

SNOHOMISH COUNTY JOB DESCRIPTION

EXECUTIVE MANAGEMENT ANALYST

Spec No. 2074

BASIC FUNCTION

The primary duties of this class are in support of the County's policy analysis functions, including supervision of organizational units of the Executive Department. Responsibilities include advising, assisting, and acting on behalf of the Executive Leadership Team in management, policy, and analytical matters related to high-impact policies, analyzing legal and legislative issues, coordinating multi-jurisdictional projects, and developing and carrying out communications strategies with a variety of groups and individuals.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Analyzes, recommends and implements solutions to complex, high-impact policy, legislative, management and legal issues on behalf of the County Executive.
2. Leads, coordinates, supervises staff, Executive-priority projects, project teams, and multi-jurisdictional organizations.
3. Serves as liaison between the Executive's Office and County departments, other jurisdictions, and private/public, regional, national or international organizations; represents the Executive at meetings, legislative hearings, and on committees, task forces and in other forums.
4. Monitors and analyzes departmental performance and service delivery; recommends measures and strategies for improvement.
5. Drafts and negotiates County contracts and agreements with other jurisdictions, agencies or private companies.
6. Designs and conducts organizational development training sessions for all levels of the organization in concert with Human Resources.
7. Develops and executes communication strategies with staff, external groups and the news media; acts as media liaison when needed; develops communication materials and presentations on complex and sensitive issues.
8. Develops and administers program budgets, or oversee the business unit performing budget monitoring.
9. Analyzes, researches, and resolves inquiries, complaints or suggestions pertaining to the operation of county government.

WHEN ASSIGNED AS EEO INVESTIGATOR:

10. Conducts thorough, impartial EEO complaint investigations on behalf of the County Executive.

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WHEN ASSIGNED AS EEO INVESTIGATOR (Continued):

11. Coordinates and conducts sexual harassment training.
12. Analyzes, recommends solutions, and corrective action plans to complex EEO/civil rights complaints/issues.
13. Administers and manages EEO complaint system; directs, manages, supervises, and evaluates contract investigators.

STATEMENT OF OTHER JOB DUTIES

14. Serves on a variety of teams, committees and task forces as needed.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree plus five (5) years of experience in legislative policy analysis, public administration or a closely-related field; or a Master's degree and three (3) years of experience in a legislative, policy analysis or a closely-related field; OR an equivalent combination of education and experience. Progression to Executive Management Analyst Senior is at the sole discretion of the County Executive. Must pass job related tests.

WHEN PERFORMING DUTIES OF EEO INVESTIGATOR

Bachelor's degree plus five (5) years of experience in employment discrimination investigation and related subjects for management; or a law degree and two (2) years of experience in employment law on behalf of employers; OR any equivalent combination of education and experience.

LICENSING/SPECIAL REQUIREMENTS

Valid Washington State driver's license.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of political process and public administration
- principles and practices of management and organization structures
- laws, rules, regulations and guidelines affecting the county and other government
- issues and trends related politics, community development and public administration
- cultural awareness and diversity issues

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- communicate effectively, both orally and in writing
- use various computer software packages related to word processing and data analysis
- be sensitive to political and environment issues
- maintain good customer service
- use tact and diplomacy
- provide leadership and direction to staff, groups and teams
- maintain effective interpersonal relationships with a diverse group of individuals
- be analytical
- work independently
- use team work
- use judgment and logical processing
- give presentations
- be an active listener
- use conflict resolution
- maintain confidentiality
- maintain integrity

SUPERVISION

Receives direction from administrative superior as assigned.

WORKING CONDITIONS

Usual office environment including attendance at evening/weekend meetings or events.

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 1986

Previous Spec No. 381374

Revised and Retitled: November 1992 as Executive Analyst, Principal, March 1993 as Executive Management Analyst

Revised: August 1999, June 2000, June 2006, May 2015

EEO Category: 2 - Professionals

Pay Grade: 111 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous