

State of Washington

Dept. of Ecology

invites applications for the position of:

Supervisory Senior Human Resource Consultant (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: 10/12/18

CLOSING DATE: Continuous

DESCRIPTION:



DEPARTMENT OF
ECOLOGY
State of Washington

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 **Supervisory Senior Human Resource Consultant (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. As a generalist with supervisory responsibilities, you have exposure to multiple areas of HR and have an opportunity to work on state-wide issues within the Washington State HR community. 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 a leader who has the ability to effectively manage their time and workloads involving competing priorities, while still producing work products that are accurate, timely, and thorough. Our ideal

applicant will have excellent communication and customer service skills. An applicant should possess strong listening skills – listen to understand not to respond. They will have the ability to help others resolve complex or sensitive disagreements and conflicts, while creating and maintaining effective interpersonal relationships with a diverse peer and customer group. Our preferred candidate will 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 **Supervisory Senior Human Resource Consultant** (Human Resource Consultant 4) position serves as the subject matter expert and HR consultant lead in Protected Leave (ex: Shared Leave and Family Medical Leave). The position also provides consultation and training to HR staff and agency managers on the designated area of expertise. Additionally, this position manages a non-permanent Human Resource Consultant 3 who supervises our Technical Unit, comprised of Human Resource Consultant 1's and 2's.

Some of the key work activities of the **Supervisory Senior Human Resource Consultant** include:

- Consults with executives, managers, and supervisors in assigned programs for workforce planning, employee performance management, labor relations, and all other human resource management personnel functions.
- Assists in the management of employee performance by analyzing problems and providing strategic plans and tactical responses to address issues.
- Provides supervision and leadership to the Human Resource Operations Technical Unit HRC3 supervisor. Supports the HRC3 in managing workload assignments, facilitate problem solving, conduct performance evaluations, and provide coaching and corrections when needed.
- Serves as the subject matter expert in all state and federally protected leave to include, but not limited to: Shared Leave and Family Medical Leave.

The successful applicant for this position will be expected to accomplish the following:

- Build and maintain strong business relationships and credibility with peers and customers.

- Identify and implement continuous problem improvement solutions to create more effective and efficient business practices.
- Meet established and mutually agreed upon service deliveries or timelines associated with work product.
- Contribute positively to our agency and team culture.
- Quickly learn about assigned business areas to be able to be a trusted, strategic business partner.

Opportunities to solve problems:

- This position has the opportunity to approach problems with the philosophy of providing risk-based advice with options. The conversation doesn't begin or end with "no." We seek to understand and provide creative solutions when possible, utilizing our subject matter expertise to clearly communicate risk associated with each option.
- Classification and compensation challenges – true position planning from start to finish
- Performance management challenges – how to coach leaders to address issues appropriately to reach the best outcome
- Opportunity to identify gaps in our processes and work together to resolve those gaps

Interesting aspects of the position:

- This is an incredible opportunity to join a team who is dedicated to Ecology's mission to protect, preserve and enhance Washington's environment for current and future generations. Our agency is comprised of passionate professionals who are focused on protecting our environment. This position is comprised of an appealing combination of supervisory and generalist responsibilities, giving the incumbent the opportunity to hone leadership skills that will be lucrative in future career growth. We are a strong team of HR professionals, who support our customers and each other, to provide the best service possible.

Culture of the team:

- We are a diverse, skilled, professional team who like to have fun too! We are committed to each others' success and invested in maintaining a happy, healthy workplace.

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.

Qualifying professional human resource experience must include at least two years working with a Human Resource Management of Information System (HRMS/HRIS) in a human resource setting, including report and data management.

Desired experience and training:

- Experience leading or supervising human resource professionals.
- At least 6 months experience advising and facilitating reasonable accommodation processes and advising management and employees on Family Medical Leave in accordance with federal and state laws.
- At least 6 months experience conducting just cause investigations into allegations of employee misconduct, including writing clear, concise, and comprehensive investigative reports.
- At least 6 months experience reviewing and allocating positions in the Washington State classification system.
- Prior professional human resource experience in public sector and/or unionized workplace
- PHR, SPHR, SHRM-CP, SHRM-SCP, or CLRP 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](#), [Commuter 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: Mocl461@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.