



Title of Position: Council, Assistant Policy Analyst

Supervisor's Title: Chief of Staff

Pay Grade: Council Grade 24

Exemption Status: Exempt

Positions Supervised: None

Creation/Revision Date: 12/21/2020

Job Code: 169800

PURPOSE OF POSITION: The Assistant Policy Analyst performs assigned legislative, regulatory, or other policy research functions for the Council office, Members, and committees. This position supports the Legislative/Research department. This position researches and compiles the results of assigned public records requests.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES:

1. Finds, gathers, and compiles information on a variety of topics as directed.
2. Conducts initial investigation, research and data gathering.
3. Reviews initial data collection, organizes findings and provides preliminary data to Policy, Senior Policy, and Principal Policy Analysts.
4. Assists in the creation of presentations, charts, and spreadsheets.
5. Supports the administrative needs of the Legislative/Research department.
6. Complies with Washington Public Records Acts requirements in the processing and administration of Public Records Requests.
7. Finds, gathers, and delivers documents requested through the Washington Public Records Act; consults with the Public Records Officer, as necessary.
8. Work with outside agencies and county departments as needed
9. Performs other duties as assigned.

QUALIFICATIONS:

Required Experience: Two years of experience in the public sector working in public policy development and analysis.

Required Education: Bachelor's Degree in Political Science, Communications, or a related Social Science.

Professional Licenses/Certificates/Registration: None

Knowledge and Skills:

- Proficiency with a variety of computer programs including ArcGIS, Adobe Acrobat, Microsoft Outlook, Word, Excel, and PowerPoint.
- Excellent research skills to find information and/or verify key information and/or findings.

- Excellent written communication skills to present unbiased information in a non-partisan tone.
- Strong critical thinking and analytical skills
- Foundational knowledge of research best practices and discernment of information
- General knowledge of codes and legislation and applicable law
- Strong organizational skills, attention to detail, and accuracy.
- Meets tight deadlines and prioritizes workload.
- Basic understanding of the Public Records Act.
- General knowledge of laws and policies preferred.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Work is performed in a typical office environment, requiring consistent operation of a telephone, computer, and other office equipment.
- This position requires sitting for long periods of time and walking and/or standing is only required occasionally.
- Physical requirements for this position include hearing, seeing, speaking, reaching, grasping, and repetitive motions.
- This position requires exerting up to 20 pounds of force occasionally to lift, carry, or move objects.
- May work flexible hours including evenings and weekends.

“This job description is a summary rather than a detailed list of the duties performed. The essential functions, knowledge, skills, abilities, and working conditions may change along with business needs. This job description does not constitute a contract between employer and employee. Office of the Pierce County Council provides reasonable accommodations to assist qualified individuals in order to perform the essential functions their job requires.”