

# Classification description



Policy Advisor Series

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**Title:** Policy Advisor Series  
**Job Code:** 1170, 1171, 1231, 1701  
**Pay Range:** 535, 537, 540, 543  
**FLSA Status:** Exempt-Administrative I, II, III, or Executive/Supervisory, IV

**Employee Group:** Non-Represented  
**Established:** January 4, 2019  
**Revised:**  
**EEO Category:** Professional, or Officials and Administrators

## CLASSIFICATION DESCRIPTION

Jobs assigned to this classification function as policy advisors and support to Metro councilors and the agency, on government affairs and policy development, and lead key agency efforts to support and promote the success of Metro Council and the agency's goals, or specific initiatives of the COO/Deputy COO or other departments. The focus is to promote and strengthen Metro's relationships and partnerships with federal, state, local government and non-governmental partners. Policy advisors use political, professional, and organizational expertise and acumen to identify and promote policy and coordination outcomes that will advance Metro's Council's mission and vision within the region. \*This is a new classification encompassing the Policy Analyst and Policy Advisor.

## DISTINGUISHING FEATURES

This series classification has four levels: Policy Advisor I, Policy Advisor II, and Policy Advisor III and Policy Advisor IV. Increasing levels of assignment complexity, difficulty and accountability characterize the different levels in this series.

The Policy Advisor I is assigned administrative and coordinating duties supporting the Metro Council, Council Office, and Government Affairs and Policy Development (GAPD).

The Policy Advisor II is assigned responsibilities requiring independence of action and past work experience in the area of specialization. Assistance with policy formulation and evaluation, responsibility for coordination of a specialty area and/or lead responsibility for lower level professionals and supervision of support positions are typical assignments. This level supports Metro councilors, and may hold positions in GAPD or the Council Office.

The Policy Advisor III has expert knowledge in their specialized or technical area of responsibility. This level advances Metro's policy goals through collaboration with local government and regional partners on projects and programs. This level may represent Metro to outside entities and commit the agency to courses of action in response to decisions made by the Council or the Chief Operating Officer.

The Policy Advisor IV has the highest level of accountability for political strategy and execution. This level of the series works with Council and at all levels of the agency to develop and support Council initiatives and major funding proposals, including ballot measures. This level represents Metro to outside entities and commits the agency to courses of action. Supervision of other professionals may or may not be part of the Policy Advisor IV's duties.

## **DUTIES AND RESPONSIBILITIES**

### **Policy Advisor I**

1. Provides administrative and organizational support to Metro Council, the GAPD team and various committees and work groups. Manages meeting preparation, meeting materials and event coordination; facilitates contact coordination with various parties and takes minutes during meetings.
2. Oversees, manages, and /or delegates some aspects of the position; preparation and execution of meetings and work sessions, agency-wide coordination where needed, web resources and hard copy and electronic archives.
3. Maintains department and individual calendars, coordinates office operations, and performs research and analysis for reports.
4. Provides professional, engagement, and technical support to committees and various staff members and the public, and provides guidance and direction to internal and external stakeholders, including executives, elected officials, contractors and consultants, on interpretation of agency policy and objectives.
5. Provides and advises on committee correspondence, public involvement opportunities, committee recruitment and memberships, and meeting information and work programs.
6. Manages and ensures compliance with public notices, material preparation, and compliance with public meeting laws, policies and regulations.
7. Serves as department procurement coordinator, tracks budgets and manages contracts
8. Represents the Council Office in coordination with Information Services and/or Communications on issues related to the Metro website and calendar, the Council Chamber audio/visual and broadcast system and materials management software.
9. Independently and proactively initiates, develops and coordinates special projects and agency benchmarking to provide data and reports to others.

### **Policy Advisor II**

1. Collaborates with department(s) on policy development and implementation related to major Council initiatives.
2. Builds and maintains relationships and communications with external audiences to facilitate success of Metro Council policy objectives.
3. Uses a strong understanding of individual council goals, perspectives and opinions to act as a resource for others concerning the interpretation of agency policy and objectives.
4. Conducts research and analysis and provides recommendations to elected officials and others.
5. Coordinates development, interpretation and application of policy direction for various programs; provides advice for strategies that further achieve elected official's policy goals.
6. Prepares drafts, proofreads and edits speeches, talking points, letters, position papers, memos, opinion pieces, reports, proposals, resolutions, ordinances, and other correspondence.
7. Represents elected officials and Metro at public events and meetings when they are unable to attend, ensures the elected official's position is represented; attends events and meetings with elected officials to provide policy and administrative support.

