



WASHINGTON STATE
"Your employer of choice"

ANTICIPATED HIRING

This recruitment is open until filled, however, the first review of applications will begin the week of July 10, 2017.

Filling this position is contingent upon funding in the 2017-19 budget.

ONE WASHINGTON ENTERPRISE TRANSFORMATION ADMINISTRATOR

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

Depending on qualifications, the salary range is \$88,000 - \$115,000, 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

POSITION DESCRIPTION AND DUTIES

OVERVIEW

The Office of Financial Management's (OFM) mission is to provide accurate, timely, and objective information; fiscal services; and leadership to support the Governor, Legislature, and other state agencies in serving the people of Washington. This position provides direct support to those goals by leading organizational change activities to implement the One Washington program which will transform the state's enterprise systems, resulting in common business processes and systems capable of delivering timely, accurate data.

This position is responsible for providing leadership for One Washington business transformation, organizational and change management. This position is part of the Program Leadership Team and will provide direction and guidance to all state agencies regarding change in these areas. This position is responsible for developing plans and processes related to One Washington communications, training, and Lean efforts. This position will provide support to One Washington and all agencies in the aspects of business transformation and change management related to common enterprise business functions. The Enterprise Transformation Manager plays a key role in supporting project work and change initiatives to meet business needs, schedule and budget objectives. The scope of influence includes, but is not limited to, changes to business strategies and processes, systems and technology, job roles and organizational structures enterprise-wide. The primary focus will be creating and implementing enterprise-level change management plans that maximize employee engagement.

Duties

- Creates and implements change management plans that maximize employee engagement.
- Conducts assessments, analyzes stakeholder engagement and enterprise readiness, and works with the project team to create recommendations for the Executive Steering Committee.
- Provides alternative solutions and recommendations to address complex business problems and issues and works with team members to determine a satisfactory approach.
- In coordination with the other functional leaders, develops strategies for the future business process flows within the enterprise applications.
- Identifies opportunities to streamline and transform business processes to best leverage enterprise systems.
- Supports business strategies and organizational change management at an enterprise level.
- Collaborates with project managers regarding the development of organizational readiness and change communications.
- Manages the training specialists and coordinates with functional team members in development of training requirements and materials.
- Supports organizational development through executive coaching, program evaluation, facilitation of high risk discussions, and encouragement of innovation.
- Works with other functional team members to ensure development of quality user documentation.
- Provides input for the development and documentation of specific security requirements for module users.
- Participates in the deployment phase, cutover plan, conversion, master data load, and historical data load.
- Supports and maintains awareness of the operational procedures and environment of the State of Washington and the Office of Financial Management.

- Supports and proposes functional, operating, and organizational standards to contribute to the effectiveness of the One Washington program.
- Participates in the One Washington program and project meetings to support the needs and meet the program goals.
- Trains and mentors team members and new staff.
- Collaborates with project leadership to build people capacity to accomplish business transformation across the enterprise.
- Consults with other project managers and leaders about projects under their responsibility and techniques they use to be effective.
- Uses various resources to enhance knowledge of data processing.
- Attends training sessions, conferences, and workshops to increase knowledge in project management, systems development workflows and stages, and other applicable skills such as written communication, oral communication, and leadership.
- Reviews internal and external publications to increase understanding of state issues and needs, especially those pertaining to direct customers.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

- Bachelor's degree in organizational change management, organizational development, applied behavioral sciences, human resources management, business administration or related field.
- Extensive knowledge of change management principles and methodologies.
- Demonstrated knowledge of business analysis, functional design, testing and training for the implementation of ERP or other projects.
- Thorough knowledge of customer service principles.
- Thorough knowledge of program and project management techniques and methods.
- Demonstrated proficiency at advanced consulting methods.
- Thorough knowledge of leadership coaching, conflict resolution, and group process facilitation.
- Experience working effectively with all levels of an organization in classroom situations, one on one development and team development.
- Articulate and persuasive communicator, in writing and orally.
- Excellent active listening skills.
- Problem solving and root cause identification skills.
- Strong analytic and decision making abilities.
- Ability to work effectively individually, within a team, and through influence and leadership of others.
- Highly developed interpersonal communication skills.
- Extensive analytical and verbal skills in presenting complex ideas orally and in writing.
- Experience guiding a large organization through a significant change.
- Commitment to respect and the practice of civility in the workplace.
- Commitment to organizational success.

Demonstrated knowledge and abilities should include:

Preferred/desired qualifications

The preferred candidate will have:

- Master's degree in organizational change management, organizational development, applied behavioral sciences, human resources management, business administration or related field.

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.