**Class Summary**

The responsibilities of this classification include directing, planning, and organizing the Department of Human Resources (DHR) policy and legislation section’s operations. The incumbent is responsible for all DHR policies and legislation, as well as ensuring compliance with local, state, and federal labor and employment laws impacting all King County employees. This position serves as a key member of DHR’s Executive Team, acts as a liaison with the Executive’s Office and Council, and coordinates with interagency colleagues at all county levels.

**Distinguishing Characteristics**

This is a single-level and single-incumbent classification. This classification is distinguished from the Government Relations Officer – Senior in that the latter consults and advises King County departments and external partners, whereas the Chief of Policy and Legislation consults and advises on policies and legislation that have countywide impacts.

**Examples of Duties**

1. Lead policy and legislative strategic planning, changes, and/or initiatives from inception to completion.
2. Provide strategic and operational direction for new or revised human resource (HR) policies, systems, and strategies with complex administrative and financial impacts; and ensure compliance with evolving labor and employment-related regulations.
3. Monitor legislative and regulatory developments at the federal, state, and local levels impacting human resource practices, policies, or procedures; evaluate the impact on King County and recommend a course of action; advocate for HR-related legislative and policy decisions that meet the county’s business needs; and collaborate with payroll, benefits, and systems groups to implement system and business process changes.
4. Lead implementation teams to ensure policies, business processes, communications, systems, and tools are updated and in compliance with emerging and evolving legislation and regulations.
5. Collaborate with the Office of Labor Relations (OLR) on policy direction for bargaining.
6. Manage HR’s legislative review process of statewide legislation, and keep leadership appraised on the progress of legislation.
7. Act as a consultant to human resource professionals and executive management in addressing sensitive, or controversial employee relations issues. Prepare recommendations for executive management.
8. Testify before legislative committees, at hearings, and arbitrations as an expert witness.
9. Manage all policy staff and special projects managers.
10. Oversee all personnel legislation transmitted to council.
11. Oversee all policy communications.
12. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of employment-related laws and regulations

Advanced knowledge of public sector human resources management and labor relations

Demonstrated proficiency in policy analysis, development, and implementation

Skill in leading and operating within a complex multicultural and diverse government or related environment

Ability to lead strategic policy and compliance planning based on equity and social justice principles

Ability to manage and direct policy staff and provide clear expectations and directions, and to make difficult and challenging decisions

Experience handling complex issues and sensitive data with discretion and tact

Skill in critical thinking, problem-solving, and professional judgment

Skill in interpersonal, written, and verbal communications

Ability to motivate and serve multiple collaborators while working within existing King County Code parameters

Demonstrated ability to exercise discretion and maintain confidentiality

Knowledge of County and local government structure

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

**Licensing, Certification, and Other Requirements**

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within the same series** | Human Resource Policy Advisor I; Human Resource Policy Advisor II |
| **Class History** | 03/2023 - Created |