



WASHINGTON STATE
"Your employer of choice"

Office of Financial Management
Olympia, Washington

NOW HIRING
Position open until filled

Operations Budget Assistant and Process Coordinator

EXEMPT RECRUITMENT

The Office of Financial Management is a non-represented agency. If you have applied for previous Budget Assistant openings in the Budget Division and are interested in this position, please reapply.

Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.

SALARY AND BENEFITS

Salary range of consideration is \$58,100 - \$78,100 plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement options; flexible work schedules; training opportunities; and leave for military service.

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 below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references with current telephone numbers.
4. Personal data sheet:
www.ofm.wa.gov/jobs/datasheet.doc.



Please send completed application packets by mail, fax or email to:

Office of Financial Management
Employee Services
PO Box 43113
Olympia, WA 98504-3113
Fax: 360-586-0051
Email: ofmhr@ofm.wa.gov

POSITION DESCRIPTION AND DUTIES

The Office of Financial Management (OFM) provides vital information, fiscal services and policy support that the Governor, Legislature and state agencies need to serve the people of Washington State. The Budget Division assists the Governor in developing and implementing budget and policy initiatives that benefit the people of Washington State. The Operations section supports the agency and state government in this budget-related work by providing analysis, tools, training, project management, information, process control and systems improvement.

This position provides expert-level process management and operational support for the Budget Division processes. These processes include, but are not limited to:

- Governor's budget development, data and production process management
- Activity inventory and performance data management
- Agency and executive request legislation
- Budget Division website management
- Budget document publication
- Data systems analyst assignment and credentialing
- Enrolled bill analysis and recommendations
- Expenditure and allotment control
- Fee inventory
- Fiscal note administration
- Tax and fee analysis

Duties

The incumbent in this position will provide expert-level budget analysis/process coordination in critical Budget Division processes. This includes monitoring and tracking budget-related deliverables from state agencies; ensuring quality control; working with internal budget analysts and other agency budget professionals; answering questions; and providing consultation. As an operations budget analyst, the incumbent will participate in other processes including coordination of expenditure and allotment controls, data systems assignment, and credentialing.

Operations budget analysts collaborate with OFM staff, agencies and our IT service providers in the evaluation, modification, replacement and implementation of line-of-business and enterprise IT systems. In addition, the incumbent will use the scientific problem-solving method (PDCA) to identify problems, deficiencies, difficulties and/or defects in systems and processes and provide recommended courses of action for ongoing improvements.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

- A bachelor's degree (graduate preferred) in public administration, political science, business or closely allied field. Additional qualifying experience may be substituted for a bachelor's degree on a year-for-year basis.

- Three or more years of professional-level experience as a program analyst, systems analyst, or process analyst conducting research, analyzing regulations, policies and/or processes, serving customers and resolving process problems using proven methods such as Plan-Do-Check-Act (PDCA).

In addition, the successful candidate will have the following knowledge and abilities:

- Familiarity with governmental budget concepts and the state budget and legislative process (experience working in state budget and financial systems preferred);
- Customer-focused approach with a commitment to developing an understanding of who the customers are and what they value;
- Strong analytical and organizational skills;
- Ability to complete complex tasks, including improving and/or developing new processes;
- Excellent communications skills, both written and verbal, including the ability to effectively and objectively present information to internal staff, other state agency staff, legislative staff and other stakeholders;
- Ability to build relationships that secure commitment and trust and maintain high level of customer satisfaction with internal staff, other state agency staff, legislative staff and other stakeholders;
- Proficient in use of Microsoft Office suite of applications;
- Ability to work independently and as part of a team, including using effective involvement and persuasion strategies to gain acceptance of ideas and commitment to actions that support specific outcomes;
- Successful experience in managing projects and groups;
- Ability to manage one's own time and resources and assume responsibility for meeting tight deadlines and managing competing demands; and
- Ability to work extra hours during peak time, including some evenings, weekends, and holidays.

The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.