and economic analysis, quantitative and qualitative techniques for measuring effectiveness
- Well-developed knowledge of 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 having competing objectives, facilitate and moderate group discussions, prepare and deliver formal presentations to audiences that may hold diverse and sometimes confrontational viewpoints, and carry out advanced negotiations

Required Ability

- Carry out the functions of the position
- 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; whether proposals comply with policy; and identify issues for legal review
- Remain objective and to properly handle private and confidential communications
- Present facts and recommendations in a clear, concise, interesting, and logical and objective manner, both orally and in writing
- Develop and maintain positive work relationships with peers, other committees, personal staff, other Council work groups (Legal Counsel, Clerk's office, Government Relations/Communication, Auditor), 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 and may require a valid driver's license

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.