



WASHINGTON STATE
 "Your employer of choice"

Office of Financial Management

Olympia, Washington

NOW HIRING

Position is open until filled; however, interviews will begin as soon as qualified candidates are identified.

Enterprise Classification and Compensation Specialist (Time-limited 12 months)

EXEMPT RECRUITMENT

The Office of Financial Management (OFM) is a non-represented agency. If you have previously applied for the Enterprise Classification and Compensation Specialist and are interested in this position, please reapply. This position is located in the State Human Resources Division of OFM.

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 \$61,773 - \$82,364, depending on qualifications 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 your 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; one of which must be a customer reference.
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
 P.O. Box 43113
 Olympia, WA 98504-3113
 Fax: 360-586-0051
 Email: ofmhr@ofm.wa.gov

POSITION DESCRIPTION AND DUTIES

Overview

The OFM State Human Resources Division is responsible for statewide human resource policy and direction, and manages the collective bargaining process on behalf of the Governor with union-represented state employees. The Enterprise Classification, Compensation and HR Analytics (ECCHRA) section maintains the statewide HR classification and compensation structures for the state's workforce. ECCHRA provides consultation, training and tools to agencies on best practices; pursues enterprise classification strategies; and conducts all compensation modeling for bargaining. In addition, it provides data metrics, analysis and monitoring on the state workforce and strategic leadership on HR systems.

This time-limited position opening is on the Classification & Compensation Team and will function as an Enterprise Classification and Compensation Specialist for approximately 12 months. This position will work closely with a variety of stakeholders statewide, including state agencies, higher education institutions, labor unions and other OFM staff. Classification & compensation specialists provide expert level HR consultation on various classification and compensation rules, policies, and best practices to develop solutions that support state employers in attracting, retaining and developing a skilled and engaged workforce. The classification and compensation system is integral to the state of Washington's workforce management infrastructure and in making Washington an employer of choice.

Some of what this position will do:

- Analyze proposals submitted by agencies and/or higher education institutions regarding statewide classification and compensation issues and make recommendations to State HR and OFM management.
- Provide advice and consultation to senior level HR practitioners of state agencies, higher education institutions, and other public jurisdictions based on their workforce planning and business needs.
- Provide consultation and support to OFM Labor Relations and Budget staff to review and develop recommendations for agency classification and compensation proposals, labor union requests, collective bargaining negotiations and relative budget decision packages.
- Analyze state agency and higher education institutions' requests for approval of various job classification and compensation updates that include requests for assignment pay, special pay, and revisions to Exempt Management Service and Washington General Service job classes; and recommend action on these requests.
- Present recommendations of job classification and compensation changes to the State HR Director or designee at public Director's Meetings for enterprise-wide approval.
- Provide support, analysis, and consultation regarding classification and compensation human resource data needs and enterprise changes to the Human Resource Management System.
- Represent State HR and participate in statewide project teams to implement priority initiatives or workforce infrastructure changes.

About Us

“Better information. Better decisions. Better government. Better Washington.”

The Office of Financial Management provides the fiscal and policy leadership, direction, and information that the Governor, Legislature, and state agencies need to serve the people of Washington

State. We do that by providing timely and accurate information to decision-makers and by leading and supporting statewide initiatives. The State Human Resources Division contributes to this work by providing statewide human resources policy leadership, information, and support.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

- Bachelor's degree in business, human resources, social or organizational behavioral sciences or related field and at least two (2) years of progressively responsible professional human resource experience in a Washington State government agency or higher education institution Human Resources office.
- Professional relevant human resource experience may substitute for the degree on a year-for-year basis.

Preferred/desired qualifications

The ideal candidate will also possess one or more of the following desired qualifications:

- Certified Compensation Professional (CCP) designation and/or specialized training in compensation.
- One to three years of professional experience analyzing detailed data to develop hypotheses, draw conclusions, and formulate recommendations.
- One to three years of working knowledge of Human Resource Information Systems (HRIS).
- One to three years of professional experience related to auditing positions and/or conducting classification reviews/studies.

Core competencies

- Consultation and communication skills – The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences. Actively reaching out to create partnerships and provide professional guidance.
- Initiative – Seeks opportunities to learn and grow in other areas related to classification and compensation. Identifying what needs to be done and doing it before being asked or before the situation requires it.
- Analytical thinking – The ability to tackle a problem by using a logical, systematic, and sequential approach.
- Forward thinking – The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.
- Building collaborative relationships – The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who provide information, assistance, and support.
- Customer focus – Builds and maintains customer satisfaction with the products and services offered by the organization.
- Teamwork – As a team member, the ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together. Maintains awareness of teammates' work and deliverables and finds ways to actively support and collaborate for successful outcomes, and maintains positive interactions with all teammates (unit, division, agency and external customers/clients).

- Valuing others – Developing and leveraging relationships within and across work groups to achieve results. Working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds. Seeking out and using unique abilities, insights, and ideas from diverse individuals.
- Results orientation – Focuses on the results and desired outcomes of designated areas of responsibility and the work of the section; sets challenging goals; and applies effort to achieve or exceed them.
- Thoroughness – Ensures that one’s own and others’ work and information are complete and accurate; carefully prepares for meetings and presentations; and follows up with others to ensure that agreements and commitments have been fulfilled. Professional, thoroughly researched, credible, accurate and finished products with few, if any, errors.
- Decisiveness – The ability to make difficult decisions in a timely manner.
- Accountability and dependability – Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.
- Ethics and integrity – Earns others’ trust and respect through consistent honesty and professionalism in all interactions.
- Stress management – The ability to keep functioning effectively when under pressure and maintain self-control in the face of unpleasant circumstances.
- Adaptability and flexibility – Adapts to changing business needs, conditions, and work responsibilities. Openness and willingness to adopt different and new ways of doing things. Ability to work on multiple projects simultaneously with competing deadlines and prioritize.

Inquiries about the position may be made to the hiring manager:

Marisa McKay
 Classification & Compensation Team Manager
 OFM – State HR
 360.407.4114

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.