



WASHINGTON STATE
 "Your employer of choice"

Office for Regulatory Innovation and Assistance (ORIA)
 Olympia, Washington

NOW HIRING

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

Regulatory Improvement Consultant

EXEMPT RECRUITMENT

The Office for Regulatory Innovation and Assistance (ORIA) is a non-represented agency. If you previously have 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 is \$\$61,300 - \$\$80,454, 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 required qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references (two of which are direct supervisors) with current telephone numbers.



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

4. Personal Data sheet:

<http://ofm.wa.gov/jobs/SupplementalProfileData.doc>

POSITION DESCRIPTION AND DUTIES

Overview

The Governor's Office for Regulatory Innovation and Assistance (ORIA) is responsible for assisting businesses and citizens with understanding and navigating Washington State's complex environmental and business regulatory systems. ORIA works with our state and local partners to improve those systems.

ORIA offers these key forms of assistance:

- ORIA's Information Center hosts a help line for citizens and businesses. We research and analyze answers to basic and complex questions about local, state, and federal regulations, licenses and permits.
- Sometimes bigger, more complicated projects get stuck in the regulatory process. ORIA's Regulatory Innovation Center provides permit assistance, facilitation, and issue resolution services for both environmental regulatory permitting and general business permitting.
- Sometimes improving and simplifying Washington's overall regulatory systems is necessary. ORIA's staff works with permitting agencies and stakeholders to improve programs to help people and businesses get better service.
- ORIA offers a suite of assistance tools, some online and some in partnership with agencies and stakeholders:
 - We facilitate a 27-agency Small Business Liaison Team. This workgroup focuses on business assistance and improving business regulatory systems statewide.
 - We offer a Small Business Guide which provides information on how to plan, start, run, grow and close a business in Washington.
 - We maintain a comprehensive Regulatory Handbook which contains information about local, state and federal permits, approvals or licenses for Washington State.

This position serves as a Regulatory Improvement Consultant in the ORIA Regulatory Innovation Center. This position helps people navigate Washington's environment and business regulatory systems by providing technical assistance, workgroup facilitation, mediation and issue resolution, or process improvement. Providing technical assistance can require completing varied and complex analytical assignments to research regulatory requirements, which may include multiple local, state and federal agencies. This position facilitates workgroups involving multiple regulatory agencies. This position provides mediation to help all involved to resolve project issues about regulatory requirements. This position works with regulatory agencies and stakeholders to improve regulatory processes to help people and businesses get better service.

Duties include:

- Maintain working knowledge of Washington State environmental and business rules, regulations and application processes.
- Provide technical permitting assistance that may include providing information in the form of a schematic or permit table.

- Serve as the point of contact for a project proponent and regulatory agencies. Help ensure that all parties communicate clearly about project issues and timelines.
- Perform project management tasks such as estimating schedules, resource planning, and ensuring task completion in an interagency/intergovernmental environment.
- Coordinate or facilitate meetings to assist applicants and regulatory agencies.
- Coordinate with relevant local, state, and federal regulatory agencies and tribal governments.
- Build collaborative professional relationships with public and private sector organizations through work assignments.
- Facilitate or participate in mediation and issue resolution with all parties to resolve project issues about regulatory requirements. Use mediation techniques to facilitate communication, understanding of different perspectives, or to guide parties toward mutual agreement.
- Facilitate or participate in workgroups and/or process improvement efforts. Facilitate or coordinate specialized, complex workgroups and/or process improvement efforts involving multiple state agencies. Use Lean and other applicable tools for regulatory improvement.
- Track appropriate project information, which may include performance measures.
- Conduct outreach to public and private sector organizations. When conducting outreach, build partnerships and collaborative relationships with public and private sector organizations, including public ports, economic development councils, consultants, business associations, and environmental stewardship groups.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

- Bachelor's degree in business administration, public administration, public policy or a related field.
- Five (5) years of professional level experience with government regulatory programs in either environmental or business permitting/licensing performing analytical or technical duties. Experience should show a progressive increase in responsibilities and/or authority. (Seven (7) or more may be substituted for a Bachelor's degree.)
- Experience using analytical problem solving methods, program evaluation, process improvement methods or government performance measurement.
- Highly developed interpersonal skills demonstrated by successfully influencing team or organizational behavior.
- Demonstrated experience providing expert consulting to executives.
- Proven teamwork skills by successfully working in a team with varying perspectives and diverse priorities.
- Experience facilitating the work of teams to produce measurable results.
- Proven ability to build partnerships and collaborative relationships.
- Proven ability to perform varied and complex analytical assignments to research regulatory requirements, which may include multiple local, state and federal agencies, and then clearly communicate that information, both verbally and in writing, to a wide range of audiences.
- Skilled at organizing and summarizing information including the use of matrixes, schematics or templates.
- Demonstrated knowledge and experience in mediation/issue resolution to negotiate and secure cooperative agreements from diverse parties to resolve issues.
- High integrity, strong work ethic and understanding that excellent customer service are fundamental to success.

Preferred/desired qualifications

- Master's degree in business administration, public administration, public policy or a related field.
- Certification in Lean methods. Demonstrated knowledge and experience in leading process improvement projects.
- Certifications in project management. Two or more years of experience with project management.
- Professional mediation training or certification.

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.