

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 (mcclellan.a@portseattle.org) in Human Resources & Development.

<i>Date documentation completed:</i>	
	Commission Strategic Issues and Policy Manager
<i>Employee's name:</i>	Aaron Pritchard
<i>Proposed new title (if applicable):</i>	Commission Policy Manager Commission Issues and Policy Manager
<i>Department and work group where the job will reside:</i>	Commission
<i>Supervisor's title:</i>	Chief of Staff
<i>Supervisor's name:</i>	Mike Merritt

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.

~~Develops and manages Commission committees to~~ ~~pprovides~~ strategic and tactical recommendations, development and research on ~~issues and~~ policies to assist Commissioners and the Commission Chief of Staff, and on occasion Port Executives, with advancing the Port's mission to expand and economic development and employment in communities across the region and state. ~~Supervises three Commission Specialists to implement Commissioner workplans and priorities, to ensure Commissioners receive accurate policy information on Port wide issues in a timely manner, and to ensure quality event support for Commissioners.~~

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. Work with the Chief of Staff, commissioners and commission staff, and port staff to identify, monitor and track emerging and longer term issues coming up in Commission meetings and in the industry, community or government which call for	1. 30%

research, creating/editing materials, developing recommendations, and/or briefing commissioners. Manage Commission Committees and develop Policy Directives resulting from Committee work. Develop and offer strategic and tactical recommendations on policy and issue matters.		
2. Supervise three Commission Specialists to review work product and ensure quality support for Commissioners	2.	25%
3. Work with Commissioners, Port executives, and internal and external stakeholders to research, draft, synthesize and/or edit briefing papers, memos, reports, and constituent mail and PowerPoint presentations.	3.	20%
4. Accompany and assist, or represent Commissioners and Chief of Staff externally as assigned and advocate for the Commission's priorities and Port's mission as needed;	4.	5%
5. Assist with the development, and direct the execution, of Commission's <u>study sessions</u> annual Critical Issues Roundtables program.	5.	10%
6. Establish and manage a Commission Policy Research Internship program, including recruitment and management of interns, and related budget development and management.	6.	5%
7. Work closely with Public Affairs and Government Relations to ensure effective communications of policy issues, which may include materials for Commission meetings, policy events and meetings.	7.	5%

*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?

Policy and issues development processes and prioritization; elected official management, managing and supervising multiple staff, engage with policy makers and policy making bodies, and their issues and priorities; legislative and regulatory processes; Port Commission policy making processes; national, regional and local industry, maritime and aviation issues; working knowledge of maritime and/or aviation operations; familiarity with economic development, tourism, land use, and transportation issues and relevant stakeholders; 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?

Think creatively and handle multiple and changing priorities, work effectively in highly charged external

environments, and to act independently; track and share complex information and priorities with upper management and direct reports, consistently translate complex information into easily understandable terms for external and internal audiences; strong writing, editing, proofreading skills; writing and editing under tight deadlines and while incorporating edits from many different perspectives to develop a final product that is accurate, engaging and quotable; supervisory skills and budget development and oversight; strong experience with Outlook, Word, PowerPoint, SharePoint, Publisher, Adobe and other relevant software.

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; Ability to advise and consult senior and elected officials; demonstrated ability to manage and guide teams to produce results for elected officials in a highly matrixed organization, working in conjunction with a diverse group of individuals to accomplish goals; work with all levels of staff, including top internal and external Executives

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>	4	<p>Providing issues and policy support for an organization, public agency or elected official(s) in the following areas:</p> <ul style="list-style-type: none"> Analyzing, synthesizing, summarizing and monitoring legislative, regulatory and/or community issues; Writing/editing briefing papers, research reports, talking points and speeches, materials for press briefings, op-eds and PowerPoint presentations; Demonstrated proficiency in writing concise, plain language materials; Staffing or representing an executive or elected official at 	<p>In order to provide strategic and tactical recommendations, to guide and produce research on issues and policies to assist Commissioners and the Commission Chief of Staff, and on occasion Port Executives, with advancing the Port’s mission to expand and economic development and employment in communities across the region and state.</p>

		events and meetings; Supervising a minimum of three direct reports and interns.	
<i>Preferred</i>	8	Providing issues and policy support for an organization or elected official, supervising policy and liaison staff.	In order to provide well-developed strategic and tactical recommendations, to guide and produce research on issues and policies to assist Commissioners and the Commission Chief of Staff, and on occasion Port Executives, with advancing the Port's mission to expand and economic development and employment in communities across the region and state.

