

Metropolitan King County Council Classification Specification



Position: Capital Projects Analyst 1	FLSA: Salaried, overtime exempt
Department: Auditor's Office	Salary Grade: 130
Council Approved: Month 00, 2022	Revised:

Classification Summary

The Capital Projects Analyst series is a two-level career path. Staff in this series conduct objective, independent oversight of capital projects.

Distinguishing Features of the Position

Capital Projects Analyst 1 plans, conducts, and communicates oversight of complex capital programs, projects, and/or systems under the guidance of the Audit Director with responsibility for the Capital Projects Oversight Program portfolio. The Capital Projects Analyst 1 may also report to the County Auditor or their designee(s). Capital Projects Analyst 1 works on several projects concurrently that may require managing large amounts of information, quantitative and qualitative analyses, synthesizing multi-faceted findings, presenting in public meetings, and interfacing with county leaders and staff. The Capital Projects Analyst 1 is expected to participate in officewide work efforts including work program development, independently manage external relationships, brief councilmembers, lead interviews in which conflict or complexity is expected, and lead project elements. The Capital Projects Analyst 1 must be able to balance, and deliver on, competing priorities and high workload. The work performed in this classification generally requires a minimal amount of supervisory support, coaching, and editing. This is a salaried, at-will, overtime-exempt position that reports to the County Auditor.

Career Progression

Capital Projects Analyst 1 is the first level within a two-level Capital Projects Analyst professional classification series. Advancement to the Capital Projects Analyst 2 classification requires the Capital Projects Analyst 1 must have demonstrated expert skills in most of the following skillsets: planning/methodology development, interviewing, fieldwork, data analysis, equity analysis, finding development, message development, capital project technical knowledge, King County capital programs/projects/systems, basic principles of audit standards, office policy/process, objectivity, professional skepticism, professional ethics, professional judgment, workload management, teamwork/culture, and achieving impact with minimal need for supervision.

Essential Duties and Responsibilities

- Conduct complex oversight of County capital operations.
- Provide internal consultation on capital elements of audit work.
- Participate in team meetings and complete assigned tasks.
- Keep complex project work organized, on scope, and on schedule; and identify

impediments.

- Analyze capital processes such as: project planning and alternatives analysis, budgeting, schedule management, design and construction, milestone and phasing risks, risk management, contingency planning, earned value and life cycle cost analyses.
- Complete multi-faceted risk assessments, user analyses, and equity assessments.
- Review laws, policies, best practices, regulations, labor contracts, research, and reports.
- Develop qualitative and quantitative methodologies to meet oversight objectives.
- Conduct complex oversight fieldwork that may include data extraction, cleaning, and organization; plan interviews with a diverse set of county employees, leaders, and external parties; conduct routine analyses; conduct observations in the field; and document the work to meet office procedure and government auditing standards for nonaudit work.
- Contribute to development of complete, multi-faceted findings, high-impact and implementable recommendations, and identification of report messages based on fieldwork and findings.
- Participate in writing, presenting, and communicating complex oversight reports.
- Apply audit standards, office policies, and procedures; the concepts of independence and objectivity; and professional skepticism, ethics, and judgment.
- Apply office interpersonal agreements and builds and maintains effective professional relationships internal to the work group. Contributes to positive and equitable office culture.
- Participate in developing and maintaining effective relationships external to the work group.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Professional knowledge of project planning, budgeting, schedule management, design and construction milestone or phasing risks, risk management, contingency planning, earned value and life cycle cost analyses.
- Working knowledge of local government capital-related systems.
- Well-developed quantitative skills to perform statistical, financial, and cost-benefit analysis.
- Well-developed qualitative analysis skills.
- Understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities, especially related to capital decision-making and execution.
- Excellent organization, project management, and communication skills.
- Working knowledge of software including but not limited to word processing, databases, spreadsheets, presentations, and working knowledge of other applications used by the office.
- Sufficient knowledge of English usage, grammar, and writing frameworks to write audit or oversight reports.

- Advanced skills in interpersonal relations.

Required Ability

- Carry out the duties and responsibilities of the position.
- Work independently and manage workload with multiple and concurrent assignments and tight deadlines.
- Interpret and apply Generally Accepted Government Auditing Standards; King County Code; and local, regional, state, and federal mandates.
- Understand and apply best-practice principles of capital planning, construction, land acquisition, and permitting to wastewater, hospitals, transit, and other capital projects.
- Work cooperatively with a diverse team and adapt to a variety of personalities and styles. Apply collective principles of engagement when disagreeing with internal staff.
- Setup and sequence steps in conducting research and analysis.
- Understand implications of new information for current and future problem-solving and decision-making.
- Use logic and reasoning to analyze and organize data.
- Incorporate the perspectives of multiple communities in the consideration of impacts and outcomes of policy and in technical analysis.
- Understand and apply principles of objectivity, independence, professional skepticism, and professional ethics including appropriate applications of confidentiality.
- Present facts and information in a clear, concise, logical, and objective manner, both orally and in writing.
- Facilitate small group discussions and prepare and deliver formal presentations.
- Consistent attendance and punctuality.
- Conduct observations and analysis in the field, at remote sites, and with varying schedules.
- Travel throughout King County or surrounding areas in a timely manner.

Education and Experience

The position typically requires a bachelor's degree in engineering, construction management, architecture, or related discipline that will enable job performance and seven or more years applied experience performing professional-level capital work in a government environment and/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

Levels Within the Series

Capital Projects Analyst 1, Capital Projects Analyst 2