



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 16244

Proposed No. 2022-0424.2

Sponsors Balducci

1 A MOTION approving the job description for the position
2 of chief policy officer for the King County council.

3 WHEREAS, OR-0230 of the council's organizational motion compilation requires
4 that the employment and administration committee to recommend all job descriptions
5 within the legislative branch of King County to the council for approval, and

6 WHEREAS, the King County council seeks to update the job description for the
7 position of chief policy officer for the King County council;

8 NOW, THEREFORE, BE IT MOVED by the Council of King County:

Motion 16244

9 The job description for the position of chief policy officer for the King County
10 council, Attachment A to this motion, is hereby approved.

Motion 16244 was introduced on 10/18/2022 and passed by the Metropolitan King County Council on 11/1/2022, by the following vote:


Yes: 8 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry,
McDermott, Upthegrove and Zahilay
Excused: 1 - von Reichbauer

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

DocuSigned by:

F8830816F1C4427...
Claudia Balducci, Chair

ATTEST:

DocuSigned by:

8DE1BB375AD3422...
Melani Pedroza, Clerk of the Council

Attachments: A. Metropolitan King County Council Position Description - Chief Policy Officer

Metropolitan King County Council

Position Descriptions



Position: Chief Policy Officer	FLSA: salaried, overtime exempt
Department: Administration/Policy	Salary Grade: 134
Council Approved:	Revised: 10/10/22

Summary

The Chief Policy Officer serves as the director for the Metropolitan King County Council's non-partisan analytical team, including legislative analysts and committee assistants. As an executive-level member of the Council's leadership team, the Chief Policy Officer is responsible for the efficient overall management and administration of the legislative services staff; development and administration of analytic standards; committee lead and support assignments; and legislative and policy assignments for analysis. The Chief Policy Officer is a salaried, at-will, overtime exempt classification that reports to the Chief of Staff but is responsive to all members of the Council.

Distinguishing Career Features

The Chief Policy Officer serves as a leader, supervisor and project manager with advanced expertise in program management, long-range strategic planning, and quantitative and qualitative analysis. The ability to build and lead teams through ambiguity and conflicting political and policy priorities to deliver high quality, non-partisan and unbiased public policy and fiscal analysis is critical.

Essential Duties and Responsibilities

Legislative Analysis & Supervision

- Ensure the accuracy, integrity, and timeliness of the King County Council's legislative activity, including drafting of motions, ordinances, and all supporting reports and materials.
- Work closely with the Council's legal team, clerk, and code reviser to ensure that all legislation complies with King County Code, Washington State law, Council Rules, and other regulatory requirements.
- Prioritize, assign, and monitor the work of legislative support staff, providing technical guidance and feedback to policy analysts on a comprehensive list of subjects.
- Oversee the policy team's participation in the Council's biennial budget process, coordinating workflow and facilitating the adoption of a biennial budget.
- Conduct briefings and presentations for staff and councilmembers, both individually and at public Council and committee meetings.
- Anticipate significant policy and political issues affecting King County and provide guidance on a wide range of complex and often politically sensitive strategic, policy, organizational and management issues.

Leadership & Management

- Provide management support to an approximate 25-member policy team, with a focus on professional development: coach and mentor, engage in teambuilding, conduct performance evaluations, resolve conflicts, and manage personnel matters.
- In coordination with the Council's Chief of Staff, represent the Council in discussions with labor partners, including participating in collective bargaining negotiations; ensure adherence to collective bargaining agreements.
- Serve on the Council's leadership and senior director teams, working cross-functionally to ensure the smooth operations of legislative branch activity.
- Ensure that the Council's commitment to equity and social justice is paramount in decision-making and policy-setting processes.

