State of Washington
Dept. of Labor & Industries
invites applications for the position of:

careers.wa.gov
Working for Washington State

L&I Talent Management Consultants, Recruiters

SALARY: See Position Description

OPENING DATE: 08/30/21

CLOSING DATE: Continuous

DESCRIPTION:

Our Mission: Keep Washington Safe and Working! Our Values: Customer Focus, One L&I, Respect, Diversity, Equity and Inclusion, Learning and Growth, Reliability.

Washington is America's Top State according to U.S. News (2021) and we provide one of the most competitive benefits packages in the nation. Here at the Department of Labor & Industries (L&I), we believe that your voice matters. We value our employees and their work-life balance by encouraging flexible schedules. In addition, L&I is a diverse state agency dedicated to the safety and health and security of Washington's 3.3 million workers. Learn more about L&I, the employer of choice.

Per Governor Inslee's Proclamation 21-14 (Download PDF reader), state employees must be fully vaccinated no later than October 18, 2021. Your vaccine status will be verified by Human Resources prior to your first day of employment. Please contact Andrea Ballard (she/her/hers) at baap235@lni.wa.gov if you need information on medical or religious accommodation.

This job posting is intended to curate a pool of applicants interested in current and future non-permanent (up to 6 months) Human Resource Consultant (HRC2) or Human Resource Consultant 3 (HRC3) teleworking positions.

Please Note: ***Application review will be ongoing, and we encourage you to submit your application as soon as possible. The Hiring Manager reserves the right to close the posting at any time.***

THE TEAM

We are innovative people strategists who support an inclusive, diverse, and productive workforce to keep Washington Safe and Working. The Office of Human Resources (OHR) ensures the Washington State Department of Labor & Industries is compliant with all state and federal personnel laws and regulations, collective bargaining agreements, and policies. We provide direction and consultation to managers, supervisors and employees regarding all facets of the administration of human resources. OHR supports the agency's business needs and promotes diversity in hiring.

THE ROLES

As a **Recruiter/Talent Management Consultant**, you will work as an HR professional by finding, attracting and hiring people into roles that are instrumental in accomplishing the agency's mission – Keep Washington Safe and Working. You will be part of a close-knit team that cares about each other and the work we do. You will consult with applicants, employees, supervisors, and other human resource professionals to find and obtain qualified applicants. You will provide professional consultation on positive, fair, equitable and legally defensible hiring methods.

These positions can be filled at the Human Resource Consultant 2 or 3 level.

Salary ranges for these levels are:

Human Resource Consultant 2: $48,996 - $64,332 annually, depending on qualifications

Human Resource Consultant 3: $54,108 - $70,956 annually, depending on qualifications

Due to the COVID-19 pandemic, telework is expected for most positions, including this one. As L&I begins to allow for staff re-entry into the workforce, the incumbent of this position may be expected to report to an L&I facility or field office (duty station) for work activities. At that time, discussions about this position may be eligible for continued telework in accordance with L&I's telework policy. Telework is dependent upon business needs and supervisor approval. When asked to work in the office, the duty station for this position is: Tumwater, Washington.

DUTIES:

Some of what you'll do:

- Support full cycle recruitment and selection activities.
- Ensure compliance with state and federal pre-employment laws and collective bargaining agreements.
- Communicate with hiring managers to understand their needs.
- Draft targeted job announcements using the position description form and consultation with hiring managers.
- Create supplemental questionnaires and other assessment tools.
- Source active and passive candidates through social media, job fairs, and business networking.
- Screen and refer qualified applicants.
- Serve on interview panels to evaluate candidate's experience, skills and abilities.
- Develop and maintain a strong understanding of personnel and payroll processes connected to hiring.
- Promote diversity by actively participating in Diversity, Equity and Inclusion in recruitment activities.
- Serve as an advocate for employees and applicants.
- And much more!

QUALIFICATIONS:

REQUIRED:

If hired at the Human Resource Consultant 3 level:

- 4 years of experience working in a human resource profession with at least 2 of these years conducting recruitments.
- Working knowledge of major Equal Employment laws and concepts.

If hired at the Human Resource Consultant 2 level:

- 3 years of experience working in a human resource profession with at least 1 of these years conducting recruitments.
- Working knowledge of major Equal Employment laws and concepts.

AND (for all levels)

Ability to:

- Uphold the **L&I core competencies** of Safety, Customer-centered actions, Treats others with respect and courtesy, Dependability, Accountability, and Judgement and Problem solving.
- Maintain good working relationships with others.
- Effectively organize multiple assignments of a complex nature involving competing priorities.
- Produce work products that are accurate, thorough, and on time.
- Make every experience positive for customers.
- Maintain confidentiality.
- Provide exceptional communication.
- Understand and explain complex federal and state hiring laws, collective bargaining agreements, employment policy, and HR processes.
- Complete work using complex systems and applications.

