

State of Washington

Dept. of Ecology

invites applications for the position of:

Senior Human Resource Investigator (Human Resource Consultant 4)

careers.wa.gov
Working for Washington State

SALARY: \$4,487.00 - \$5,885.00 Monthly
\$53,844.00 - \$70,620.00 Annually

OPENING DATE: 10/11/18

CLOSING DATE: Continuous

DESCRIPTION:



Keeping Washington Clean and Evergreen

Are you organized, detail oriented and enjoy working in a fast paced environment? Are you a knowledgeable, creative problem solver who works well in a collaborative, professional and responsive environment? If so, become part of an organization that is focused on being the leader in protecting, preserving and enhancing the environment for the people in our Evergreen State.

Protecting Washington State's environment for current and future generations is what we do every day at Ecology. We are a culture that is invested in making a difference. If you want to join a team that is highly effective, collaborative, has leadership that embraces the value of people, and believes in the fun factor, Ecology is a good fit.

The Human Resources Office (HRO) at the Department of Ecology in [Lacey, WA](#) is looking to fill a **Senior Human Resource Investigator (Human Resource Consultant 4)** position.

The Department of Ecology is a medium sized agency with 1600+ employees and 10 environmental programs. We employ a large group of highly educated people who are passionate about the environment. *Take your career to the next level.* Because of our size and structure, you have an opportunity to work collaboratively with all levels of our management and executive teams. As an HR team, we value collaboration and inclusion and promote opportunities for growth.

We are looking for applicants who have a proven ability to conduct fair, thorough, and timely investigations, addressing a variety of allegations. We hope to find candidates who have the ability to effectively manage their

time and workloads involving competing priorities, while still producing work products that are accurate, timely, and thorough. Additionally, we are seeking out applicants who are analytical, pay close attention to detail, and produce thorough, well-written documents. Our ideal candidate will have excellent written and oral communication skills, and the ability to truly listen – listen to understand not to respond.

Our candidates should possess a commitment to Ecology's mission, vision, and competencies – and ability to model those competencies. In addition our preferred candidate will possess a commitment to continuous improvement – both identifying opportunities for improvement and participating in improvement efforts.

As an agency, our mission is to protect, preserve and enhance Washington's environment for current and future generations. We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism and accountability. Maybe you've seen some of our recent stories on [Twitter](#), [Facebook](#), [Instagram](#) or our [blog](#).

To learn more about our agency, please visit our website at: www.ecology.wa.gov.

Local efforts... Diverse people... Statewide impacts

DUTIES:



The mission of Ecology's Human Resources Office (HRO) is to develop successful employees, promote healthy and productive relationships, ensure a safe work environment and recruit great talent to achieve Ecology's mission.

The **Senior Human Resource Investigator** (Human Resource Consultant 4) position serves as the subject matter expert and HR consultant lead in Workplace Investigations. This position also provides consultation and training to HR staff and agency managers on administrative investigations.

Some of the key work activities of the **Senior Human Resource Investigator** position include:

- Consults with appointing authorities, managers, staff, supervisors, and HRO regarding sensitive, complex, or high-level workplace investigations, by gathering and analyzing facts to develop options and investigative strategies, develop new methods of viewing situations, and approach issues with an unbiased perspective.
- Conducts effective, prompt, and thorough investigations into allegations of employee misconduct and/or policy violations.
- Creates investigative plans, schedules and conducts interviews, researches and reviews applicable policies/articles/laws, and writes clear, concise, and comprehensive investigative reports that support subsequent corrective or disciplinary action through possible legal or grievance arbitration challenges.
- Collaborates with members of the Information Technology Services Office (ITSO), to ensure effective and efficient transfer of forensic data from ITSO to HRO for use in administrative investigations. This may include, but is not limited to creating best practice processes for formatting forensic data and documenting chain of custody.
- Translates and utilizes forensic data in a manner that will be credible, easily comprehended by a diverse audience, and withstand scrutiny through the appeal process.

- Presents investigative findings to Deputy Director and other executive managers, and conduct investigative debriefing meetings with HR consultants, managers, Labor Relations and Personnel Operations Manager, and HR Director as needed.
- Works with the Labor Relations and Personnel Operations Manager to establish and ensure consistent and efficient investigative processes are adopted and utilized at the agency.
- Keeps abreast of current case law, changes in state and federal law, WACs, and best practices related to area of expertise.
- Researches, recommends, and consults on policy updates, newly established policies, and processes/best practice to ensure compliance with agency best practice, and applicable rules.

This recruitment will remain open until filled. The initial screening will be October 22, 2018. In order to be considered for the initial screening, please submit an application on or before October 21, 2018. The agency reserves the right to make an appointment any time after the initial screening.

QUALIFICATIONS:

Required Qualifications:

A Bachelor's degree with a focus on human resources, labor relations, organizational development, business, social or behavioral sciences

AND

Three (3) years of broad-based professional human resource experience, including advising and consulting on human resource issues.

OR comparable education and/or experience.

A Master's degree may substitute for the Bachelor's degree and one (1) year of required experience.

At least one (1) year of experience conducting just cause investigations into allegations of employee misconduct, including writing clear, concise, and comprehensive investigative reports.

Desired experience and training:

- Experience analyzing, translating, and utilizing computer forensic data in administrative investigations.
- Demonstrated ability to manipulate and exhibit data using Microsoft Excel.
- Prior professional human resource experience in public sector and/or unionized workplace
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification

Why work for Ecology?

Joining Ecology means becoming a part of a team committed to protecting and restoring Washington State's environment.

A career in public service allows you to help solve some of the most challenging problems facing our state, while keeping the health and financial security of you and your family a priority. We combine one of the most competitive benefits packages in the nation with a strong commitment to work/life balance.

Ecology 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](#), [Combined Fund Drive](#), [SmartHealth](#)

Student debt and how working for Ecology can help

Employees may be eligible for the Public Service Loan Forgiveness (PSLF) Program, which forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer. See <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more details.

**See the Benefits tab in this announcement for more information*

SUPPLEMENTAL INFORMATION:

Application Instructions:

In order to be considered, applicants MUST include the following documents as an attachment to their application:

- **A cover letter describing how your experience, skills and abilities meet the required qualifications of this position.**
- **A resume outlining your professional experience.**

Please complete the applicant profile when applying for this position. Or, you may paste the text of your resume within the profile's resume text field.

Please read the supplemental questions carefully and answer completely. Incomplete responses, including "please see resume" may disqualify you from further consideration.

Department of Ecology employees, please make sure to answer the agency-wide questions regarding permanent status as a classified employee within the Washington General Service or Washington Management Service. Do not forget to select Department of Ecology as a response to question 2, and type your personnel ID number for question 3. If you are not sure of your status or do not know your personnel ID number, please contact Human Resources.

If you are reading this announcement in print format, please visit www.careers.wa.gov to access the online recruitment system. Click on "Look for Jobs" and select Dept. of Ecology under the "Department" search list. Click "Apply Search."

Other Information:

If you need assistance applying for this job, please call 360-407-6186 or email careers@ecy.wa.gov. Please do not send an email to this address to follow-up the status of your application. You can view the latest status of your application on your profile's main page.

If you have specific questions about the position, please email Mollie Clinton at: Moel461@ecy.wa.gov. Please do not contact Mollie to inquire about the status of your application.

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. The state may verify this information and any untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

The Washington State Department of Ecology 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, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 407-6186. Applicants who are deaf or hard of hearing may call the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.