

State of Washington
Dept. of Fish and Wildlife
invites applications for the position of:
**HR Operations Business Partner - Human
Resource Consultant 3 (In-Training) -
Permanent - *12469-22**

careers.wa.gov
Working for Washington State

SALARY: \$4,216.00 - \$6,105.00 Monthly
\$50,592.00 - \$73,260.00 Annually

OPENING DATE: 09/07/22

CLOSING DATE: 10/09/22 11:59 PM

DESCRIPTION:



**FULL-TIME/PERMANENT
HR OPERATIONS BUSINESS PARTNER
HUMAN RESOURCE CONSULTANT 3 (WITH IN-TRAINING OPTION)**

Director's Office - Human Resources
Olympia, Washington - Thurston County

This recruitment is posted until October 9, 2022. First review of applications will take place on September 14, 2022. Application review will be ongoing, and therefore we encourage you to submit your application materials as soon as possible. The Hiring Manager reserves the right to close the posting at any time once a selection has been made.

Applicants may be hired at the HRC2 or HRC3 level. If hired as a Human Resource Consultant 2 you will embark on a 12-month training plan. Once you have successfully completed the In-Training program, you'll advance to a Human Resource Consultant 3.

Depending on which level you are hired at, your salary range will be as follows:

Human Resource Consultant 2 - \$4,216.00 - \$5,535.00 Monthly

Human Resource Consultant 3 - \$4,656.00 - \$6,105.00 Monthly

Are you a motivated and driven HR professional who thrives in a fast-paced environment and enjoys a challenge? Then this is the opportunity for you!

Come join a close-knit, collaborative HR team that embodies diversity, equity, and inclusion and values each member for their strengths while working together to help agency staff solve and resolve challenges in the workplace.



*Raccoon – Photo Credit: Mary Birchem
With that in mind,*

Picture yourself as a valued HR Operations Business Partner to WDFW's Executive and Program Management, advising and consulting on a wide variety of human resource issues.

This is an opportunity to engage professionally in a wide array of human resource specialties with general direction from and in coordination with the Human Resource Consultant 4.

With your experience you will interpret and advise on complex federal and state laws, civil service rules, collective bargaining agreements with five different labor partners, agency policies, and program regulations and/or guidelines.

While maintaining a high level of customer service you will integrate and analyze highly complex human resource issues and develop solutions using innovative and effective methods/approaches.

The optimal applicants will earn the trust, respect, and confidence of coworkers and customers through consistent honesty and professionalism.

We are seeking candidates, who respect and value the opinions of others, and who creates an inclusive team environment where every member feels they contribute value to the project and WDFW.

DUTIES:



Hummingbird at Zinnia – Photo Credit: Jeanette Brooks-Milano

Our HR Operations Business Partner,

Performs Consulting:

- Research and provide interpretation and advice to agency staff and management regarding Collective Bargaining Agreement, Washington Administrative Code (WAC), other state/federal rules and laws, and policies and procedures.
- Provides guidance, options, and tools to assist management with staff performance in assigned areas.
- Research and analyze proposed rules, and program elements to determine impact on unit or organization operations - participate in planning and implementing new human resource policies and procedures in response to legislative and Agency changes.
- Interprets complex personnel rules, labor contracts and laws - advises program managers and employees of reviews and analysis as it relates investigations, HR report data, Equal Employment Opportunity Commission (EEOC) & Human Rights Commission (HRC) responses, to assist in resolving a variety of personnel related issues.

Discipline, grievance, and labor relations assistance to HRC4:

- With assistance from and in coordination with the HRC4, prepares documentation and recommends position on discipline, grievances, complaints and appeals.
- Serves as representative in a variety of appeal or adjudicative forums.

Classification and position development:

- Works with HRC4 and/or management to determine proper allocation, salary, and organizational assignment.

HR Self Service Portal (JIRA), Human Resource Management System (HRMS), and NeoGov:

- Run reports through the HR Self Service Portal (JIRA), Human Resource Management System (HRMS), and NeoGov to obtain requested information and summarize data.

WORKING CONDITIONS:

- **Work Setting, including hazards:**
 - Work environment is a busy office setting with frequent interruptions.
- **Schedule:**
 - Typically, Monday – Friday – 8:00 a.m. – 5:00 p.m.
 - Workload demands may require work outside the assigned work hours/days and adjustment of work schedules.
- **Travel:**
 - Some travel may be required throughout the state.
- **Customer Interactions:**
 - Provide excellent customer service to WDFW employees.

