



## CITY OF SEATTLE

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### Risk and Policy Advisor

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<b>SALARY:</b>	\$38.06 - \$57.09 Hourly
<b>LOCATION:</b>	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Classified Civil Service, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Seattle Public Utilities
<b>BARGAINING UNIT:</b>	Not represented
<b>CLOSING DATE</b>	02/26/19 04:00 PM Pacific Time

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#### POSITION DESCRIPTION:

Seattle Public Utilities provides solid waste and drainage and wastewater services for Seattle residents and businesses, and drinking water for the 1.3 million regional customers both in Seattle and the 26 municipalities and special water districts also served by the Utility. ["Our Promise"](#) to the community is to deliver efficient and forward-looking utility services that keep Seattle the best place to live. Our customers depend on us to be there for them – to deliver utility services reliably and to spend their dollars wisely.

SPU's Risk and Quality Assurance (RQA) Division has an exciting opportunity for a risk and policy advisor to support the utility on risk management and policy analysis to help reduce risk to the organization. Resilience is about looking to the future to understand and be positioned to adapt to risks and opportunities when they arise.

#### JOB RESPONSIBILITIES:

The successful candidate will provide strategic advice and recommendations to the organization for managing operational risk, assessing policy, and evaluating programs for process improvement. Additional job responsibilities include the following:

- Work within a risk management framework to provide subject matter expertise in proactively identifying, assessing, and managing risk to the utility.
- Conduct complex risk assessments of business practices including data analysis, benchmarking, research, and interviews.
- Draft, edit and update reports to management and SPU's Executive Team assessing SPU's risk and resilience.
- Lead meetings with managers from all lines of business on resilience to develop shared understanding on resilience goals and changes to planning and operations.
- Make presentations, and recommendations to management and executive-level leaders on operational risk and resilience.
- Maintain the highest level of confidentiality regarding customer and employee data.

- Conduct research, analyze data, and conduct benchmarking with other agencies to identify best management practices, and make recommendations to improve service delivery and reduce risk.
- Develop and analyze director's rules, policies and procedures, and standards.
- Recommend program and business process improvements to increase effectiveness and efficiency.
- Periodically lead investigation into loss of assets.

**QUALIFICATIONS:**

**Education:** A baccalaureate degree from an accredited college or university, or a certified equivalency for foreign studies, in public policy, government and public administration, finance, risk or a related field.

**Experience:** Three (3) years of experience in risk management or assessment, policy analysis or other work related to public policy and risk analysis. Experience presenting complex information to various decision-makers and stakeholder groups.

**Equivalency:** Combinations of appropriate education, training, certification and experience will be evaluated on an individual basis for comparability to the minimum education and experience requirements.

**Licensing and Other Requirements:** A valid Washington State Driver license is required as this position requires occasional travel to areas throughout the County.

**The successful candidate will also possess:**

- Strong customer services skills.
- Experience conducting risk assessments.
- Exceptional interpersonal skills
- Ability to communicate positively and effectively in a professionally and culturally diverse workforce as well as with executives, vendors, and government agencies.
- Ability to work independently and be a self-starter.

**ADDITIONAL INFORMATION:**

**In addition to your on-line application, please attach your cover letter and resume. In your cover letter, please address the following topics:**

- **What particular risks do you think utilities face?**
- **How does your experience or background meet the qualifications for this position?**

**Your attached resume and cover letter are required as part of a complete application package. Incomplete applications will not be considered.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2019-00139

<http://www.seattle.gov/jobs>  
RISK AND POLICY ADVISOR  
PS

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5500  
Seattle, WA 98104



[Careers@seattle.gov](mailto:Careers@seattle.gov)

**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

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### Risk and Policy Advisor Supplemental Questionnaire

\* 1. Have you attached the required Resume and Cover Letter? Your cover letter should address the questions:  
What particular risks do you think utilities face? How does your experience or background meet the qualifications for this position?

Yes  No

\* Required Question