



Program Management and Analyst Interns

DEPARTMENT: DLS - Dept. of Local Services
DIVISION: Road Services
SALARY: \$18.58 - \$23.56 Hourly
\$38,646.40 - \$49,004.80 Annually
LOCATION: King Street Center - 201 S Jackson St, Seattle
JOB TYPE: Intern
CLOSING DATE: 03/22/22 11:59 PM

SUMMARY:

The Department of Local Services (DLS) **Road Services Division** is seeking four full-time summer **Interns** to **support the Division's \$90 million Capital Program**. Based on candidate skills and experience, you will have the opportunity to apply for the **following positions**:

- (1) Capital Program Management Intern (Project Delivery Office)
- (2) Grant Program Intern
- (3) Performance and Strategy Intern
- (4) Geographic Information Systems Analyst Intern

- Are you interested in **performance measurement** and performance management?
- Are you passionate about using Lean principles to collaboratively **analyze and optimize** workflows?
- Is the idea of directly supporting a \$90 million capital program that maintains and preserves **transportation infrastructure** in the country's 13th biggest county exciting?
- Are you interested in gaining real-world experience utilizing **GIS applications** with an engaged and highly productive team?
- Are you an **analytic problem solver** with intellectual curiosity and a strong work ethic, who is equally at ease writing concise memos or presenting information in meetings?
- Do you want to make an impact by working for one of the country's most **progressive** and best-run **municipal governments** that "walks the walk" when it comes to multimodal transportation, climate change, **sustainable communities** and equity and social justice?
- If so, and you **value diversity**, then this could be the **opportunity for you!**

Who Is Eligible: This position is open to graduate and undergraduate students currently enrolled, and/or continuing in the fall of 2022 in full or part-time status at an accredited university/college.

JOB DUTIES:

Objectives and expectations for specific internships listed below:

(1) Capital Program Management Intern

Key Learning Objectives

Road Services Project Delivery Office is seeking one intern to work with team members to:

- Acquire baseline knowledge of Roads' capital project delivery, performance management and measurement processes, outputs, etc.
- Design and implement a project with a final deliverable (explained below)
 1. Comparative Analysis
 2. Evaluation of Lean Principles
 3. Develop Process Visualizations
- Participate in capital delivery tracking and reporting meetings
- Collaborate in project-specific meetings, based on your interests
- Support the development of dynamic data visualizations and dashboards

Learning Deliverables

Based on your individual interests and skills, you will have the opportunity to conduct one of the following:

- *Comparative Analysis of Capital Project Delivery Processes*
 1. Conduct research of similar jurisdictions (e.g., Pierce County, Island County, Snohomish County, WSDOT, etc.) to analyze best practices for capital project management
 2. Analyze trends and provide recommendations where applicable within Road's capital project management and delivery
- *Evaluation and Analysis of Lean Principles*
 1. Review Roads Lean Maturity Assessment and conduct research on opportunities for continuous improvement
 - Develop and facilitate increased trainings or workshops where necessary
 - Review Lessons Learned Process and provide recommendations for process improvement
 2. Conduct research on alternative performance metrics and provide additional strategies to track and monitor performance
- *Develop Standard Operating Procedures and Process Visualizations*
 1. Assess current processes and procedures within the Engineering Section including newly updated Project Management Manual
 2. Analyze project documentation needs
 3. Lead creation of process mapping and standard flow; organize resources for unit-wide use; recommendations for mitigating delays in the project management process

Learning Outcomes

Learning objectives may vary based on specific project deliverables, and intern interests and skills.

- Research design and project management experience.
- Knowledge of the capital project delivery process.
- Knowledge of capital performance management and measurement.
- Understanding of and experience with standard operating procedures, process mapping, and visualization.
- Enhance data-oriented skills.

(2) Grant Program Intern & (3) Performance and Strategy Intern

Your specific workplan will be tailored to your individual interests, skills, and experience. For this opportunity, you will be able to specify which of the following positions most interests you in the application: (2) Grant Program Intern or (3) Performance and Strategy Intern.

Key Learning Objectives

- Improve understanding of public sector performance measurement systems and practices.
- Gain experience coordinating information sharing and grant reporting for the Division's \$90 million capital program.
- Understand how tools and technologies help agencies track and improve performance.
- Develop skills in research, analysis, time management, teamwork, multiple task coordination, and project completion.

Learning Outcomes and Deliverables

Grant Program Intern

- Establish updated documentation strategy for the Grant Program.
- Provide data visualization support through the development and maintenance of reports and dashboards.
- Collaborate with team members regularly to support and maintain communication hubs via SharePoint and MS Teams.
- Support strategic initiatives to update leader standard work procedures and documents.
- Experience collaborating with subject matter experts to analyze and update grant program reporting.
- Enhance data analysis skills.

Performance and Strategy Intern

- Create a Roads Performance Measures Reporting Catalog.
- Conduct qualitative research with performance management collaborators (data stewards, supervisors, etc.) to establish a central repository to document all actively used performance measures.
- Collaborate with subject matter experts to facilitate preparation of monthly performance reporting materials.
- Support development and maintenance of Power BI reports and dashboards.
- Serve on work group to update an existing grants portfolio dashboard.
- Engagement with Equity and Social Justice Action and Change Team.
- Co-create and report equity focused performance measures.

