
Classification Description

Title: Policy Advisor I, II

Pay Range: 541, 545

Job Code: 1423, 1463

Employee Group: Non-Represented

Established: 10/2008

Revised: 11/10, 4/14

EEO Category: Officials and Administrators

FLSA Status: Exempt - Administrative

DESCRIPTION

Jobs assigned to this series function as high-level policy advisors to the Metro Council, Chief Operating Officer (COO), Deputy COO, General Manager, or department directors. Policy Advisors use political, professional, and organizational expertise to identify and promote policy options that will advance Metro Council's goals within Metro or the region.

DISTINGUISHING FEATURES

This series classification includes Policy Advisor I and Policy Advisor II. Both levels of the series are responsible for translating technical expertise in operational programs or broad regional initiatives to support and promote the success of Metro Council Vision and Goals, or specific initiatives of the COO/Deputy COO or department director.

The Policy Advisor I is a technical expert in some aspect of internal Metro operations with primary responsibility for internal policy development alternatives. The Policy Advisor II is primarily responsible for policy development activity with regional, or wider, impact. The Policy Advisor II is a technical expert in Metro's internal matters and regional political and economic factors that affect Metro and its regional partners.

DUTIES AND RESPONSIBILITIES

Policy Advisor I

1. Collaborates with department(s) on policy development and implementation related to major Council initiatives.
2. Drafts and edits written materials to outline Metro's objectives policies, and processes.
3. Represents Metro on various committees and task forces as appropriate.
4. Serves as staff leader for specific projects as assigned by the COO, Deputy COO, General Manager, or department director.

Policy Advisor II

1. Performs all those duties described for Policy Advisor I.
2. Advocates for Metro Council's policy objectives before the Oregon Legislature and defend against legislation that would adversely impact agency objectives.

3. Works with Metro staff and Metro Council to develop and support legislative agenda, collaborates with Office of Metro Attorney on policy, strategy, and drafting legislation and administrative rules.
4. Builds and maintains relationships and communications with external audiences in order to facilitate success of Metro Council policy objectives.
5. Fosters increased regional collaboration and facilitates the development of regional positioning on critical issues through coordination and participation in regular staff level meetings with colleagues from other public bodies. Coordinates the regional lobby.
6. Represents Council, COO, Deputy COO, General Manager, or department director on issues related to agency goals and initiatives.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in public policy, public administration or other relevant area of study; master's degree preferred
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities:

- Project management

Policy Advisor II:

- Political and regulatory environment affecting Metro and its various operating units
- Legislative process, particularly, how a bill becomes a law and how to leverage the committee system for a successful outcome for Metro and the region

Policy Advisor I and II:

- Engage others in policy development process and integrate the full spectrum of valid input into policy proposals
- Communicate policy positions and Metro's vision clearly and persuasively to a wide spectrum of individuals and groups
- Ability to supervise and lead the work of staff
- Apply Federal, State, local laws, regulations, and agency policies and procedures for respective field
- Use discretion with confidential and sensitive matters
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Perform all position essential duties and responsibilities

Additional Requirements:

- Successfully pass the background checks and screening requirements required for the position
- Current driver's license and driving record sufficient to be insured by Metro insurance carrier

SUPERVISION RECEIVED

- Receives general direction from the COO, Deputy COO, General Manager, or department director

SUPERVISION EXERCISED

- May supervise or lead teams of professional or administrative staff, volunteers, or interns

RELATIONSHIPS/CONTACTS**TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets

WORK ENVIRONMENT

Work is performed mostly in an office setting

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.