

# Metropolitan King County Council Classification Specification



Position: Capital Projects Analyst 2	FLSA: Salaried, overtime exempt
Department: Auditor’s Office	Salary Grade: 131
Council Approved: Month 00, 2022	Revised:

### Classification Summary

The Capital Project 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 2 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 2 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 2 takes a leadership role in work program development and is expected to independently manage external relationships, brief councilmembers, lead interviews in which conflict or complexity is expected, and lead project elements. The Capital Projects Analyst 2 must be able to balance, and deliver on, competing priorities and high workload. The work performed in this classification requires minimal supervisory support, coaching, and editing, and has achieved a high level of independence and leadership in capital issues. This is a salaried, at-will, overtime-exempt position that reports to the County Auditor.

### Career Progression

Capital Projects Analyst 2 is the highest-level individual contributor classification within the Capital Projects Analyst series.

### Essential Duties and Responsibilities

*The Capital Projects Analyst 2 will perform the duties and responsibilities of lower-level classifications within the Capital Projects Analyst series with minimal supervision and will also:*

- Take a leadership role in capital work program development.
- Take a leadership role in developing communication strategy that maximizes project impact.
- Orient new staff and train office staff as assigned. This may include project planning and alternatives analysis, budgeting, schedule management, design and construction, risk identification, risk management, contingency planning, earned value and life cycle cost analyses, and other areas of expertise.
- Perform other duties as assigned that support the overall objective of the position.

## Qualifications

### Required Knowledge and Skill

- Advanced working knowledge of the King County capital environment, systems and challenges faced, and how to translate this information into impactful audit and/or oversight work program topics.
- Extensive professional knowledge of project planning, budgeting, schedule management, design and construction milestone or phasing risks, risk management, contingency planning, and earned value and life cycle cost analyses.
- Well-developed quantitative skills to perform statistical, financial, and cost-benefit analysis.
- Well-developed qualitative analysis skills.
- Advanced 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.
- Advanced 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 with minimal supervision.
- 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 for 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; eight or more years applied experience performing professional-level capital work in a government environment; three years of professional capital experience in King County, 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