



## Policy Development Specialist - TLT

**DEPARTMENT:** KCSO - Sheriff's Office  
**DIVISION:** Administration  
**SALARY:** \$110,094.40 - \$139,547.20 Annually  
**LOCATION:** King County Courthouse - 516 3rd Ave, Seattle  
**JOB TYPE:** Term Limited Temporary, Full Time, 40 hrs/wk  
**CLOSING DATE:** 09/07/20 11:59 PM

### SUMMARY:

#### KING COUNTY SHERIFF'S OFFICE



King County Sheriff's Office (KCSO) values the teamwork, problem-solving skills, and alignment with our vision, mission, goals, and core values that you'll bring to being our Term Limited Temporary (TLT) Policy Development Specialist. We aim to do our work in a respectful manner based on our core values of leadership, integrity, service, and teamwork. With over 1,100 employees, the KCSO serves the law enforcement needs of over half a million people in unincorporated King County and our twelve contract cities. The KCSO also provides police services for the Muckleshoot Tribe, Metro Transit, Sound Transit, and the King County International Airport. Our command staff brings a wealth of knowledge and over 168 years of combined experience to their assignments.

The King County Sheriff's Office has a great opportunity to join their professional staff Term Limited Temporary (TLT) Policy Development Specialist. This position will work within the Technical Services Administration Unit in the Technical Services Division and will report directly to the Technical Services Chief. Duties will include reviewing and suggesting updates to the departments' General Orders Manual (GOM). This position will spend majority of their time writing new policy and editing current policies. Applicants should have extensive experience writing policy for a large public sector agency.

### JOB DUTIES:

#### In this role you will get to:

- Review and write policy for a large police agency
- Determine charter and scope of the project, assuring project is aligned with KCSO strategies, initiatives and business needs or values; set priorities subject to review by leadership; ensure project maintains compliance with all relevant State, Federal, local and King County laws and regulations; monitor and document progress of project
- Manage and control day-to-day project activities; develop breakdown structures, schedules and resource assignments
- Establish measures of success, acceptance criteria, and methods to track, control and report status;

determine performance indicators and use evaluation of findings to redirect the project

- Build relationships with appropriate staff throughout organization
- Lead project team members directly or through a matrix staff structure
- Prepare and give presentations to senior management on project schedule progress, current status and responses to identified issues and risks.
- Perform other duties as assigned

## **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

### **To do this job well you will need:**

- Advanced skill in assessing and writing policy and procedure
- Advanced skill in effectively communicating orally and in writing, including making formal presentations to groups and committees, influencing decision makers in a political environment
- Skill in gathering, analyzing and synthesizing data; skill in effective paper and report writing; skill in effectively presenting statistical and narrative information to non-technical stakeholders or audiences
- Advanced knowledge and skill in successfully managing projects using current project management principles, methodologies and processes
- Knowledge and skill in managing projects for a large organization with diverse business operations, strategic information requirements and priorities
- Knowledge of strategic planning principles and practices; knowledge of large organization business operations
- Skill in problem-solving, conflict resolution, negotiating and decision making
- Skill in handling multiple competing priorities
- Knowledge about how medium to large political organizations work, and ability to be collaborative in your approach to getting things done through formal and informal channels.

### **It would be excellent if you had:**

- Minimum 5 years' experience writing policy
- Experience writing policy in a unionized environment
- Experience in writing policy in the public sector and/or specifically working with or for law enforcement agencies

## **SUPPLEMENTAL INFORMATION:**

### **SELECTION PROCESS:**

Important Notice: All candidates who successfully meet the selection criteria and testing will be required to complete a comprehensive background investigation, including a polygraph examination. This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing, interviewing, and background investigation. The most competitive applicants will move forward in the selection and recruitment process.

**WHO MAY APPLY:** This is a Term Limited Temporary (TLT) opportunity that is expected to last approximately two years. It is open to the public.

### **REQUIRED APPLICATION MATERIALS:**

Please fully complete the Government Jobs online application and attach the following materials:

- Your resume – Please note, referring to 'see resume' is not an accepted substitution for a completed application.
- Letter of interest (cover letter) describing your interest in this position and how your background meets or exceeds the requirements of this specific position.
- A writing sample of your choice that is no more than five pages. You may submit a copy of a policy that you have previously written if you wish.
- Complete answers to the Supplemental Questions

Online applications are preferred. However, if you cannot apply online, go to [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs) for other options.

**UNION REPRESENTATION:** This position is not represented by a union.

**CLASSIFICATION:** The classification for this position is Special Projects Manager III.

**QUESTIONS:** Please direct questions about this recruitment to Denise Gregory Wyatt at [Denise.GregoryWyatt@kingcounty.gov](mailto:Denise.GregoryWyatt@kingcounty.gov).

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

King County is proud to be an Equal Employment Opportunity /Affirmative Action employer and we encourage people of color, women, veterans and people with disabilities to apply.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kingcounty.gov/>

Job #2020DGW11958  
POLICY DEVELOPMENT SPECIALIST - TLT  
MK

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206-477-3404

[michelle.kobuki@kingcounty.gov](mailto:michelle.kobuki@kingcounty.gov)

An Equal Opportunity Employer

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### Policy Development Specialist - TLT Supplemental Questionnaire

- \* 1. You must be a current US Citizen or permanent legal resident to apply for civil service positions with the King County Sheriff's Office. Are you now a United States citizen or permanent legal resident?  
 Yes  No
  
- \* 2. Can you read, write and speak the English language?  
 Yes  No
  
- \* 3. The King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link [Automatic Disqualifiers](#). Please review the disqualifiers and respond to the following question before proceeding. Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County Sheriff's Office? Note - This information will be verified prior to scheduling an oral board interview.  
 Yes  No
  
- \* 4. The background of all King County Sheriff's Office employees and applicants are thoroughly checked. The required background investigation will review and evaluate driving records, criminal records, employment histories, military records, personal and employment references, and related information. A polygraph examination is also required. Are you willing to undergo a background investigation and polygraph examination as part of the employment process?  
 Yes  No

\* Required Question