

## ROLE

We serve as the state's central HR policy making body. We are responsible for oversight of systems and structure, rules and policy. We are here to ensure that Washington's workforce is second to none.

## KEY FUNCTIONS

We provide a multitude of services and programs. Among them, we:

- Maintain the state's classification and compensation structures.
- Provide HR analytics, analysis and monitoring on the state's workforce.
- Represent the governor in contract negotiations for represented employees.
- Maintain the civil service personnel rules.
- Administer the state employee satisfaction survey.
- Oversee the Director's Review Program and Personnel Resources Board's appeal process.
- Provide leadership and support to HR governance working committees to help make the state an employer of choice.
- Provide leadership as the business owner for the state's human resource information technology systems (HRMS payroll and financial and budgeting projections for employee compensation).
- Manage the veterans' and affirmative action-related initiative for the state.
- Develop and deliver core HR training.
- Provide oversight for Washington Management Service, Exempt Management Service and state salary surveys.

## CONTACTS

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