QUALIFICATIONS:

REQUIRED QUALIFICATIONS:

To enter at the HRC 2 in-training to the HRC 3 level: (Note: After successful completion of a twelve (12) month in-training period as a Human Resource Consultant 2, the incumbent will advance to a Human Resource Consultant 3).

Closely related qualifying experience may be substituted for the required education on a year-by-year basis.

- A Bachelor's degree with focus on business, human resources, social or organizational behavioral sciences, or a related field.

AND

- One (1) year of professional human resource experience.

To be considered for the Human Resource Consultant 3:

Closely related qualifying experience may be substituted for the required education on a year-by-year basis.

- A Bachelor's degree with focus on business, human resources, social or organizational behavioral sciences, or a related field.

AND

- Two (2) years of professional human resource experience.

OR

- Equivalent education/experience.

Demonstration of core competencies:

- Consulting, analysis, and problem solving.
- Communications and interpersonal interactions.
- Customer focus and business orientation.
- Change leadership and teamwork.

Experience and ability to:

- Present complex ideas and information in a way that is understandable and appropriate for the audience.
- Use appropriate channels of communication - foster effective working relationships and propose solutions to resolve conflict.
- Anticipate problems and propose actions and resource to accomplish change.
- Interpret rules, regulations, policies, procedures, and collective bargaining agreements.

PREFERRED QUALIFICATIONS:**Experience:**

- Working with rules, collective bargaining agreements, and systems of the Washington State Civil Service System.
- With the HR Self Service Portal (JIRA), Human Resources Management System (HRMS), and/or NeoGov.
- Creating reports using Microsoft Excel.

CONDITION OF EMPLOYMENT:

As a result of Gov. Jay Inslee's [Proclamation 21-14 \(Download PDF reader\)](#) issued on August 9, 2021, all Washington State Agencies are requiring **employees to be fully vaccinated with the COVID-19 vaccine** as a condition of your employment. Pursuant to this mandate, you will be required to provide proof of vaccination as a part of the hiring process. Please do not upload your vaccination documentation with your application materials - your vaccination status will be verified by your supervisor prior to your first day of work. Exemptions may be granted for religious or medical purposes.

SUPPLEMENTAL INFORMATION:

Please note: Failure to follow the instructions below may lead to disqualification.

In order to successfully apply for this position, you **MUST** complete your profile at www.careers.wa.gov and attach the following to your profile before completing the online application:

- **A cover letter** describing how you meet the qualifications of this position (Generic cover letter will not be accepted).
- **A current resume.**
- **Three professional references.**

IMPORTANT NOTES:

The Department of Fish and Wildlife's priority during the Covid-19 health crisis is to keep our staff, candidates, and the public safe. We are hiring and encourage you to apply to open positions. We have transitioned to a virtual recruitment process, to include web-based interviews.

All new employees must complete an Employment Eligibility Verification Form (I-9 Form) on their first day of work. If hired for this or any position at WDFW, you will be required to provide documentation proving you are eligible to work in the United States. For a list of acceptable documents, please use the following link: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

JOIN THE WDFW TEAM:

Learn about our [agency](#) and the [perks](#) of working for WDFW!

The Washington Department of Fish and Wildlife has some of the most talented people in the natural resource field. We celebrate and value diversity, appreciating that a workforce composed of those from different backgrounds and experiences creates an inclusive environment, strengthens positive relationships with the local community, and brings new perspectives and approaches to fulfilling the agency's mission. We value demonstrated skill in living WDFW values of Accountability, Service, Professionalism, Integrity, Respect, and Empathy (ASPIRE).

WDFW employees may be eligible for the following:

Medical/Dental/Vision for employee & dependent(s), Public Employees Retirement System (PERS), Vacation, Sick, and other Leave*, 11 Paid Holidays per year*, Public Service Loan

Forgiveness, Tuition Waiver, Long Term Disability & Life Insurance, Deferred Compensation Programs, Dependent Care Assistance Program (DCAP), Flexible Spending Arrangement (FSA), Employee Assistance Program, Commute Trip Reduction Incentives (Download PDF reader), Combined Fund Drive, SmartHealth.



