

Policy Analyst

Salary

\$79,469.28 - \$119,203.92 Annually

Location

Seattle, WA

Job Type

Classified Civil Service, Regular, Full-Time

Department

Office of Labor Standards

Job Number

2019-00069

Closing

2/19/2019 4:00 PM Pacific

Position Description

The City of Seattle is a leader on wage, labor and workforce practices that enhance equity address wage gaps and create a fair and healthy economy for workers, businesses and residents. The mission of the Office of Labor Standards (OLS) is to advance labor standards through thoughtful community and business engagement, strategic enforcement and innovative policy development, with a commitment to race and social justice.

OLS seeks to improve workers' lives through development and implementation of laws that advance a fair and equitable workplace. Currently, our office administers eight labor standards: Paid Sick and Safe Time, Fair Chance Employment, Minimum Wage, Wage Theft, Hotel Employees Health and Safety, Secure Scheduling, Commuter Benefits, and the recently-passed Domestic Workers Ordinance. Seattle is the first place in the country to establish a Domestic Workers Bills of Rights and this ordinance will go into effect in July 2019. This implementation will involve extensive outreach to inform thousands of workers and hiring entities of their rights and obligations.

We are seeking two strategic, adaptable Policy Analysts to join our highly skilled, innovative team in a fast-paced work environment. These positions will work on projects that further the development and implementation of Seattle's existing and future labor standards. The work focuses on policies that advance economic justice, workplace equity, and worker well-being with a heightened focus on improving the lives of our most vulnerable workers. One position will focus generally on labor policies and the second position will focus primarily on domestic worker policies. These roles are full-time, exempt positions and will report to the Policy Manager.

Job Responsibilities

The Policy Analyst plays an important role in promoting workplace equity, protecting the rights of low-wage workers, helping employers comply with labor standards, and

advancing race and social justice. This position will work in an independent, self-directed manner with collaboration across the OLS team.

Policy Analysts perform extensive policy and legal research, analysis, and writing; conduct stakeholder engagement; create reports, trainings, and outreach materials; provide compliance assistance; apply race and social justice principles to all levels of work.

Here's more about what you'll be doing:

- **Policy-making.** Facilitate and support stakeholder rule-making processes with community and business organizations, employers, and workers. Conduct policy and legal research on leading enforcement and outreach practices as reported by national and local policy organizations, worker and business organizations, and local, state, and federal jurisdictions. Conduct policy and legal analysis of recommendations. Provide recommendations to the Policy Manager and Director. Create presentations, informational materials, and reports on policy recommendations and report on implementation and progress. Regularly engage with other City departments, the Mayor's Office, elected officials, other jurisdictions, and the general public.
- **Legislative and rule development.** Lead and support efforts to draft legislation, administrative rules, and other written documents that incorporate multiple levels of feedback and review from internal and external stakeholders. Be highly attuned to issues that affect the workplace and policies that can mitigate or eliminate negative impacts on the most vulnerable communities, including people of color and immigrants and refugees.
- **Outreach.** Support the office's outreach efforts through established and innovative means including but not limited to development of awareness campaigns; creation and leading of trainings; drafting of informational materials; management of limited budgets; and provision of expert-level, compliance assistance.
- **OLS Commission/Worker Standards Board.** Provide programmatic support for the Labor Standards Advisory Commission and/or the Domestic Workers Standards Board by assisting with administrative needs; coordinating subcommittees and occasional special events; performing research; making presentations on the office's work; and facilitating discussions amongst members.
- **Strategic enforcement campaigns.** Support the office's efforts to develop innovative approaches to enforcement and outreach that involve cross team collaborations and community partnerships.
- **Race and Social Justice.** Apply race and social justice lens to all work and engage in office efforts to eliminate racial disparities and achieve racial equity in City government and broader community.

Qualifications

Education: Bachelor's degree in the liberal arts or social sciences, or a related field. Law degree (JD) or Master's degree in Public Policy, Public Administration or

other related field is desired.

You will be successful in this role if you have experience in:

- Two or more years in the research, development and implementation of policies, laws or programs.
- Project management, especially in producing, tracking and managing multiple deliverables with overlapping deadlines.
- Building collaborative relationships with individuals or groups with conflicting views.
- Collaborating with workers, employers, and community or business organizations.
- Creating and leading trainings and other presentations.
- Applying race and social justice principals in the workplace or community.
- Drafting ordinances, rules, or policies.
- Familiarity with government, including experience interacting with elected officials and the public.

You will be prepared to take on this role if you have:

- Strong reasoning and analysis skills to quickly understand, evaluate, and comfortably navigate policies and legal requirements.
- Outstanding written and oral communications skills.
- Strong MS Outlook, Office, and Excel Skills.
- Facilitation, negotiation, and conflict-resolution skills
- Knowledge of local, state and federal employment laws, including Seattle's labor standards.
- Knowledge of the City of Seattle's Race and Social Justice Initiative.

Equivalency: A combination of education, training, or experience which provides an equivalent background required to perform this job.

Additional Information

This position is classified as a Strategic Advisor I.

APPLICATION PROCESS:

To be considered for this position, please submit your complete application, resume, and cover letter at <https://www.governmentjobs.com/careers/seattle> no later than **4:00 PM Pacific Time on Tuesday, February 19, 2019.**

Who may apply: This position is open to all qualified candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The City encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experience.

Questions? Please contact Nicolette Hornbeck at Nicolette.Hornbeck@seattle.gov

To learn more about the Office of Labor Standards, please visit: <https://www.seattle.gov/laborstandards>