Education:

	<i>Degree</i>	<i>Certification</i>	<i>Why is this Degree or Certification Needed?</i>
<i>Minimum</i>	B.A.	Political Science, Public Administration or Government Studies/Relations.	Academic grounding in aspects of public policy and issues.
<i>Preferred</i>	M.A. Coursework or degree	Political Science, Public Administration or Government Studies/Relations.	Academic grounding in aspects of public policy and issues.

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	Provides to and receives from, recommendations and advice on policies and issues, stakeholder outreach and messaging strategy and tactics
Commission Chief of Staff	Provides to and receives from, recommendations and advice on policies and issues, stakeholder outreach and messaging strategy and tactics
Commission Specialists	Supervises work of Specialists to ensure timely and accurate policy memo's and effective event coverage and talking points.
Public Affairs Senior Director and Staff	Works collaboratively with PAD and staff as needed to help design and execute Port's and Commission's stakeholder outreach related to policies and issues.Helps design and execute communications plans. Provides and receives recommendations and advice.
CEO Chief of Staff	Works with CEO Chief of Staff to communicate commission priorities and to receive updates from CEO's office and to ensure Commission coverage for policy work.
Port CEO	Occasionally prepares recommendations and advice on policies and issues, stakeholder outreach and messaging strategy and tactics for delivery to CEO
All Port Executives and Managers	Provides to and receives from, recommendations and advice on policies and issues, stakeholder outreach and messaging strategy and tactics
External Maritime and Aviation Executives/Mgrs	Gain understanding of communications related to external events and issues

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>	Event or issue of major interest to Commissioners does not reflect Commission direction.	Work closely with public affairs staff or subject matter experts during staff meetings or informal sessions to guide discussions and change format and content. Follow up with senior staff to ensure changes are understood and incorporated as needed.
<i>Decision Making - complex</i>	Design and implement the Commission Committees including Projects and Procurement and Energy and Sustainability and wrote policy proposals, motions and resolutions that reflect input from Commissioner, staff and external stakeholders.	<p>Evaluate the subject matter experts both internal and external, seek Commission buy-in. Advise Commissioners that no professional moderator needed, took on role of facilitator, time keeper and note taker..</p> <p>Research and understand the complexities of competing proposals, amendments policy language. Final outcome is deciding what to recommend to Commissioners, and the reasoning.</p> <p>Guide discussions, implement follow up, recruit presenters and present policy directives at Commission meetings for passage and incorporate into Port policy</p>
<i>Problem Solving - simple</i>	Three year old effort to execute international Study Tour to Hamburg will likely be cancelled without action.	Implement action plan that includes setting firm dates that may interfere with other Port and City priorities. Lobby city officials to participate on these dates. Leverage Port funding to reduce barriers. Finalize sole-source contracting exception. Assign Commissioners specific actions items and get approval to proceed.

Problem Solving - complex

The Port of Seattle is falling short of small business goals, is under the cloud of a disparity study, and minority associations and representatives are threatening lawsuits.

Advocate strong change of direction to address disparity in minority contracting. Offer analysis that presses against generally accepted Port legal principles to stake out aggressive procurement policies to improve Port's record for minority contracting.

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?

Without this role there would continue to be a critical gap in producing policy research and proposals that enable Commissioner to perform their duties. It would be harder to execute the Port's mission and achieve its goals, because there would be less coordination and collaboration between the Port and Commission on policy matters. Supervisory role will allow Chief of Staff to monitor political hot topics, while creating an effective team to cover day to day issues and to meet Commissioners needs.

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?

Three Commission Specialists as many as two interns. (to be hired)

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

3

Which Port employees do you provide lead direction to?

Three Commission Specialists. Though typically working in collaboration, this position on occasion will provide direction to the Directors of Public Affairs, Communications, Seaport, Aviation, Real Estate, and other staff within those divisions.

List the consultants or contractors whose work you oversee.

On occasion, various public affairs consultants.

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?

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?

Monitor: Commission Specialists budget, Commission Other Contracted Services and Commission contingency budgets; Reports on: outreach, meetings, consultants

Physical Effort and Work Environment:

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

	<i>Time spent inside of a building where you are not exposed to the elements?</i>	<i>Time spent outside of a building where you are exposed to the elements?</i>
<i>Percentage (%)</i>	80	20

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

Meetings

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?)

No

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.

This person serves as a liaison between many departments and individuals and shares at the right time the key information that fosters organization and productivity. This person is also able to guide decisions and provide strategic input, knowing what is coming down the line in multiple directions. He/She can ensure goals and objectives are achieved even though individual components may be at different stages of development. This person will guide a team of Commission Specialists that will help communicate Commission priorities and surface important policy and staff information.

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:
