



KING COUNTY
Signature Report

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

February 22, 2012

KCFC Resolution

Proposed No. KCFC2012-01.1

Sponsors

1 A RESOLUTION relating to the hiring of a chief
2 economist.

3 WHEREAS, in November 2008, the voters of King County approved a charter
4 amendment authorizing the creation of the forecast council and the office of economic
5 and financial analysis, and

6 WHEREAS, in March 2009, the county council approved Ordinance 16391,
7 formally creating the forecast council and the office of economic and financial analysis,
8 and

9 WHEREAS, K.C.C. 2.140.050 requires the appointment of an ad hoc screening
10 committee to assist the forecast council in selecting the chief economist, and

11 WHEREAS, the current chief economist has tendered his resignation and the
12 forecast council wishes to commence a hiring process for his replacement;

13 NOW, THEREFORE, BE IT RESOLVED BY THE KING COUNTY

14 FORECAST COUNCIL:

15 A. The job announcement and salary range, Attachment A to this resolution, is
16 hereby approved;

17 B. The forecast council hereby authorizes the advertisement of the position of
18 chief economist; and

19 C. The ad hoc screening committee shall consist of the following individuals
20 representing the executive branch:

- 21 1. Jonathan Swift;
- 22 2. Cristina Gonzalez

23 D. The ad hoc screening committee shall consist of the following individuals
24 representing the legislative branch:

- 25 1. Mark Melroy;
- 26 2. Patrick Hamacher

27 E. The ad hoc screening committee shall consist of the following individual from

28 the office of economic and financial analysis:

29 1. Tony Cacallori

30

KCFC Resolution was introduced on and passed by the King County Forecast Council on 2/22/2012, by the following vote:

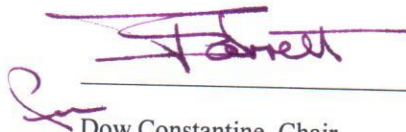
Yes: 4 - Ms. Lambert, Mr. Constantine, Mr. Dively and Mr.

McDermott

No: 0

Excused: 0

KING COUNTY FORECAST COUNCIL
KING COUNTY, WASHINGTON



Dow Constantine, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments: A. Chief Economist Job Announcement and Salary Range

RECEIVED
2012 MAR -2 PM 3:56
KING COUNTY CLERK
KING COUNTY COUNCIL



King County

Invites Applications for the Position of:

Chief Economist

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 02/27/12 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: Open until filled. First review of applications will be made March 16, 2012. Applicants are encouraged to submit materials early for optimal consideration.

SALARY: \$105,125 - \$133,252 Annually (pending Council approval)

LOCATION: King County Administration Building - 500 4th Ave, Seattle

JOB TYPE: Appointed, Full Time, 40 hrs/week

DEPARTMENT: Office of Economic & Financial Analysis

JOB NUMBER: [xx]

SUMMARY: King County's Forecast Council is seeking a Chief Economist to lead its Office of Economic and Financial Analysis (OEFA). Approved by King County voters in 2008, OEFA is responsible for the production of the County's official economic and revenue forecasts, forming the basis for the County's budgeting process. The office is overseen by a Forecast Council comprised of representatives from both the legislative and executive branches who are charged with adopting official forecasts for use by the County Executive and County Council.

In addition to the Chief Economist, OEFA is staffed with a full-time Assistant Economist and a part-time administrative support position. OEFA works closely with County Council and staff from the Office of Performance, Strategy and Budget in conducting economic and revenue analysis. By Charter, the OEFA prepares at least two forecasts annually. The preliminary forecast, issued by March 1st, is used as the basis for the Executive's preliminary budget preparation and an updated forecast, issued by July 14th, is used as the basis for the Executive's proposed budget. The Forecast Council may request additional forecasts beyond the two required by Charter. In practice, OEFA has prepared an updated forecast in late August each year. The Forecast Council may also assign other reports or studies to OEFA.

This position is appointed by and reports to the Forecast Council. The Council is composed of the County Executive, two members of the County Council and a County employee appointed by the

Executive who has knowledge of the budgeting and financial management practices of the county (currently the PSB Director).

