



COUNCIL LEGISLATIVE ANALYST

Department: Council
Job Class #: 062200
Pay Range: Council Staff 06

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

This classification involves conducting professional research, analysis, and public policy development in support of the County Council's legislative and administrative functions. Employees occupying this classification may have differing fields of specialization that focuses on specific issue areas. Employees of the classification routinely present reports and recommendations to the County Council and its committees. Employees occupying this classification may also serve as a Council liaison to County departments (officials and staff) as well as the public, local government representatives, and other local, state and federal agency personnel and may serve as a Council representative on advisory boards, task forces, and similar bodies.

SERIES CONCEPT: The Council Legislative Analyst is the first of a two-level series. The Council Legislative Analyst is distinguished from the Council Senior Legislative Analyst classification by the level of complexity, controversy, political sensitivity and magnitude of the work performed, requiring commensurate analytical, leadership, project management, strategic planning and written presentation and oral communication skills. The Council Legislative Analyst does not perform lead or supervisory duties, and is typically characterized by experience and expertise in a particular skill or public policy area.

ESSENTIAL FUNCTIONS:

- Conduct qualitative and quantitative analysis of legislation and issues.
- Evaluate policy and fiscal impacts, consequences, and risks associated with legislative proposals and council-directed initiatives.
- Present analysis in public council meetings.
- Interact on policy issues with senior staff from other county departments and outside agencies.
- Analyze, interpret, and summarize complex reports, data, policies, and statutory requirements.
- Research issues for potential consideration by the Council.
- Prepare legislation.
- Make recommendations to Council.
- Consult with Councilmembers.
- Prepare reports and make presentations.
- Act as liaison with a variety of departments/individuals/organizations within and outside of Pierce County government, including regional bodies.
- Attend meetings on behalf of the Council, Committee, or Councilmember.
- Monitor and review state and federal legislative activity.
- Maintain a current depth of knowledge in specific areas.
- Participate in team efforts.
- Investigate problems and complaints from the public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.

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- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Employees are expected to function with relative independence and have latitude for exercising independent judgment within the framework of statutory requirements and existing policies and procedures. Although supervised by a Council Administrator, the employee may derive work assignments directly from the Council. The supervisor is kept informed about such requests through regular staff meetings and other communications. In general, the employee obtains supervisory direction and guidance only for unusual situations which have no clear precedent.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Council Legislative Analyst works in an office environment on a daily basis with the occasional need to visit outdoor locations, such as parks, wetlands, building sites, etc. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis; however, attendance and participation at meetings, public hearings, conferences, workshops, or similar venues may require working outside of normal scheduled hours. Extended periods of concentration and sedentary work along with prolonged standing on hard surfaces are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting (up to 30 lbs.) associated with the classification as it is currently performed. Ability to travel to other work sites and attend evening meetings is required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- The role of the legislative branch of county government.
- Local, state, and federal government organization, operation, and finance.
- Legislative procedures and operations.
- A specific area of specialization, such as criminal justice, land use, environmental science, public administration, public works, finance, etc.

Skill in:

- Research methods and techniques.
- Personal computer processing: word processing, presentation software, and spreadsheet applications and terminology.
- Professional writing and speaking.
- Researching laws and regulations.
- Representing senior management at public meetings and other venues.

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- Project management.
- Facilitation.

Ability to:

- Gather, analyze, synthesize, organize and evaluate a variety of data.
- Interpret administrative directives and use initiative and sound judgment in applying same to the work situation.
- Analyze and evaluate the economic, political and social impacts and consequences of legislative policies and actions.
- Assess the relative advantages and disadvantages of alternative courses of Council and Executive action(s).
- Organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner, in both oral and written form.
- Maintain the confidentiality of information.
- Plan and organize the work independently without immediate supervision.
- Work under pressure and meet deadlines.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

Baccalaureate degree from an accredited institution involving major study in public policy, law, political science, government, public administration, social work, public health, health care administration, economics, or related field; and three years of relevant professional experience is required. Additional related education and/or experience that clearly demonstrates the ability to perform the essential functions of the position may be substituted for the minimum requirements. A record of demonstrated academic achievement is preferred. Positions in specific program areas may require program-related experience, education, and/or training. Depending on the emphasis desired by the Council, certifications and licenses specific to the work may be required.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

Must possess a valid Washington State Driver's license, or the ability to obtain the license, or otherwise meet the travel requirements of the position. Successful completion of all required background checks may be required prior to employment.