(4) Geographic Information Systems Analyst Intern

Key Learning Objectives

- Prepare spatial and non-spatial data for analysis.
- Assist with updating and editing geodatabases.
- Perform mapping and analysis per incoming requests.
- Support and collaborate with the Roads team.

Learning Deliverables

- Create maps, reports, and other deliverables.
- Perform updates and edits to asset datasets, utilizing the Roads Asset Editor and ArcGIS.
- Update capital improvement project (CIP) assets, utilizing ArcGIS, aerial photography, and construction as-builts.
- Participate in the documentation of standards for data research, collection, and editing.

Learning Outcomes

- Enhance confidence in utilizing GIS software to perform common GIS functions.
- Knowledge of data analysis and updating processes.
- Develop skills in research, analysis, time management, teamwork, multiple task coordination, and project completion.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Experience performing qualitative research, process evaluations, and/or data analysis
- Strong verbal communication skills, including active listening, and written communication skills, including the ability to succinctly and clearly communicate technical information in written formats
- Strong time management skills, including the ability to manage multiple tasks simultaneously
- Team player who enjoys collaboration and contributing skills, expertise and energy to achieve organizational goals
- Ability to effectively contribute to a work environment that embraces and encourages diversity in its workforce and where differences are valued

- Ability to demonstrate behaviors that include fairness, respect, and inclusiveness
- Competent in Microsoft Office programs including Outlook, Word, Excel, and PowerPoint; Power BI is a plus.

Additional Requirements

- Proof of full or part-time enrollment status is required;
- Employees must reside in WA state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements;
- Some positions require a valid driver's license;
- Meet current King County vaccination requirement.

SUPPLEMENTAL INFORMATION:

This position is not Union represented.

Why King County Roads Division?

- **Competitive** – healthcare plans
- **Free** – transportation options
- **Manager Support** – structured employee assistance program
- **Paid** – vacation time (in addition to paid holidays)
- **Paid** – sick leave
- **Deferred** – compensation plan
- **Ten** – paid holidays and **Two Additional** personal holidays
- **Awesome Employee Giving Program!**

TEMPORARY TELECOMMUTING REQUIREMENT

The work associated with this position will be performed through a combination of teleworking complemented with onsite work and meetings as needed. Employees will have access to shared workspaces at various King County facilities. Employees must reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements. The individual in this position will be meeting with community members and organizations and will be expected to engage in face-to-face interactions, as COVID-19 restrictions permit, throughout unincorporated King County.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection (access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions may be required, including the [wearing of masks in some situations](#). King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team that is redefining how we work as we transition to the department's hybrid environment.

COVID-19 VACCINATION MESSAGE

King County has set a requirement that all county employees be fully vaccinated by October 18, 2021. To meet this requirement, employees must have received their second shot of a Pfizer or Moderna vaccine, or first shot of a Johnson & Johnson vaccine, by October 4, 2021, and provide verified proof of vaccination. Information on where to get a shot and answers to frequently asked questions about the vaccine can be found at www.kingcounty.gov/vaccine.

ABOUT THE DEPARTMENT

King County is the local service provider for the roughly quarter-million people who live in the

unincorporated areas of the county; taken together, Unincorporated King County would be the second-largest city in the state. The Department of Local Services includes a Director's Office with a Community Service Area group, and the Road Services and Permitting Divisions. Together, this department provides a single executive point of accountability for delivery of local services to all of the unincorporated areas.

The King County Road Services Division designs, builds, operates and maintains roads and bridges in unincorporated areas of King County in an efficient and environmentally responsible manner to protect the public's investment and facilitate safe travel. The division is committed to ensuring the county's transportation system is safe and efficient for all uses and modes of travel. The Division is responsible for 1,500 miles of road and 182 bridges, 5.7 million feet of drainage ditches, over 44,000 traffic control signs, 78 traffic signals, and 50 traffic cameras in unincorporated King County.

ABOUT KING COUNTY

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? **Come join the team** dedicated to serving one of the nation's best places to live, work and play.

Guided by our "**True North**", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

COMMITMENT TO EQUITY AND SOCIAL JUSTICE

King County is an Equal Employment Opportunity (EEO) Employer. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To learn more, please visit <http://www.kingcounty.gov/elected/executive/equity-social-justice.aspx>

Are you ready to APPLY?

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process, or if you have questions, please contact the recruiter listed on this job announcement.

A completed King County Application is required. We highly recommend that you also provide a **cover letter** and **resume**.

If you have any questions, please contact **Jerrell Hollis**, Senior HR Analyst, by e-mail at jhollis@kingcounty.gov, or by phone at 206-477-4318.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2022JH15444
PROGRAM MANAGEMENT AND ANALYST INTERNS
NH

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

jhollis@kingcounty.gov

An Equal Opportunity Employer

Program Management and Analyst Interns Supplemental Questionnaire

- * 1. Are you applying to this position as an eligible current or previous King County Employee Priority Placement Program Participant? Is this position the same or lower percentage of full-time when compared to the position held at the point of the notification of layoff? Do you possess the skills and abilities to qualify for this position?
- Yes, I was given a layoff notice from my role at King County and I am within two years of the effective date of my layoff. Additionally, the position I was laid off from was the same or a higher percentage of FT status when compared to this one.
- No.
2. If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff

* Required Question