Special Projects/Other Duties as Assigned

- Provide guidance on Council-led projects or initiatives, such as interlocal agreements or charters; act as a resource for all legislative branch staff on issues of a significant policy, organizational, and political nature.
- Establish and maintain productive relationships with the county's executive departments, other jurisdictions, and external customers; participate in external committees or other activities to stay up-to-date on performance, trends, and issues.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications**Knowledge and Skills**

- Advanced knowledge and expertise in public administration, public policy management, public budgeting, financial planning and analysis, public relations and communications, or any equivalent that can aid policy analysis and development.
- High-level leadership and management skills, including supervision; teambuilding; performance management; facilitation, negotiation and conflict resolution; prioritization of work and competing objectives; and general knowledge of human resources best practices.
- Must know how to convey complex information to a wide variety of audiences in an accessible, thoughtful manner and in a variety of formats.
- The ability to prepare and deliver formal presentations to private and public audiences on a number of wide-ranging, often politically sensitive topics.
- Extensive knowledge of the legislative and policy development processes and council and committee parliamentary rules and procedures.
- Knowledge of federal and Washington state mandates and programs for the assigned subject matter, especial state and federal revenue streams that support county functions.
- Knowledge of county functions, strategies, programs, policies, and related legislative, intergovernmental, and community issues and challenges.
- Requires well-developed math skills to perform statistical, financial, and economic analyses, qualitative and quantitative techniques for measuring effectiveness.

Abilities

The Chief Policy Officer must have the ability to:

- Lead a non-partisan team in a politically complex environment, maintain neutrality and objectivity.
- Interpret and apply relevant sections of the King County Code, as well as local, regional, state and federal laws and regulations.
- Develop work plans for conducting complex research and analysis requiring participation of other internal and external groups.
- Apply equity and social justice principles to all aspects of the position, including management of staff.
- Evaluate 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 or whether proposals comply with policy, laws, or regulations.
- Maintain confidentiality and discretion when working with elected officials.
- Develop and maintain positive and productive work relationships with staff, community members, elected officials, and other stakeholders.
- Think judiciously and strategically in a fast-paced environment, and prioritize workload accordingly.

Education and Experience

The position typically requires a master's degree in public administration, behavioral or social service, political science, business, economics or equivalent discipline that will enable job performance and ten years of experience in managerial and advanced professional level capacity involving analytical, communications, budgeting, and policy work.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Certificate Of Completion

Envelope Id: B953F1DB81134E42AB611D7B0E3DC8EF	Status: Completed
Subject: Complete with DocuSign: Motion 16244.docx, Motion 16244 Attachment A.docx	
Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 3	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Envelopeld Stamping: Enabled	401 5TH AVE
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	SEATTLE, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

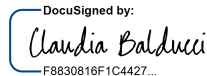
Record Tracking

Status: Original	Holder: Cherie Camp	Location: DocuSign
11/2/2022 12:43:47 PM	Cherie.Camp@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: DocuSign

Signer Events

Claudia Balducci
 claudia.balducci@kingcounty.gov
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 F8830816F1C4427...
 Signature Adoption: Pre-selected Style
 Using IP Address: 146.129.133.55

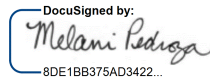
Timestamp

Sent: 11/2/2022 12:44:24 PM
 Viewed: 11/2/2022 3:30:11 PM
 Signed: 11/2/2022 3:30:30 PM

Electronic Record and Signature Disclosure:

Accepted: 11/2/2022 3:30:11 PM
 ID: 72b85bbd-c02d-4d88-94f1-673995e81605

Melani Pedroza
 melani.pedroza@kingcounty.gov
 Clerk of the Council
 King County Council
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 8DE1BB375AD3422...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 198.49.222.20

Sent: 11/2/2022 3:30:31 PM
 Viewed: 11/3/2022 7:35:11 AM
 Signed: 11/3/2022 7:35:16 AM

Electronic Record and Signature Disclosure:

Accepted: 9/30/2022 11:27:12 AM
 ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/2/2022 12:44:24 PM
Certified Delivered	Security Checked	11/3/2022 7:35:11 AM
Signing Complete	Security Checked	11/3/2022 7:35:16 AM
Completed	Security Checked	11/3/2022 7:35:16 AM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, King County-Department of 02 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact King County-Department of 02:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cipriano.dacanay@kingcounty.gov

To advise King County-Department of 02 of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cipriano.dacanay@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from King County-Department of 02

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with King County-Department of 02

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.