



WASHINGTON STATE
"Your employer of choice"

Office of Financial Management
Olympia, Washington

NOW HIRING

Open until filled - Interviews may begin immediately

STATE HUMAN RESOURCES RULES SPECIALIST

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 (OFM) 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 is part of the Rules and Appeals section in State HR that recommends new or changes to civil service rules, workforce policies and human resource practices that are legally sound, support dynamic business needs and are understandable. The incumbent in this position contributes to this mission by providing senior-level human resource consultation and assistance to the State HR Rules & Appeals Section Chief in all aspects of the State HR rule making process (civil service rules) governing nonrepresented, classified state employees. Some responsibilities of the position include:

- Develop and revise Title 357 WAC (civil service rules) for statewide implementation. Access, analyze and incorporate agency/institution business needs into rule making. Develop draft rules from concepts developed through stakeholder consensus building meetings (rules review meetings). Plan and coordinate with stakeholders to assess, analyze and incorporate needs and concerns into the rule making process for implementation. Research other states' programs and policies for best HR practices.
- Facilitate monthly rules review meetings by presenting rule items for proposed adoption at quarterly Director's meetings. Prepare rule making forms and language for proposed/adopted new rules and rule modifications to be filed with the Code Reviser's Office.
- Serve as a resource for current/historical information for civil service rules.
- Respond verbally and/or in writing to human resource professionals, agency officials, institutions of higher education, employee organizations, state employees, and other interested parties and jurisdictions regarding research, analysis and interpretation of the civil service rules, policies and procedures. Log rule interpretations into a rules tracking system (IssueTrak). Advise clients regarding resolution of different and conflicting points of view, or unusual situations related to rule interpretations and applications.

- Provide guidance on application of civil service rules, and the intersection of civil service rules with collective bargaining agreements.
- Review employer's requests for extensions of nonpermanent appointments. Make recommendations on approval or denial to the Rules and Appeals Section Chief and State HR Assistant Director. Maintain records of all requests and responses.
- Perform various tasks during the legislative session, which includes analyzing proposed legislation for impact that may affect State HR programs, civil service systems, state employees, civil service rules and other governmental procedures.
- Partner with the State HR Labor Relations Section to ensure enterprise business rules and call for standardization that meets business needs and enterprise objectives.
- Develop strategies, model policies, procedures, guidelines, guidance and other resources for enterprise-wide human resources initiatives and chair meetings with stakeholders to discuss. Identify and share best practices information with clients. Provide quality review and assessment of HR policies, procedures, processes and training developed by client organizations.
- Inform and advise stakeholders regarding rule development and workforce initiatives. Inform and advise the State HR Assistant Director and executive staff on rule development and workforce initiatives. Consult with OFM's Legal Affairs Division, the Attorney General's Office, HR consultants, HR managers, and agency managers and senior leaders on HR rules, policies and practices. Utilizing a collaborative process, develop options and advise clients regarding relative benefits and risks of various strategies in response to workforce issues.
- Provide presentations to groups such as HR or personnel managers on human resources practices, competencies and regulations.

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 the 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 combination of education and experience will be considered.

Preferred/desired qualifications

- Human resources experience in government or a large organization. Experience in Washington state HR would be a plus.
- Advanced analytical and problem solving skills.
- Stakeholder management skills.
- Ability to work effectively with diverse groups.
- Ability to analyze complex information/situations and make recommendations.

- Ability to manage multiple tasks/projects and adjust to shifting priorities.
- Knowledge of HR concepts, principles and practices.
- Demonstrated initiative, effort and commitment.

SALARY AND BENEFITS

Depending on qualifications, the salary range of consideration is \$64,224 - \$85,692 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 should 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. 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.