

Job Evaluation Document

Tab to the shaded text boxes to complete each section.

Please send completed job evaluation documentation as an e-mail attachment to Ann McClellan (mccllellan.a@portseattle.org) in Human Resources & Development.

<i>Date documentation completed:</i>	_____
<i>Current title:</i>	Commission Specialist
<i>Employee's name:</i>	_____
<i>Proposed new title (if applicable):</i>	_____
<i>Department and work group where the job will reside:</i>	Commission Office
<i>Supervisor's title:</i>	Issue and Policy Manager
<i>Supervisor's name:</i>	Aaron Pritchard

Note: Any changes to titles, grades or employee pay resulting from the evaluation of this job will be **effective on the date the document is electronically received** by compensation staff.

Information contained in this document **may be shared** with others both inside and outside of the Port of Seattle.

Purpose:

A brief statement that will answer the question, “why does this job exist at the Port?” **No more than two or three sentences** that address the *essence* of the job at a high level.

The Commission Specialist's primary function is to provide staff capacity for Commissioners and to serve the entire Commission. The Specialists serve assigned Commissioners at events as a liaison and assist in preparation for events. Each Specialist will also support policy research and analysis on Commission-wide issues under the Supervision of the Issues and Policy Manager.

Essential Functions:

The primary functions or responsibilities of the job and the approximate amount of time devoted to each. **The time percentages must add up to 100%**. They relate to the purpose of the job as well as its accountabilities – those outcomes or results that will indicate the success of the individual in the job. If this job manages or supervises staff, this must be an essential function. If the position has responsibility (decision making authority) for a budget, that must also be an essential function.

<i>Essential Functions:</i>	<i>Time Devoted to each</i>
1. Provide professional, service-oriented connections for appointed Commissioner, with members of the public, other Port Commissioners, and staff.	1. 40 %
2. Assist with Commission meeting agenda development and Commission meeting coordination. Coordinate with scheduler and Port staff for events, and with the Northwest Seaport Alliance.	2. 20%

<p>3. Community outreach, engagement and external communications: assist and coordinate with public affairs on media, preparing for event, outreach, and speaking engagements, assist with external relations and community outreach efforts, provide direct outreach and community engagement. Review and coordinate talking points and assist with Commission-wide special projects and events.</p>	<p>3. 20%</p>
<p>4. Policy Research and Analysis: Identify and track Commissioner priorities, assist on annual work program and individual initiatives. Assist with Committees and to advance the goals and policies of the Commission as a whole. Draft papers and presentations where appropriate and assist with Port budget review. Monitor Commissioners phones and review Commissioner emails on a daily basis and answer constituent correspondence. Work with Commissioners, Port executives, and internal and external stakeholders to research, draft, synthesize and/or edit briefing papers, memos, reports, and PowerPoint presentations, as guided by Issue and Policy Manager and Commission Work Plan</p>	<p>4. 20 %</p>
<p>5.</p>	<p>5. %</p>
<p>6.</p>	<p>6. %</p>
<p>7.</p>	<p>7. %</p>

*To add rows for additional essential functions, click on the Restrict Editing in the **Review** tab. Choose **Stop Protection** to unlock form. Go to the last row and column in the Essential Functions table and press the **tab** button to add as many rows as you will need. When you are finished adding rows, click on **Yes, Start Enforcing Protection** to relock the form.*

Knowledge, Skills, Abilities, Other Work Characteristics (KSAs):

KSAs are what a person must know to perform this job, and include the skills they need, or what they must be able to do in order to successfully perform the Essential Functions of the position. The KSAs relate to the job and the work being performed, not to the individual who may be performing the job, and they must relate to an essential function. Ask yourself which functions each KSA relates to. If you cannot relate the KSA to an Essential Functions you may find that you need to add an Essential Function, or that the KSA is not necessary for the work. KSAs can be written in various ways so you may not need to include items in each of the three sections below.

Knowledge – What must one know to successfully perform the Essential Functions listed above?

