



WASHINGTON STATE  
 "Your employer of choice"

Office of Financial Management  
 Olympia, Washington

**NOW HIRING**

This position open until filled, however, first review of the applications will begin the week of July 17, 2017

**MANAGEMENT ANALYST**

**EXEMPT RECRUITMENT**

The Office of Financial Management is a non-represented agency. If you have previously applied for a position 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 depending on qualifications, is \$49,000 - \$66,000 annually, 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:  
<http://ofm.wa.gov/jobs/SupplementalProfileData.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](mailto:ofmhr@ofm.wa.gov)

## POSITION DESCRIPTION AND DUTIES

### OVERVIEW

The Office of Financial Management (OFM) provides leadership, direction, and information to support and improve government on behalf of the people of Washington State. OFM's Facilities Oversight Program oversees real estate procurement and management by applying a statewide perspective to analysis, long-term planning, policy development, and state facility portfolio management.

This position serves in the State Facilities Oversight Program as a management analyst with responsibilities for analysis, consultation, coordination, and ongoing evaluation of statewide procedures. The incumbent provides consultation to management and functions as a project coordinator on process improvement initiatives. The successful candidate will also have the opportunity to support the state in building a modern work environment in support of Governor Inslee's Executive Order. The work performed in this position affects how state agencies plan for and design the workplace to support our customers and employees. The position reports directly to the OFM Facilities Oversight Program Manager.

#### Major responsibilities include:

- Conduct data analysis and research to support the development of policies, tools and solutions related to state facilities.
- Create tools and resources for and with state agency stakeholders and subject matter experts in support of the state's facilities policies and goals.
- Create management reports, conduct analysis, and consult with management and staff to evaluate program activities. Make recommendations on improvements on an as-needed basis.
- Prepare materials for leadership to support Results Washington measures.
- Develop stakeholder communications via emails, memos, flyers and the website.
- Develop process improvement documents and tools such as business process maps, user manuals, procedures, and forms.
- Analyze facilities data and identify areas of improvement.
- Consult with the facilities oversight team to understand and evaluate the underlying factors that influence existing processes and systems.
- Provide recommendations to management on data and systems improvements to ensure compliance with federal and state laws.
- Coordinate and conduct state agency training or presentations for the implementation of projects with key partners.
- Maintain the modified pre-design and lease approval (MPD) database in Microsoft Access, which includes a record of all facilities and lease requests submitted to OFM, their status, and their disposition. Update standard operating procedures for this system to ensure consistent practices within the office.

## QUALIFICATIONS AND CORE COMPETENCIES

#### Required qualifications

- A bachelor's degree from an accredited college or university in public administration, business administration, or related field. A combination of comparable education and work experience may be substituted year for year for education.

- Two years of experience conducting research and analysis in a professional or graduate education setting.
- Experience in performance management, project management, or planning activities.
- Ability to work independently and as part of a team.
- Ability to analyze and develop business processes and procedures.
- Communication skills including plain talk writing, presentation skills, and an ability to communicate critical/complex data and research.
- Ability to gather and summarize stakeholder feedback.
- Ability to coordinate, analyze, and maintain complex sets of data, documents, records, and files.
- Ability to multi-task, manage time and workload, flex to changing needs, and meet deadlines.
- Competency in personal computer and Microsoft products including Word, Excel, Access, and Power Point.
- Commitment to continuously improving processes.

### **Preferred/desired qualifications**

- Experience reporting on program performance metrics similar to the state's Results WA measures.
- Experience conducting analysis related to facilities, policy, planning, budget or closely allied field.
- Familiarity with government operations and issues (federal, state, and local).
- Ability to use knowledge of the organizational and political climate to make recommendations.
- Good judgment and balanced thinking that combines analysis, experience and perspective.
- Ability to apply creative problem-solving techniques within parameters of good practice.
- Commitment to ethical conduct, honesty, professionalism, and respect.
- Understanding of Lean principles.

*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.*