

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **LEGISLATIVE ANALYST, SENIOR**

Spec No. 2297

### **BASIC FUNCTION**

This class supports the county's policy development and fiscal oversight functions and provides policy and fiscal analysis for the County Council, including proposed actions based on the county charter, multi-jurisdictional relationships, and state legislation.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Identifies, reviews, researches and analyzes policy, financial and budget issues, options, impacts and relative risks related to proposed council actions, council initiated actions and interests, and assignments or requests from individual Councilmembers or the Council Administrator; works individually and collectively with other council staff, inter-departmental teams and inter-jurisdictional teams.
2. Presents work products and recommendations to councilmembers, council committees, inter-departmental project teams, and multijurisdictional bodies or work teams through oral summaries, written reports and computer generated displays.
3. Participates in, supports or facilitates collaborative staff and committee review, evaluation and adoption of proposed county operating and capital budgets, including analysis, interpretation of and recommendations on revenue and expenditure data and trends, funding needs and staffing levels; coordinates with executive departments to collect data, prepare reports, and gather information relative to the council's program and budget review needs.
4. Participates in formulating and implementing council workplans and priorities for programmatic review; recommends schedules and tasks; manages assigned projects and tasks; provides periodic reports to council committees or the committee of the whole council; coordinates with executive departments for timely completion of projects and tasks.
5. Evaluates and analyzes impacts of council work programs, proposed or enacted state legislation, annexations, incorporation, revenue and bonding proposals.
6. Provides staff support to council standing and ad hoc committees as assigned by administrator; prepares agendas; prepares, assembles and assures timely distribution of briefing materials to interested parties; researches proposed motions, RFPs and contracts and monitors contract work; prepares and documents options and recommendations for committee action; assures availability of needed information and testimony; reviews and edits committee minutes and records; provides information and briefing materials for full council meetings and hearings as assigned by committee chair.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Participates in analysis of county budget and fiscal issues; analyzes portions of annual budget and special budget requests as assigned; provides recommendations on funding and staffing levels and department organization; provides information and advice on budget issues relevant to the interests of committee(s) to which he/she is assigned.
8. Identifies legal questions, refers to legal counsel, and incorporates legal advice and opinions into policy analysis and recommendations to council.
9. Maintains communication and liaison with executive departments and other jurisdictions in assigned subject areas, identifying and alerting council to major issues, activities and potential problem areas.
10. Provides support and assistance to individual council members as assigned; prepares briefing papers, reports and analyses for members serving on inter/intra-governmental bodies; responds to constituent inquiries and complaints and/or refers to departmental specialists; drafts speeches and presentations.

### STATEMENT OF OTHER JOB DUTIES

11. Assists in the recruitment of citizens to serve on county committees and boards; reviews credentials, brief appointees as requested.
12. Represents council on inter/intra-governmental boards, committees and task forces as assigned by administrator.
13. Collects and compiles data; prepares reports utilizing word processing equipment and/or spreadsheet software.
14. Acts for the council administrator in his/her absence, as directed.
15. Performs other related duties as assigned by administrator or council members, with approval of administrator.

### MINIMUM QUALIFICATIONS

Master's degree in Public Administration, Public Policy, Law; OR, a Bachelor's (BA/BS) degree with a minimum of five (5) years experience in public policy or related field; emphasis on analytical, (budget and policy) verbal and written communication skills; AND, experience with computer word processing, presentation and spreadsheet applications. Must pass job related tests.

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### SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of public administration and policy analysis
- the role of the legislative branch of county government
- legislative procedures and operations
- federal, state and local laws, rules and regulations governing the structure and operations of county government
- research methods and techniques
- personal computer processing, applications and terminology

Ability to:

- assess potential impact of social and economic trends on county programs
- analyze and present revenue and expenditure data and take effective action to resolve problems
- serve as a senior staff assistant and supervise lower level staff in the absence of the Council Administrator
- gather, analyze, synthesize, organize and evaluate a variety of data
- learn, interpret, evaluate and apply a variety of complex written materials including laws, rules, regulations, reference materials, technical reports and legal documents
- 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 action
- exercise good judgment as to when to act independently and when to refer situations to a higher authority
- conduct legal research and prepare a variety of legal documents including sections of the county code, ordinances and resolutions
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner
- prepare clear and concise written reports
- 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, subordinates, and with the general public

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### SUPERVISION

The employee receives general direction from the Council Administrator and/or individual councilmembers. The work is characterized by a broad latitude for the exercise of independent judgment and initiative on the employee's part. The employee reports to the Council Administrator regarding the status of assigned projects and for advice on unusual situations.

### WORKING CONDITIONS

The work is performed in the usual office environment with field trips to locations outside the courthouse complex as necessary to attend hearings, meetings and so on. The employee is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 2006

Revised: June 2017

EEO Category: 2 – Professionals

Pay Grade: 113 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous

*Movement from Legislative Analyst to this classification is at the sole discretion of the County Council.*