Title of Position: Council, Principal Policy Analyst
Supervisor’s Title: Chief of Staff
Pay Grade: Council Grade 30
Exemption Status: Exempt
Positions Supervised: Assistant Policy Analyst, Policy Analyst, Senior Policy Analyst
Creation/Revision Date: 12/21/2020
Job Code: 169400

PURPOSE OF POSITION: The Principal Policy Analyst, under general supervision, manages the personnel and programs of the Legislative-Research team. This position is responsible for the development, mentorship, and oversight of high-level professionals. The Principal Policy Analyst develops policy, oversees complex legislative processes, and analyzes legislative issues which may have an enduring or profound impact on Pierce County. Represents the interests of the Council to the public, County departments, and outside agencies. Reviews code changes and compliance with federal, state and county requirements.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES:
1. Provides advanced professional expertise on highly complex, sensitive, and confidential issues that impact Pierce County.
2. Develops, recommends, implements, and monitors work plans, programs, processes, systems, and procedures for the Council and committees.
3. Works with and leads senior and professional staff in support of the Council, standing committees, and external boards and commissions.
4. Position directly and indirectly serves as lead program manager and supports multiple committees, undertakes larger complex issues of interest to the council as a whole.
5. Works with outside agencies representing the interests of the Council.
6. Provides high level research and analysis of complex policy and fiscal issues.
7. Supports Legislative-Research staff on complex issues of policy or of a political nature.
8. Ensures standing committee operations run efficiently, including personnel assignment and management, planning, and directing work programs.
9. Analyzes, interprets, and synthesizes large amounts of complex or controversial information into non-biased and non-partisan reports and policies for decision-makers, stakeholders, and the public; present findings at Council and/or Committee meetings. Communicates the results of the analysis in a non-biased manner that makes issues easy for decision makes, stakeholders, and the public to understand.
10. Evaluates the impacts of Council work programs, state legislation, regional initiatives, and local policies to the Council, the Executive branch and departments.
11. Understands policy intent and expected outcomes, analyzes issues, develops options, and creates budget proposals.
12. Serves as a liaison to the Executive Branch and County departments to promote the Council’s agenda, proposed legislation, and strategic partnerships.

13. Represents the interests of the Council with various entities within and outside Pierce County government.

14. Monitors the legislative activities of the State and Federal Government and evaluates the impact to Council initiatives.

15. Establishes performance and conduct standards, provides mentorship of subordinate staff, and conducts performance evaluation.

16. Perform work under general supervision with a large degree of discretion. Plan work program independently after objectives, priorities and deadlines have been defined. Work is reviewed for thoroughness, timeliness, and compliance with regulations, policies and procedures.

17. Performs other duties as assigned.

QUALIFICATIONS:

Required Experience:
- Ten years of experience in the public sector working in public policy development and analysis; including research of policy, legislation, or strategic planning and implementation.
- Four years direct experience working with elected officials in Federal, State, or Local government.
- Two years of experience supervising personnel, providing mentorship, and supporting boards, commissions, and/or committees.

Required Education:
- Bachelor’s Degree in Political Science, Public Policy, or a related.
- J.D., Ph. D., or Master’s degree in Public Administration preferred.

Professional Licenses/Certificates/Registration: None

Knowledge and Skills:
- Deep understanding of the legislative process, procedures, and parliamentary rules.
- Knowledge and application of principles and best practices of research design and performance measurement.
- Excellent application of professional research methodology to legal codes and regulations.
- Excellent critical thinking and analytical skills to evaluate the economic, political, and social impacts of legislative actions.
- Excellent communication skills to present facts and recommendations on complex matters in clear, concise, logical, and objective, non-biased and non-partisan manner.
- Excellent public speaking and presentation skills.
- Excellent mediation and negotiation skills to facilitate meetings and discussions.
- Knowledge and application of principles and best practices of planning, administration, strategic management, performance management, and team building.
- Effective leadership skills to engage people at all levels.
- Well-developed human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation with work teams that may have competing objectives. Facilitates and moderates group discussions, prepares and delivers formal presentations to audiences that may offer argumentative discussion, and carry out advanced negotiations.
• Establishes and maintains strong working relationships with elected officials, Council staff, County departments, and the public.
• Remain neutral, non-partisan, and objective with elected and appointed officials; maintain the confidentiality of communications.
• Excellent time management and organizational skills to prioritize work and meet deadlines with minimal supervision.
• Being a credible and unifying leader who is deeply committed to the legislative process and is a strategic thinker who pays attention to details.
• Proficiency with a variety of computer programs including ArcGIS, Adobe Acrobat, Microsoft Outlook, Word, Excel, and PowerPoint.

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 10 pounds of force occasionally to lift, carry, or move objects.
• May be required to travel to alternate work locations.
• 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.”