Diversity, Equity, and Inclusion Employer

VETERAN PREFERENCE NOTICE:

To take advantage of veteran preference, please do the following:

- Email a copy of your DD214 (Member 4 copy), NGB 22 or USDVA signed verification of service letter to RecruitmentTeam@dfw.wa.gov.
- Subject line should include recruitment number, position, and Vet (for example: #10155 Biologist 1 – Veteran)
- Include your name as it appears on your application in careers.wa.gov.

MILITARY SPOUSE PREFERENCE NOTICE:

To take advantage of military spouse preference, please do the following:

- Notify us of your military spouse status by email at RecruitmentTeam@dfw.wa.gov.
- Subject line should include recruitment number, position, and MS (for example: #10155 Biologist 1 – MS)
- Include your name as it appears on your application in careers.wa.gov.

Note: Please blackout any PII (personally identifiable information) data such as social security numbers. For further information, please contact us at RecruitmentTeam@dfw.wa.gov.

As part of WDFW's efforts to advance respectful and inclusive work environments, the Agency expects inclusivity as part of our professional interactions and communications. Therefore, we want to ensure that all individuals feel welcome, are treated fairly and respectfully. All staff are empowered to fully contribute to serving their work unit, Agency, and the citizens of Washington.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply.

Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

If you are having technical difficulties creating, accessing, or completing your application, please call NEOGOV toll-free at (855) 524-5627 or support@neogov.com.

**Images shown are Pre-COVID, WDFW Staff follow current COVID Safety Protocol including the use of face masks.*

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HR Operations Business Partner - Human Resource Consultant 3 (In-Training) - Permanent - *12469-22 Supplemental Questionnaire

- * 1. Do you have a valid driver's license? Write "Yes" if you have a valid driver's license, or write "No" if you do not have a valid driver's license.

- * 2. Please select the option below that best describes your highest level of education.
 - ☐ High School Diploma/GED
 - ☐ Some College
 - ☐ Associates Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
 - ☐ PhD.
 - ☐ None of the above.
- 3. What is your major area of study? If you possess multiple degrees, please list each degree and major.

- * 4. Please select the option below that best describes your professional Human Resource experience.
 - ☐ Less than 1 year of experience.
 - ☐ 1 year - 2 years of experience.
 - ☐ 2 years - 3 years of experience.
 - ☐ 3 years - 5 years of experience.
 - ☐ 5 years - 6 years of experience.
 - ☐ 6 or more years of experience.
 - ☐ No experience.
- * 5. Please BRIEFLY describe your professional Human Resource experience – include where you gained this experience. ("See Resume" is not a valid response, if you do not have this experience, put N/A).

- * 6. Please select the option below that best describes your professional experience working with rules and collective bargaining agreements.
 - ☐ Less than 1 year of experience.
 - ☐ 1 year - 3 years of experience.
 - ☐ 3 or more years of experience.
 - ☐ No experience.
- * 7. Please BRIEFLY describe your experience with Microsoft Office Suite: Outlook, Word Excel, OneNote, Teams (or Zoom) AND your experience with Human Resources Management Systems (HRMS) or equivalent. ("See Resume" is not a valid response, if you do not have this experience, put N/A).

- * 8. Please BRIEFLY describe your customer service philosophy and what you believe are the most important skills that a successful HR professional should have. (See Resume" is not

a valid response, if you do not have this experience, put N/A).

* 9. How did you hear about this job posting? (Select all that apply).

- ☐ Careers.wa.gov
- ☐ Community Based Organization
- ☐ Community/Technical College
- ☐ El Informador
- ☐ Facebook
- ☐ Handshake
- ☐ Hiring Event/Workshop
- ☐ Indeed.com
- ☐ Job Board
- ☐ Job Fair
- ☐ LinkedIn
- ☐ Newspaper
- ☐ Other State Agency
- ☐ Other Website
- ☐ Professional Association
- ☐ Twitter
- ☐ University Job Board
- ☐ WDFW Employee
- ☐ WDFW Recruiter
- ☐ WDFW Website
- ☐ Word of Mouth
- ☐ WorkSource
- ☐ FourWsFishingTeam - LinkedIn
- ☐ Other

10. If you selected "Other," please specify the information/person that led you to this job posting.

* 11. Are you currently a permanent employee of the Department of Fish and Wildlife? ("Permanent employee" means an employee who has attained permanent status in a job classification upon successful completion of a probationary, trial service, or transition review period; this would include "Seasonal Career" appointments).

☐ Yes ☐ No

* Required Question