

# Metropolitan King County Council

## Classification Specification



Position: Senior Legislative Analyst	FLSA: salaried, overtime exempt
Department: Committee Staff	Salary Grade: 72
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 Senior Legislative Analyst provides budget, accounting, finance, public administration, social science, planning, operations research and evaluation, capital projects, transportation or policy analysis in support of social, financial, environmental, and service delivery programs; conducts qualitative and quantitative analysis of legislation and issues that may be complicated or controversial; identifies and evaluates policy and fiscal impacts, consequences, and risks associated with legislative proposals and Council-directed initiatives and presents analysis in public meetings; and leads a committee or has established the skillset to lead a committee.

### **Distinguishing Career Features**

The Senior Legislative Analyst is the third level in the Legislative Analyst series. Advancement to Principal Legislative Analyst requires advanced qualitative and quantitative analysis of complicated and controversial legislation and issues. Senior Legislative Analyst incumbents have successfully identified and evaluated policy, fiscal impacts, consequences, and risks associated with legislative proposals and Council-directed initiatives. Incumbents have assisted other senior analysts with developing policy and fiscal options for Council decision makers and have served as a committee lead or demonstrated the ability to do so.

### **Essential Duties and Responsibilities**

*The Senior 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 complex subject-specific matter involving strategic direction, policy, organizational, and operational issues.
- Provide consultation in connection with legislation and policy development involving broadly defined subject matter, services, and processes.
- Conduct research projects that contribute to evaluation of fiscal, policy or programmatic

consequences.

- Lead or participates in internal and external committees such as those comprised of departmental staff, interdepartmental staff, and interagency staff.
- 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**

- Professional knowledge of the theories, concepts, 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
- Working 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
- Considerable knowledge of research design and sequencing of project steps
- Well-developed knowledge of, and skill in using personal computers, common desktop productivity software, and specialized research tools
- Well-developed math skills to perform statistical, financial, and economic analyses
- In-depth 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 locations

- Consistent attendance and punctuality
- Requires the ability to 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, finance, accounting, transportation planning, behavioral or social science, political science, business, economics or equivalent discipline that will enable job performance and at least six 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. Experience providing finance, budget, transportation or capital projects policy analysis is strongly desired.