DESIRED:

- Experience working in an applicant tracking system, preferably the State of Washington NeoGov system and processes (from the HR side, not the applicant side).

- Experience interpreting and explaining Washington State civil service rules, collective bargaining agreements, and human resource related policies.

SUPPLEMENTAL INFORMATION:

Application Process:

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described in the announcement.

Please include the following documents with your application:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience and education.
3. A list of at least three professional references with current telephone numbers.

Other Information:

- Offer of hire is contingent upon completion of a background check that includes a criminal record history review.
- Positions requiring travel must have a valid unrestricted driver's license and must be insured if driving a privately owned vehicle on state business.
- This position is represented by the **Washington Federation of State Employees (WFSE).**
- Candidates who are offered a job with L&I must possess work authorization which does not require sponsorship by the employer for a visa now or in the future.
- The Department of Labor & Industries complies with the employment eligibility verification requirements of the federal Form, I-9. The selected candidate must be able to provide proof of identity and eligibility to work in the United States consistent with the requirements of that form on the first day of employment.

- Please note: This announcement may be used to fill multiple positions.
- Positions requiring skills assessments are proctored remotely by Zoom or MS Teams. Applicants who are selected to move forward in this hiring process will be contacted by email to schedule a skills assessment session.

Applicants wishing to claim Veterans Preference should attach a copy of their DD-214 (Member 4 copy), NGB 22, or signed verification of service letter from the United States Department of Veterans Affairs to their application. Please blackout any personally identifiable data such as social security numbers. For further information, please contact us at Jobs@Lni.wa.gov

Diversity, Equity, and Inclusion Employer

Here at Labor & Industries our employees come from all walks of life as do we. We strive to hire great people from a wide variety of backgrounds. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We believe in the importance of recognizing the value each of us contribute to the success of the mission of the agency. Having a diverse workforce is this agency's greatest resource of strength and knowledge. It is through the combination of talents and abilities that we can pursue finding effective measures on how we can provide the best customer service. We are committed to building a diverse and inclusive workplace for everyone and we strongly mean everyone.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application process or testing process, or those needing this announcement in an alternative format, may call (360) 902-5700. TTY users should first call 711 to access the Washington Relay Service.

You are welcome to include the name and pronoun you would like to be referred to in your materials and we will honor this as you interact with our award-winning diverse and inclusive organization.

If you have any questions regarding this announcement, program, or the agency please contact Andrea Ballard (she/her/hers) at baap235@lni.wa.gov

L&I Talent Management Consultants, Recruiters Supplemental Questionnaire

* 1. How many years of experience do you have working in a human resource profession?

- ❑ Less than one year
- ❑ One year

- ❑ Two years
- ❑ Three years
- ❑ Four or more years
- ❑ I do not have this experience

* 2. How many years of experience do you have conducting recruitments?

- ❑ Less than one year
- ❑ One year
- ❑ Two years
- ❑ Three years
- ❑ Four or more years
- ❑ I do not have this experience

* 3. Please briefly describe your related experience in recruiting. If you do not have this type of experience, type N/A.

* 4. Please describe your experience building networks, conducting diversity outreach and marketing/branding. If you do not have this type of experience, please type N/A.

* 5. Please select all that apply. I have experience with the following:

- ❑ Experience in the use of an automated Applicant Tracking System (ATS) from the HR side (not applicant side)
- ❑ Experience working in the State of Washington NeoGov systems and processes from the HR side (not applicant side)
- ❑ Experience interpreting and explaining Washington State civil service rules, collective bargaining agreements, and human resource related policies.
- ❑ None of these apply

* 6. How did you hear about this job opportunity?

- ❑ www.careers.wa.gov
- ❑ WorkSource Center or Website (WorkSourceWA.com)
- ❑ L&I Talent Management Consultant (Staffing Solutions)
- ❑ L&I Employee
- ❑ Professional/Personal Network
- ❑ Monster
- ❑ College/university website/career fair
- ❑ LinkedIn
- ❑ Facebook
- ❑ VERG
- ❑ Craigslist
- ❑ Indeed
- ❑ Twitter
- ❑ Job Fair (Military)
- ❑ Career Fair
- ❑ EHS Careers
- ❑ American Industrial Hygiene Association (AIHA)
- ❑ Other

7. If you indicated "Other" please specify where you heard about this position.

* 8. Will you now or in the future require sponsorship for an immigration-related employment benefit?

- ❑ Yes
- ❑ No

* 9. Are you able to show proof of being fully vaccinated against COVID-19 or provide a completed exemption form prior to employment?

  - ❑ Yes
  - ❑ No

* Required Question