



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 16330

Proposed No. 2023-0101.1

Sponsors Upthegrove

1 A MOTION approving a job description for the position of
2 community engagement specialist within the office of law
3 enforcement oversight.

4 WHEREAS, OR 2- 030 of the council's organizational motion compilation
5 requires that the employment and administration committee to recommend all job
6 descriptions within the legislative branch of King County to the council for approval, and

7 WHEREAS, the council seeks to approve the job description of community
8 engagement specialist within the officer of law enforcement oversight;

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

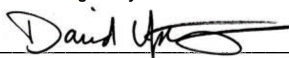
Motion 16330

10 The job description for the position of community engagement specialist within
11 the office of law enforcement oversight, Attachment A to this motion, is hereby
12 approved.


Motion 16330 was introduced on 3/14/2023 and passed by the Metropolitan King County Council on 4/4/2023, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry, McDermott, Upthegrove, von Reichbauer and Zahilay

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

DocuSigned by:

E76CE01F07B14EF...
Dave Upthegrove, Chair

ATTEST:

DocuSigned by:

C267B914088E4A0...
Melani Pedroza, Clerk of the Council

Attachments: A. Community Engagement Specialist Position Description

Metropolitan King County Council Position Descriptions	 King County
Position: Community Engagement Specialist	FLSA: salaried, overtime exempt
Department: Office of Law Enforcement Oversight (OLEO)	Salary Grade: 122
Council Approved:	

Classification Summary

The Community Engagement Specialist, under the guidance of a Community Engagement Manager, plays a key role within the Office of Law Enforcement Oversight (OLEO), an independent agency that provides oversight of the Department of Public Safety (Sheriff's Office). The Community Engagement Specialist's central duties include development and facilitation of outreach activities, community engagement contract implementation, logistical and technical support for stakeholder engagement, collaboration with culturally diverse King County audiences, and communication of complex and often emotional topics with diverse communities.

The Community Engagement Specialist works collaboratively with other staff and is assigned additional duties as needed. This is a salaried, at-will, overtime-exempt position that reports directly to the OLEO Director or their designee.

Distinguishing Career Features

The Community Engagement Specialist will work closely with the Community Engagement Manager and collaborate with staff to ensure community engagement is integrated across all OLEO programs. The specialist will support the planning and implementation of a community engagement strategy which will include onsite, virtual, and web outreach and engagement to learn more about the law enforcement oversight priorities of King County's diverse communities and provide support to residents navigating the oversight process.

Essential Duties

- Support OLEO's community engagement strategy.
- Support planning and implementation of community engagement activities and events.
- Expand OLEO's presence within the community, specifically within Contract Cities, Sheriff's Office service areas, and communities disproportionately negatively impacted by Sheriff's Office policies and practices.
- Collaborate with the Community Engagement Manager to develop various formal community partnerships with community-based organizations that serve the diverse communities of King County, specifically those disproportionately negatively impacted by law enforcement policies and practices.
- Draft community advisories and releases related to OLEO's work.
- Support the implementation of Memorandums of Understanding with community organizations, which include timelines, compensation details, and deliverables that support both OLEO's strategic plan and the community organizations' goals.
- Research and establish best practices for government and community formal partnerships.
- Maintain and update OLEO's communication materials, including webpage and social media for content, branding, accessibility, and translation as necessary.
- Work with other staff to develop creative and engaging educational or informational materials,

including web content.

- Coordinate with the Community Engagement Manager on logistics, registration, and attendance at various community events around the County.

Additional duties include:

- Represent OLEO at public meetings; act as liaison with specific communities to provide information and education on OLEO campaigns and activities.
- Support facilitation of and logistics for the Community Advisory Committee for Law Enforcement Oversight.
- Review and collaborate on other materials and projects as necessary.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge, Skills, and Abilities

- Strong facilitation and communication skills with the ability to effectively communicate in writing and orally.
- Demonstrated project management skills, including the ability to manage multiple projects, activities, or contracts with overlapping timelines.
- Strong understanding of how race, class, gender, disability, socioeconomic status, citizenship status, and any intersection of those and other identities impact individual interactions with law enforcement and perceptions of public safety systems; strong racial equity analysis of social and public policy.
- Ability to create content for and coordinate the production of communications and webpage materials including surveys, FAQs, key messages, mailers, posters, presentations, social media for the purpose of explaining technical information in accessible and engaging ways.
- Skills with relationship management software or the ability to create tracking systems for partnerships, contracts, contacts, etc.
- Advanced knowledge of Microsoft Office suite.
- Ability to work collaboratively with community organizations, agency staff, and similar stakeholders.
- Ability to create content for and update webpages in a timely manner; technical experience with SiteCore or other web content management programs/software.

Education and Experience

The position typically requires a bachelor's degree in communications, public administration, public relations, marketing, English, or related discipline that will enable job performance and two years of related professional level experience.

Acceptable relevant experience may include:

- Combined 3 years of education and/or experience in communications, community engagement, community relations, equity and social justice, facilitation, political science, urban planning, public administration, public relations, sociology, social work, or related field.
- Experience working effectively and demonstrating good judgment in a highly sensitive environment.
- Fluency in one of King County's top languages other than English (desirable but not required).
- Knowledge of King County community issues, past and current public safety and law enforcement oversight topics, and/or relationships with community leaders.
- Experience in supporting and participating in inclusive engagement planning processes that bring

together racially, culturally, and economically diverse constituencies towards common goals.

Licenses and Certificates

Requires a valid driver's license or the ability to travel throughout King County or surrounding areas in a timely manner. The Community Engagement Specialist must complete a Level One criminal background check, including fingerprinting, before employment. May be required to travel.

Working Conditions

- Office environment with some travel within King County.
- Occasional work in the field.
- Generally flexible re: schedule, telework.

Certificate Of Completion

Envelope Id: FA3279E388644D86B5E9F848D9F802F5	Status: Completed
Subject: Complete with DocuSign: Motion 16330.docx, Motion 16330 Attachment A.pdf.docx	
Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 3	Initials: 0
Certificate Pages: 5	Envelope Originator:
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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

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Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: DocuSign

Signer Events

Dave Upthegrove
dave.upthegrove@kingcounty.gov
Chair
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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Using IP Address: 67.160.80.216

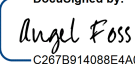
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Signed: 4/6/2023 3:24:31 PM

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Accepted: 4/6/2023 3:24:15 PM
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Angel Foss
Angel.Foss@kingcounty.gov
Deputy Clerk of the Council
King County Council
Security Level: Email, Account Authentication (None)

DocuSigned by:

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Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:

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Supplemental Documents:

Motion 16330 Attachment A.pdf.docx

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Accepted: Not Required

In Person Signer Events

Signature

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Editor Delivery Events

Status

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Agent Delivery Events

Status

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Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

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Carbon Copy Events

Status

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Witness Events

Signature

Timestamp

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	4/6/2023 3:43:10 PM
Completed	Security Checked	4/6/2023 3:43:10 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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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.

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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:

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- 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

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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.

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- 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.