



WASHINGTON STATE  
 "Your employer of choice"

Office of Financial Management  
 Olympia, Washington

**NOW HIRING**

Open until filled -First review of applications expected January 23, 2019

**DIVERSITY, EQUITY & INCLUSION  
 INNOVATIONS MANAGER**

Salary Range: \$78,504 - \$104,796

**The Office of Financial Management: WHO ARE WE?**

**Our Strategic Anchors**

**Our vision:** Better information. Better decisions. Better government. Better Washington.

**Our mission** is to support and improve state government on behalf of all Washingtonians. We are committed to providing the leadership, direction and information our customers and staff need to progress from vision to action and keep the public informed.

**Our Values**

**Integrity:** We provide timely, accurate answers and clear, open and honest communications with customers, stakeholders and co-workers.

**Collaboration:** We promote teamwork, drawing on the expertise and talents of many to achieve common goals.

**Respect:** We recognize the value of diverse backgrounds and perspectives; we treat everyone with dignity, fairness and understanding.

**Leadership:** We establish a clear vision, share that vision with others and provide the information, knowledge and methods to realize that vision.

**Excellence:** We strive for the highest standards of data and information quality, pursue continuous improvement of our work and creatively approach issues and problems.

The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, 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.** The Office of Financial Management has developed an EEO Report and that is available on request to review. 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.

**WHY WORK FOR OFM?**

- A modern work environment
- Mobile and flexible work opportunities
- Our Infants at Work program
- A commitment to organizational health and wellness
- Dynamic, high-performing agency
- Support for employee growth and development
- Opportunities to have a statewide, positive impact
- Work/life balance
- A comprehensive [benefits package](#)

## POSITION DESCRIPTION AND DUTIES

The State Human Resources (SHR) Division of OFM supports the agency's mission by helping the state become a strategic and competitive employer, having a human resources foundation that supports business needs, providing accurate and timely data for decision-making and operating as a high-performing office. **The Workforce Strategies section provides leadership, expertise, tools and strategies to help state agencies plan, attract, recruit and retain a diverse, qualified workforce.** The office convenes enterprise stakeholders to collaborate on HR issues and works closely with other central service entities.

As Program Manager for the Diversity, Equity and Inclusion (DEI) Innovations team, you would provide program management and supervisory oversight to the DEI Innovations team's programs, projects, and processes. As a working supervisor, you would also be responsible for various projects and assignments. Key responsibilities include:

1. **Supervising the research, development, implementation and evaluation of statewide workforce strategies;**
2. **Convening cross-agency groups to develop, implement, and evaluate statewide workforce strategies related to diversity, equity and inclusion; and**
3. **Advising internal and external executives and the Governor's policy staff on workforce policy and strategy.**

In this job, your work has a statewide impact. Most work will impact the state's executive branch workforce, not including higher education. Occasionally the scope of work, and therefore its potential impact, will include higher education as well.

Specific duties of the position include:

- Oversee the state's Diversity, Equity and Inclusion program and related initiatives.
  - Act as the state's diversity, equity and inclusion manager by providing strategic advice and guidance on policies and strategies related to diversity, equity and inclusion of the state's workforce.
  - Help lead implementation of DEI-related action items identified in the April 2018 Governor's memo on respectful and inclusive work environments. Provide staff support to DEI committees on training, policy, and data and investigations as they develop recommendations for these action items. Help coordinate and align the work of these committees with other related efforts, including the work of the DEI Council.
  - Partner with Results Washington, OFM/SHR leadership and agency stakeholders to improve performance measures related to DEI of the state's workforce. Oversee analysis, strategy coordination and reporting on the current DEI measure.
  - Oversee implementation of Executive Order 12-02, Workforce Diversity and Inclusion. Oversee the state's Affirmative Action reporting process, policies and strategies.
  - Oversee implementation of Executive Order 13-02, Improving Employment Opportunities for People with Disabilities in State Employment and Substitute House Bill 1636 (employment of persons with disabilities). This includes data collection, analysis and reporting, and development, coordination, implementation and assessment of strategies. Make policy and strategy recommendations.
  - Oversee implementation of Executive Order 13-01, Veterans Transition Support, as it relates to the state's workforce. This includes data analysis and reporting, strategy and policy development, implementation and evaluation. Also oversee the Veterans Employee Resource Group. Ensure state government employment practices align with and support the efforts of the Washington Military Transition Council.