Familiarity with Port operations and ability to engage with elected officials, policy and issues development processes and prioritization, understanding of public outreach processes, community relations and public involvement; and state, regional and local political climate.

Skills – What skills must one possess to successfully perform the Essential Functions listed above?

Must know how to write a clear, concise memo's, letters, and talking points communicate multiple issues on complex information under tight deadlines; familiarity with event management and comfort interacting with public officials, and general public. Ability to track and share complex information with elected officials and staff; work under tight deadlines to achieve Commission priorities and evolving needs. Ability to work well with a small team to accomplish goals while at the same time assisting multiple peers in larger organization to communicate Port-wide developments.

Abilities – What abilities or other characteristics are necessary to be successful in performing the Essential Functions listed above?

Demonstrated ability to work effectively with elected officials and C-suite executives; problem solve and negotiate resolutions while maintaining positive relationships

Minimum Requirements and Preferred Qualifications:

The **minimum** educational and experience requirements that would **typically** be required for someone to perform the Essential Functions of the job. This area is related to the Essential Functions and KSAs of the job, rather than the person who may be currently performing the work.

The **preferred** experience and education are the additional amount or type that would make someone more likely to succeed in the job. They may include experience, education, certification, etc. that could assist a hiring manager in making a decision between two otherwise equal candidates.

Experience:

	<i>Experience in Years</i>	<i>Type of Experience</i>	<i>Why is this Experience Needed?</i>
<i>Minimum</i>	2	Providing support for elected officials or leaders of large organizations in these areas: Analysing, synthesizing, and monitoring legislative, regulatory, or community issues. Demonstrated proficiency in writing concise, plain language materials.	In order to provide consistency and coverage for commissioners at events and in policy pursuits, to assist the Commissioners, Chief of Staff, and Issue and Policy Manager in pursuing Work Plan priorities as outlined by Commissioners.
<i>Preferred</i>	4	Providing support for high-ranking officials, delivering on priorities in a large organization, comfortable interacting with the public.	In order to balance the input from elected officials and other high ranking officials in a high pressure environment, while balancing the needs of a large organization and the public.

Education:

	<i>Degree</i>	<i>Certification</i>	<i>Why is this Degree or Certification Needed?</i>
<i>Minimum</i>	Professional Certification or Associate's degree		Academic grounding in aspects of public policy and events management.
<i>Preferred</i>	Bachelor's Degree in public administration, public policy, political science, communications or related field		Academic grounding in aspects of public policy and events management.

Nature and Scope of Working Relationships:

Who, both inside and outside the Port (preferably job titles, but names of Port employee are acceptable if titles are not known), will the individual in the job interact with on a routine basis (at least quarterly)? What is the nature of the interaction with this person or group? Is information obtained or provided, is advice given, etc.? What does the individual do as a result of this interaction? Be sure to include your own manager and any direct reports you may have.

<i>Who</i>	<i>Why</i>
Commissioners	Daily interaction and member management
Commission Chief of Staff	Daily interaction to ensure timely flow of information, report to Chief of Staff through Issue and Policy Manager.
Issue and Policy Manager	Reports directly to the Issues and Policy Manager. Daily interaction to ensure timely flow of information, coordination, organizational alignment, issue updates, weekly staff meetings.
Public Affairs Staff	Regular interaction to ensure flow of information to Commission staff and Commissioners. Work closely to draft talking points, draft constituent responses, letters to officials etc.
All Port Executives and Managers	Follow up on Commissioner priorities, deliver messages to Commissioners on priorities from staff, track events, meetings and other items as identified by Commissioner work plan.
External Maritime and Aviation Managers	Follow up on Commissioner priorities, deliver messages to Commissioners on priorities from staff, track events, meetings and other items as identified by Commissioner work plan.

Decision Making & Problem Solving:

Provide one or two actual examples of decisions you've made and problems you've solved. An example of a typical decision, an unusual decision, a typical problem and an unusual problem are ideal. Please state the decision you needed to make (for example: whether or not to authorize an expense that had not been budgeted), briefly describe the process used to arrive at the decision, and finally, state the ultimate decision. For the Problem Solving follow the same approach with the problem that you needed to find a solution for.