8. Provides stakeholders and community partners with efficient, informed, proactive and responsive services and seeks input and involvement of stakeholders in Metro policy development.
9. Performs general administrative duties including scheduling meetings, and responding to correspondence.

### **Policy Advisor III**

1. Develops and maintains productive and beneficial relationships with jurisdictional partners, including elected members and staff.
2. Advocates for Metro Council's policy objectives before the Oregon Legislature, city councilors and county commissions, and defends against legislation that would adversely impact agency objectives.
3. Maintains effective communication with Metro Council, Office of Metro Attorney and Metro staff to provide policy analysis, coordinate policy development and implementation, and develop and support legislative agenda.
4. Fosters increased regional collaboration and facilitates the development of regional (or, as appropriate, statewide) positioning on critical issues.
5. Performs policy research, drafts and edits written materials to outline Metro's objectives, policies and processes.
6. Prepare, coordinate and present public and private briefings on policy development and implementation.
7. Participates in and (as appropriate) leads regional and statewide coalitions on key issues of concern to Metro.

### **Policy Advisor IV**

1. Works with Metro Council, COO, Council Office, the Office of Metro Attorney and department staff to develop and support Council policy initiatives; develops major funding proposals and supports significant Council decision-making processes.
2. Advocates for the Metro Council's policy objectives before other public bodies. Defends against legislation or other actions that could adversely impact agency objectives.
3. Builds and maintains relationships and communications with external audiences to facilitate success of the Metro Council's policy objectives.
4. Collaborates with Metro departments on policy development and implementation related to major Council initiatives.
5. Supervises GAPD staff.
6. Serves as lead spokesperson to the media on select policy issues.
7. Serves as staff leader for specific projects as assigned by the COO, Deputy COO or department directors.
8. Reviews, edits and approves written materials including staff reports to Council, presentations, and letters to other governments, and internal communications.

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:**

- Policy Advisor I and II, three years of related and progressively responsible experience and a Bachelor’s degree;
- Policy Advisor III, four years of related and progressively responsible and complex experience and a Bachelor’s degree;
- Policy Advisor IV, four years of related and progressively responsible and complex experience and a Master’s degree or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

### **Preferred**

Specific experiences related to assigned areas of work

### **Knowledge, Skills and Abilities:**

- Oregon Public Meeting Law, Public Records Law, and Oregon Election Law
- Metro Code and Legislative Procedures
- Budgeting
- Office administration and supervision
- Political acumen and relationship building
- Interpret and apply laws, rules, and policies, and explain complex processes to Metro

Councilors, staff and the public

- Frequent presentations
- Project management and training
- Use of discretion and decision making
- Creativity
- Leadership, interpersonal skills and teamwork
- Customer Service
- Negotiation and mentoring
- Reading, writing, understanding and speaking English
- Perform all position essential duties and responsibilities
- Depending on the level (I – IV), mental activities required by jobs in this series include occasional to frequent decision making, discretion, problem analysis and independent judgment. There is frequent use of interpersonal skills, teamwork, creativity and customer service skills. To varying degrees, negotiation skills, presentation, and training skills are used. Advanced math and programming are used in certain program areas. Understanding of and the ability to read, speak and write the English language is required.
- 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

### **Additional Requirements:**

- Successfully pass the background check and screening requirements required for the position

### **SUPERVISION RECEIVED**

Receives supervision from the COO, Council Office program director, GAPD director, and chief-of-staff. Daily duties may be assigned by councilors.

### **SUPERVISION EXERCISED**

Some positions may supervise administrative staff, interns and volunteers in the Council Office.

### **RELATIONSHIPS/CONTACTS**

Contact with general public to provide information about public hearing protocol, Council actions, or meeting agenda items. Contact with contractors as needed. Contact with public agencies to plan off-site meetings or provide required meeting notice. Internal contact with Metro staff to support legislative process use, and Metro Councilors to answer questions about the legislative process or meeting protocols.

## Classification description



Policy Advisor Series

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### **WORK ENVIRONMENT**

Duties are primarily performed in an office, meeting, council, or field environment. Travel, weekend and evening meetings may be required.

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*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.*