WHO MAY APPLY: This position is open to all qualified applicants.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. Normal business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Candidates are required to be available to work additional hours as needed, which may include evenings and weekends, to respond to workload and project needs.

REQUIRED MATERIALS: (1) A King County application form (online or paper), (2) a resume, and (3) letter of interest detailing your background and describing how you meet or exceed the qualifications. You may attach the resume and other documents to the online application, or copy and paste your resume into the Text Resume section of the application. You can find the online application at: <http://www.kingcounty.gov/jobs.aspx> Electronic submission is preferred. Please direct questions about this recruitment to Tina Canul, at (206) 205-3440 or tina.canul@kingcounty.gov.

PRIMARY JOB DUTIES INCLUDE:

- Forecast major county revenues, including but not limited to property taxes, sales taxes (general, transit, mental health, and criminal justice), real estate excise taxes, and investment pool yield and balances
- Develop an annual work plan for the office, subject to the Forecast Council's approval
- Lead the Office of Economic and Financial Analysis, including managing staff, in preparing an annual OEFA budget recommendation to the Forecast Council, and administering the office budget as adopted by the County Council
- Work with agencies across the government, including the Executive's Office, Office of Performance, Strategy and Budget, departments, the County Council, and other jurisdictions, to develop and implement financial models, spreadsheets and databases to support the forecasting responsibilities of the office
- Estimate and forecast key economic indicators, including inflation, employment, and construction activity
- Analyze and clearly communicate complex ideas and information to non-financial managers, elected officials, program stakeholders and the public
- Interact with elected officials and external agencies, providing direct or indirect briefings for the County Executive, County Council, city representatives, other external entities and/or staff
- Assist departmental staff in the development of revenue forecasts
- Identify and assess information and data management systems requirements and improvements needed to improve forecasting methods and processes
- Provide requested economic and forecasting work as part of formalizing the annual County, state and federal legislative agendas
- Track and monitor pending local, state and federal legislation affecting County revenues
- Analyze state legislation on an expedited basis, both before passage and before gubernatorial consideration
- Prepare detailed economic and revenue reports for inclusion in the annual executive proposed budget and other periodic publications for internal and external audiences
- Other duties as may be assigned by the Forecast Council.

QUALIFICATIONS: The successful candidate shall possess the necessary knowledge, skills and abilities by having:

- A Bachelor's degree in economics, statistics, or applied mathematics or related field, with major coursework in public finance and econometrics; and at least 5 years full-time paid employment in a related field;
 - OR substituting a graduate degree in economics, statistics, or applied mathematics for one-year of full-time paid employment
 - OR substituting a doctoral degree in economics, statistics, or applied mathematics for three years of full-time paid employment.
- Demonstrated experience in performing complex quantitative, financial and policy analysis and making sound recommendations regarding financial policies
- Demonstrated skills in managing an office and office staff
- Ability to clearly synthesize complex ideas and communicate to a wide variety of financial and non-financial stakeholders
- Strong interpersonal skills, with the ability to effectively work with individuals from different branches of government and from a variety of county agencies
- Demonstrated ability in working independently with little supervision
- Managing and prioritizing a varied and highly demanding work load
- Recent (within the last 3 years) experience using general office software applications, such as Microsoft Excel, Word and Access
- Ability to manipulate and manage large databases
- Ability to develop and produce forecasts for tax revenues and rates utilizing STATA statistical package, or comparable statistical package
- The ability to travel around the County in a timely manner with, or without public transportation

Additional desired qualifications are as follows:

- Expert knowledge of state property tax limitations, including constitutional and statutory provisions
- Familiarity with state sales tax statutes, especially Washington State Department of Revenue procedures and processing timeframes
- Knowledge of GIS, HTML and Adobe InDesign applications

SELECTION PROCESS: The evaluation and selection process will include a preliminary screening of application materials for qualifications, clarity and completeness. The applicants who meet or exceed the required qualifications and indicate that they possess the most competitive background in directly related knowledge, skills and abilities may be invited for one or more panel interviews. If invited for an interview, you will need to provide a professional writing sample, not to exceed 10 pages. Reference checks will be conducted for final candidates.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

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