



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Motion 16036**

**Proposed No.** 2022-0019.1

**Sponsors** Balducci

1                   A MOTION approving a job description for the position of  
2                   investigations analysts within the office of law enforcement  
3                   oversight.

4                   WHEREAS, OR 2- 030 of the council's organizational motion compilation  
5 requires that the employment and administration committee to recommend all job  
6 descriptions within the legislative branch of King County to the council for approval, and

7                   WHEREAS, the office of law enforcement oversight seeks to hire an individual to  
8 perform the duties of investigations analyst;

9                   NOW, THEREFORE, BE IT MOVED by the Council of King County:

Motion 16036

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10           The job description for the position of investigations analyst within the office of  
11 law enforcement oversight, Attachment A to this motion, is hereby approved.

Motion 16036 was introduced on 1/18/2022 and passed by the Metropolitan King County Council on 2/1/2022, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry,  
McDermott, Upthegrove, von Reichbauer and Zahilay

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:  
  
7E1C273CE9994B6...  
Claudia Balducci, Chair

ATTEST:

DocuSigned by:  
  
8DE1BB375AD3422...  
Melani Pedroza, Clerk of the Council

**Attachments:** A. Investigations Analyst job description

# Metropolitan King County Council

## Position Descriptions



**King County**

<b>Position:</b> Investigations Analyst	<b>FLSA:</b> salaried, overtime exempt
<b>Department:</b> Office of Law Enforcement Oversight (OLEO)	<b>Salary Grade:</b> 126
Council Approved:	

### Summary

The Investigations Analyst, under the guidance of the Investigations Monitor, plays a key role within the Office of Law Enforcement Oversight (OLEO), an independent agency that provides oversight of the Department of Public Safety (Sheriff's Office). The Investigations Analyst's central duty is the review of, and participation in, complex and sensitive administrative investigations to ensure that Sheriff's Office internal investigations are conducted in accordance with applicable laws and procedures. The Investigations Analyst may also participate in all facets of independent investigations conducted by OLEO, including supporting OLEO's Certification Program.

Additional duties may include tracking of investigations, data analysis, drafting of investigative and disciplinary findings, and preparation of reports for internal and external stakeholders. The Investigations Analyst works collaboratively with other staff and is assigned additional duties as needed. This is a salaried, at-will, overtime-exempt position that reports directly to the Director of OLEO or their designee.

### Distinguishing Career Features

- Knowledge of interviewing, investigative, and research principles, and practices.
- Ability to evaluate and audit investigations based on set criteria and to issue clear and actionable recommendations.
- Ability to balance multiple projects of various complexity and meet timelines.
- Highest standards of integrity, ethics, discretion, and confidentiality in undertaking.

### Essential Duties

- Analyzes Sheriff's Office administrative investigations to assess compliance with protocols.
- Identifies areas for review, audit, or investigation and prepares related plans.
- Conducts complex reviews and audits of police investigations and practices in accordance with appropriate standards and provides recommendations to address issues in operations, data quality, policies, and practices.
- Conducts or participates in partial or complete investigations conducted by OLEO.
- Prepares or assists in preparing written reports analyzing investigations, documenting investigative steps, and presenting findings.
- Attends the scene of critical incidents outside of regular work hours as needed.
- Responds to the Council requests as requested on behalf of OLEO Director.
- Performs other duties as assigned.

### Qualifications

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

- Specialized knowledge of principles, methods, and techniques used in investigations, preferably of alleged police misconduct and use of force.
- Demonstrated knowledge in applying laws, rules, and policies to investigative findings to make proper determinations and recommendations.
- Ability to identify issues for further investigation based on incomplete facts.
- Specialized knowledge of police practices and the criminal justice system.
- Commitment to equity and social justice and knowledge of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Well-developed knowledge of modern English to prepare clear, concise, professional, and persuasive reports suitable for public consumption.
- Ability to work with diverse populations, personalities, and styles—including community members and law enforcement personnel—in situations that may be sensitive, high-risk, and publicly visible.
- Ability to work both independently with minimum supervision and collaboratively as part of a team.
- Ability to balance multiple projects while meeting objectives and deadlines.
- Ability to travel as needed within King County to sites of serious incidents or interviews.

## **Education and Experience**

- Bachelor's degree, preferably in public safety, criminal justice, auditing, or a related field, or equivalent work experience; Master's or JD preferred.
- Three or more years of experience in investigations, auditing, or a similar field.
- Candidates may satisfy requirements in a variety of ways; candidates with non-traditional career paths are encouraged to apply.

## **Licenses and Certificates**

Requires a valid driver's license or the ability to travel throughout King County or surrounding areas in a timely manner. The Policy Analyst must complete a Level One criminal background check, including fingerprinting, before employment. May be required to travel.

## **Working Conditions**

- Office environment with some travel within King County.
- Occasional work in the field, including attending interviews and responding to incident scenes.
- Generally flexible re: schedule, telework.

**Certificate Of Completion**

Envelope Id: D0D7CB4CDB204E1AA3889EF05E2E9576	Status: Completed
Subject: Please DocuSign: Motion 16036.docx, Motion 16036 Attachment A.docx	
Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 2	Initials: 0
Certificate Pages: 2	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Enveloped Stamping: Enabled	401 5th Ave
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	Seattle, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

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2/1/2022 2:42:47 PM	Cherie.Camp@kingcounty.gov	
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**Signer Events**

Claudia Balducci  
 claudia.balducci@kingcounty.gov  
 King County General (ITD)  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 7E1C273CE9994B6...  
 Signature Adoption: Pre-selected Style  
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 Supplemental Documents:

Motion 16036 Attachment A.docx

Viewed: 2/3/2022 9:22:16 AM  
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Melani Pedroza  
 melani.pedroza@kingcounty.gov  
 Clerk of the Council  
 King County Council  
 Security Level: Email, Account Authentication (None)

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 8DE1BB375AD3422...  
 Signature Adoption: Uploaded Signature Image  
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Motion 16036 Attachment A.docx

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**Carbon Copy Events**

**Status**

**Timestamp**

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