



WASHINGTON STATE
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Office of Financial Management
Olympia, Washington

NOW HIRING

Open until filled - Interviews may begin immediately

PERSONNEL RESOURCES BOARD SENIOR COORDINATOR

EXEMPT RECRUITMENT

The Office of Financial Management is a nonrepresented 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.

POSITION DESCRIPTION AND DUTIES

The Office of Financial Management's mission is to support and improve state government on behalf of all Washingtonians. State Human Resources supports the agency's mission by helping the state become a strategic and competitive employer, having a HR foundation that supports business needs, providing accurate and timely data for decision-making, and operating as a high-performing office.

This position contributes to the agency's vision by providing the Personnel Resources Board with advice, technical assistance, administrative rule and Revised Code of Washington interpretation, and research and analysis on issues heard by the PRB. This position's work directly impacts the decisions made by the PRB. Those decisions impact the HR infrastructure in that they help define the standards and influence the way HR departments allocate positions, interpret and apply civil service laws and rules, and handle disciplinary actions. Some major responsibilities of the position include:

- Prepare for PRB hearings by reviewing all filings, printing cited precedent and rules, and studying previous PRB decisions in order to prepare the PRB for decisions at hearings. Prepare oral orders to be read at hearings. Attend PRB hearings to create a thorough record of hearings by inventorying exhibits and recording the proceedings. Take comprehensive notes for board deliberations and for writing final decisions.
- Provide expert level consultation to PRB prehearings, and during hearing caucuses and deliberations concerning dismissals, suspensions, demotions, reductions in base salary, layoff actions, disability separations, exemption of positions, civil service rule violations and exceptions to the Director's reviews of alleged rule violations, allocations/reallocations or remedial actions.
- Review all cases for jurisdiction and draft notices for all jurisdictional matters. Based on the PRB's rationale, draft decision orders.
- Research, analyze issues and draft memoranda for the PRB outlining issues that may potentially have a wide and/or a precedent setting impact.
- Confer with the PRB's Assistant Attorney General on relevant legal matters.

- Track PRB pay for hearings, file reviews and deliberations/meetings. Verify PRB travel expenses in the Travel and Expense Management System.
- Conduct scheduling conferences with appellants and respondents. Determine and communicate verbally and in writing the dates for discovery, motions and other mandatory matters pursuant to Chapter 357-52 WAC. Advise parties about witnesses, exhibits, subpoenas and other hearing protocols, and answer various questions about hearing procedures.
- Apprise the PRB on continuances and withdrawals. Draft decisions.
- Research upcoming PRB cases. This includes searching past PRB decisions and current civil service laws and rules to advise and assist the PRB during hearings and deliberations. Anticipate questions the PRB may have regarding case precedence, WACs, RCWs, class specifications, just cause, and other human resources protocols and laws. Provide potential solutions to anticipated questions and provide written material, if applicable.
- Oversee PRB program staff in the scheduling of hearings and motions on the PRB's calendar, and in coordinating mediation services with the PRB's contracted mediator(s).
- Serve as contract manager for mediators.
- Meet with the PRB regularly to discuss upcoming hearings, unusual cases, timelines, changes and anomalies.
- For represented and nonrepresented employees, serve as the Director's Review Specialist for allocation or reallocation reviews. Analyze and research issues presented during Director's review conferences, including previous Director's review decisions, PRB precedents, laws and rules, classification guidance and class specifications. Prepare written decisions with clear, concise language based on the merits of each case and ensure a fair hearing process.
- Develop monthly, quarterly and annual reports on program performance measures and case management statistics.
- Analyze proposed legislation when assigned.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

- A bachelor's degree with a focus on business, human resources, social or organizational behavioral sciences, or related field. Ideal candidates will have four (4) or more years of professional human resources experience that includes demonstrated ability to independently interpret and provide consultation and guidance to managers, supervisors and employees regarding applicable state and federal rules or laws, employer policies, collective bargaining agreements and best human resources practices. An alternative combinations of education and experience will be considered.

Preferred/desired qualifications

- Experience in interpreting civil service rules.
- Experience representing an organization in administrative processes such as allocation appeals, disciplinary appeals, rule violation appeals and arbitration hearings.
- Experience writing disciplinary letters, letters of reprimand, counseling memoranda and grievance responses.
- Experience conducting fact finding investigations and presenting/writing resulting reports.

- Experience analyzing facts, composing documents, interviewing witnesses, researching legal or precedent setting issues, and participating in the preparation of litigation.
- Proficiency in the use of Microsoft Office products such as Outlook, Excel, PowerPoint and Word.
- Have knowledge of:
 - Research methods.
 - Statistical techniques.
 - Sources of study information.
 - English grammar, punctuation and vocabulary.
 - Principles of labor/management relations including economics, human resources and the civil service system for nonrepresented employees including the rules, practices and precedents of the PRB.
- Have the ability to:
 - Interpret and apply laws, rules, regulations and court decisions.
 - Communicate complex issues effectively, orally and in writing.
 - Write analysis of complex evidence and provide reasoned conclusions.
 - Write nontechnical reports describing issues to lay persons.
 - Analyze complex data and provide reasoned conclusions.
 - Discuss requirements with staff, managers and decision makers.
 - Prepare and defend a decision that is equitable and in accordance with laws, policies and practices.
 - Multitask and manage several cases with varying issues.
 - Maintain effective working relationships with employees, supervisors, managers, appellants, attorneys, advocates and the general public.
 - Prepare formal written opinions by organizing the relevant facts, arguments and conclusions in clear and logical sequence, including determination of credibility of witnesses, review of records and case precedents.

Core competencies

- Demonstrated ability to solve problems using proven methods.
- Commitment to continuously improving processes.

SALARY AND BENEFITS

Depending on qualifications, the salary range of consideration is \$64,224 - \$85,692 (this includes the 2% general wage increase scheduled for state employees on January 1, 2019) 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.



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

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. The Office of Financial Management has developed an EEOP 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.