



WASHINGTON STATE
"Your employer of choice"

Office of the Governor
Office of Regulatory and Innovation Assistance
Olympia, Washington

NOW HIRING

This recruitment will be open until the position is filled – Interviews may begin as soon as qualified candidates are identified.

REGULATORY IMPROVEMENT CONSULTANT

EXEMPT RECRUITMENT

The Office of the Governor is a nonrepresented agency. If you previously have applied for a position with the Governor's Office 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 Governor's Office for Regulatory Innovation and Assistance (ORIA) is a small independent agency that provides an information hub where citizens and businesses can get quick, personalized help with questions or problems about the state's environmental and business regulatory systems. ORIA collaborates with agencies and stakeholders to find ways of improving regulatory systems for more effective services, as well as making program improvements for small businesses.

ORIA regulatory improvement consultants help citizens, industry, and businesses identify which environmental permits and approvals may be applicable on project proposals of a larger, more complex nature. In addition to providing technical permitting assistance, ORIA consultants facilitate interagency work groups for permit timeliness and significant legislative rules implementation, as well as provide support to state agencies in meeting Regulatory Fairness Act requirements.

ORIA works closely with the Governor's policy staff, agency leadership, the Legislature and diverse stakeholders on a wide array of ever-changing projects and issues. The environment can be both fast-paced and detail-oriented. The organization values strong relationships, innovative approaches and an ethic of service to the public. If you want to join a highly effective team in a rewarding workplace like ours, we encourage you to apply. The following are some of the responsibilities of the position:

- Maintain working knowledge of Washington state environmental and business rules, regulations and application processes.
- Provide technical permitting assistance, and sometimes communicate permitting information in the form of a matrix or schematic.
- Serve as a point of contact for applicants, as well as coordinate or facilitate meetings to assist them. This may include coordinating with relevant local, state and federal regulatory agencies and tribal governments.

- Coordinate periodic performance reporting among 14 state agencies of permit decision tracking for timely issuance and prepare comprehensive progress reports to the Governor and Legislature.
- Gather data from state agencies on certain categories of rulemaking (known as Significant Legislative Rule Making), including information on cost-benefit analyses and determining least burdensome alternatives. Solicit comments from business, environmental and labor organizations, and produce biennial reports to the Governor and Legislature.
- Collaborate with and provide support to state agencies in meeting Regulatory Fairness Act requirements for small business economic impact statements. Provide online guidance and tools, make data available for state agencies to complete cost calculations and facilitate the sharing of information among agencies and business associations.
- Facilitate or participate in process improvement efforts for specialized or complex regulatory processes involving multiple state agencies. Use Lean or other applicable improvement tools.
- Perform project management tasks such as project schedules, resource planning and ensuring task completion in an interagency or intergovernmental environment.
- Facilitate mediation or issue resolution to resolve project issues about regulatory requirements. Use mediation techniques to facilitate communication, understanding of different perspectives or to guide parties toward mutual agreement.
- Conduct outreach to build partnerships and collaborative relationships with public and private sector organizations.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

- Bachelor's degree in business, public or judicial administration or related field.
- Five years of professional level experience performing analytical or technical duties for government regulatory program(s). Experience should show a progressive increase in responsibilities and/or authority.
- Demonstrated experience providing expert consulting to executives, as well as using highly developed interpersonal skills.
- Proven teamwork skills. Success at navigating varying perspectives and diverse priorities within a team.
- Experience coordinating work groups and facilitating feedback from customers or stakeholders.
- Proven ability to build partnerships and collaborative relationships.
- Demonstrated experience with analytical problem-solving techniques; project management; data collection; performance measurement and analysis tools; mediation and dispute resolution techniques.
- Excellent at being detail-oriented and communicating results in the form of written comprehensive reports.

- Superior research and writing skills. Proven ability to perform complex analytical assignments to research regulatory requirements and then clearly communicate that information, both verbally and in writing, sometimes using matrixes or schematics, to a wide range of audiences.
- High integrity, strong work ethic and understanding that excellent customer service are fundamental to success.

Preferred qualifications

- Advanced degree in business, public administration, law or related field.
- Knowledge of administrative law and procedures.
- Professional level experience in government regulatory program(s) for business licensing or environmental permitting.
- Experience with rule making.
- LEAN Six Sigma or similar certification.
- Certification in project management.
- Professional mediation training or certification.

Key characteristics

You will thrive in this position if you enjoy:

- Being a team player.
- Serving the public, solving big problems and improving state government services.
- Interacting with ambiguity and an environment where answers are in shades of gray.
- Turning your energy level up and turning it down as needed.
- Helping people by doing technical, research and intellectual activities.
- Working closely with others, as well as working independently to meet goals.
- Being detail-oriented, excellent at analysis and communicating results.
- Learning, growing and innovating.

SALARY AND BENEFITS

The salary range of consideration is \$68,080 - \$85,320 with 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 in this announcement.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience.
3. A list of at least three professional references (two of which are direct supervisors) 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 the Governor
Attention: OFM HR
PO Box 43113
Olympia, WA 98504-3113
Fax: 360-586-0051
Email: ofmhr@ofm.wa.gov

The Office of the Governor 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.