- Oversee implementation of Directive 16-11, LGBTQ Inclusion and Safe Places Initiative. Guide and oversee development and implementation of an employee resource group, best practices and a safe places initiative.
- Oversee the DEI team's outreach and convening of various governance, community, employee resource and other stakeholder groups.
- Stay abreast of research and best practices. Help lead the DEI team and the state in the development of innovative DEI strategies while managing risk and achieving results. Proactively and constructively partner with the Culture Consultant, and Workforce Research and Performance manager and team to integrate DEI work with engagement, performance and modern work initiatives.
- Oversee the team's investigations, complaints and home assignment work.
  - Oversee the work of the team strategist responsible for assisting with high-level/high-profile complaints and investigations, and with improvements to the complaints and investigations processes within the Executive Branch.
  - Oversee the home assignment reporting policy directive and reporting process.
- Oversee the annual Public Service Recognition Week (PSRW) process.
  - Work with the OFM leadership, the Governor's Office, the Office of the Secretary of State, and other internal and external stakeholders to plan, coordinate and implement the state's annual PSRW event and awards ceremony. Coordinate and manage agency volunteers, and oversee timely and satisfactory completion of work.
  - Oversee PSRW communications, stakeholder management, risk management and issue resolution.
- Team Management.
- Conduct legislative bill analyses for bills pertaining to the team's key policy areas: workforce diversity, equity and inclusion; cultural competence; affirmative action; employment of people with disabilities and veterans; and related topics.

## QUALIFICATIONS AND CORE COMPETENCIES

### Core competencies - A strong candidate demonstrates:

- Accountability & Dependability - Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
- Adaptability & Flexibility - Adapts to changing business needs, conditions and work responsibilities.
- Analysis/Reasoning - Examines data to grasp issues, draw conclusions and solve problems.
- Attention to Detail - Thoroughly checks work for accuracy and completeness. Remains aware of and manages details that are easy to overlook or dismiss as insignificant.
- Problem Solving - Demonstrated ability to solve problems using proven methods.
- Relationship Building - Builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect.
- Results orientation and Initiative - Focuses on results and desired outcomes and how best to achieve them. Gets the job done.
- Commitment to Continuous Improvement - In particular, commitment to continuously improving processes for which you are an operator and/or as a member of a process improvement team.

- Customer Focus - Builds and maintains customer satisfaction with the products and services offered by the organization.
- Ethics & Integrity - Earns others' trust and respect through consistent honesty and professionalism in all interactions.

### **Knowledge, Skills and Abilities - A strong candidate has:**

- Proven ability to plan and manage projects, processes or programs to achieve results.
- Excellent oral and written communication skills, including the ability to communicate complex information in writing and verbally using plain language.
- Ability to diplomatically handle challenging or tense situations.
- High degree of organizational and political savvy, including the ability to apply knowledge of the state government organizational and political climate and authorizing environment to solve problems and accomplish goals.
- Proficient with general research and data analysis methods, including the ability to guide and review the team's research and analysis.
- Proven ability to build and maintain positive professional relationships, influence others to achieve results and effectively facilitate large groups.
- Adept at working in a complex and ambiguous environment, including developing a course of action when there is no defined plan to follow.

### **Required qualifications**

#### **Education**

- Bachelor's degree in human resources, social sciences, public administration, business administration, organizational development or related field from an accredited college or university, **OR** an equivalent combination of education and professional experience equal to a four-year degree. Qualifying experience may also be substituted for the degree on a year-for-year basis.

#### **Experience**

- Six (6) or more years of experience as a human resources professional, human resources manager or other applicable position, with assignments of progressive responsibility, including at least four years working in diversity and inclusion.
- At least one (1) year supervising others or two (2) years leading teams.
- Experience researching, developing and presenting policy and strategy options and recommendations.
- Experience with advising and presenting information to executives.
- Experience with program evaluation and/or performance measurement and reporting, such as Results Washington, GMAP or Balanced Scorecard.
- Experience drafting and editing professional correspondence, presentations and reports.

#### **Preferred/desired qualifications**

- Master's degree in human resources, business administration, public administration/policy, social sciences, organizational development or related field.
- Three or more years' experience supervising other professionals or managers.
- Public sector experience.

- Broad knowledge of human resources functions, including recruitment and selection, performance and organizational management, diversity and inclusion, employee and labor relations, and classification and compensation.
- Knowledge and application of Lean process improvement principles and methods.
- Participation in a Washington State HR governance group, such as the Diversity Council, Workforce Planning Committee or Talent Management.
- Familiarity with the state’s available personnel data from the HR Management System (HRMS), Online Recruiting System (OLRS) and Learning Management System (LMS).
- Professional diversity certification, such as CDE or CDP.
- Professional HR certification, such as HCI’s SPHR or PHR, or SHRM’s CP or SCP.
- Project management certification, such as PMP.

## SALARY AND BENEFITS

Depending on qualifications, the salary range of consideration is \$78,504 - \$104,796 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.

### Interested applicants must submit the following:

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



### Please send completed application packets by mail or email to:

Office of Financial Management  
Employee Services  
PO Box 43113  
Olympia, WA 98504-3113  
Email: [ofmhr@ofm.wa.gov](mailto:ofmhr@ofm.wa.gov)

The Office of Financial Management is a non-represented agency. If you have applied for a position previously 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.***