	<i>Decision to be Made or Problem to be Solved</i>	<i>Processed Used and Final Outcome</i>
<i>Decision Making - simple</i>	Complicated constituent letter is received by Commissioners	Reach out to appropriate staff, draft letter and review with supervisors.

<i>Decision Making - complex</i>	Important constituent presses for answers, you want to develop a relationship	Get as much information as you can without revealing important Commissioner priorities and make sure constituent feels heard. Get guidance on a response.
<i>Problem Solving - simple</i>	Several important dignitaries and elected officials at an event	Reach out to engage with correct staff in advance, draft proper talking points, verbally brief Commissioner, and introduce Commissioners to important contacts
<i>Problem Solving - complex</i>	Port staff are struggling to understand Commission direction.	Develop an appropriate feedback loop that incorporates supervisor and team.

Impact:

How do you feel your work impacts the Port overall? Put another way, what would the impact to the Port be if no one performed the Essential Functions of your work?

The critical impact of this position will be to ensure Commissioners are prepared for events and meetings - to improve communication around scheduling and event management including talking points, memos, and staffing at events.

Supervision of Others:

Complete the following table by telling us who you supervise. For this purpose supervision includes: making independent decisions about hiring, setting pay, evaluating performance, and handling any necessary disciplinary actions. This does not preclude you from consulting with your manager before making decisions, though the decision is ultimately yours. Lead direction is providing input on a daily basis regarding the work that needs to be done, the priority of the work and methods for completing it. In the case of Port employees, please include both the job title and the employee’s name.

Which Port employees do you directly supervise?

none

How many employees do you supervise through supervisors who are your direct reports?

Which Port employees do you provide lead direction to?

List the consultants or contractors whose work you oversee.

Budget:

State how you are involved with the budget. Accountability, for job evaluation purposes, includes deciding how much goes into the budget, how much to spend on what and when to spend it. Providing input includes gathering information and recommending amounts to be included in the budget. Please estimate if necessary.

What is your annual budget accountability? The amount of operating and/or capital budget that you have responsibility for developing and managing?

none

What is the approximate annual budget amount that you provide input for, and what items are represented by this amount?

What portions of the budget do you monitor and provide reports on?

Physical Effort and Work Environment:

Complete the following table indicating the amount of time that is spent both inside and outside a building.

	Time spent inside of a building where you are not exposed to the elements?	Time spent outside of a building where you are exposed to the elements?
Percentage (%)	90	10

What activities do you participate in when you are outside of a building?

events

Other pertinent environmental factors related to your job. (For example: Is there any PPE equipment required for your work? Do you encounter adverse weather conditions in the course of your work?)

none

Comments:

Both employees and managers may use this section to provide any additional information on the work that may be important and not captured elsewhere in the document.

The Commission Specialists are new positions for the Commission. These positions were created to help address the ever increasing scheduling and policy complexity of the Port of Seattle Commissioner portfolio. The Commissioner Specialists will report directly to the Issues and Policy Manager, with the goal of creating a seamless, team-oriented atmosphere that anticipates Commissioners needs and fulfills policy related requests. The Commission Work Plan is intended to guide the team and create a division of labor among the Specialists depending on which Commissioner the Specialist has been assigned to cover. Three Specialists will be hired, two of the specialists will cover two Commissioners each. One Specialist will be assigned to cover the President of the Commission. Specialists are not staff for individual Commissioners, but serve a one-year rotation, including the Specialists assigned to the President. Decisions on how Specialists are assigned will be determined by the Chief of Staff and Issue and Policy Manager in consultation with Commissioners and staff.

To be completed by Human Resources and Development staff:

Evaluated by:

Date:

File notes are: Extensive Moderate Minimal

FLSA Status: Choose FLSA Status Notes:

Current job code:

New job
code/job title:

Evaluation results:

Notes:
