



WASHINGTON STATE
 "Your employer of choice"

Office of Financial Management
 Olympia, Washington

NOW HIRING

Position closes November 17, 2016

STATEWIDE EMPLOYEE ENGAGEMENT & PERFORMANCE MANAGER

EXEMPT RECRUITMENT

The Office of Financial Management 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 \$74,066 - \$98,754 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 qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references 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 Financial Management
 Employee Services
 PO Box 43113
 Olympia, WA 98504-3113
 Fax: 360-586-0051
 Email: ofmhr@ofm.wa.gov

POSITION DESCRIPTION AND DUTIES

Overview

Do you believe empowered, passionate employees are more likely to do great work for Washingtonians? Are you committed to excellence, innovation, evidence-based decision-making, and customer service? If so, consider becoming a **Statewide Employee Engagement and Performance Manager** and maximize your impact on state government.

In this role, you will oversee the state's employer of choice and employee performance management programs. You'll work with statewide and agency leaders and staff to measure and report on the state's progress; develop policy, strategy, and process improvement recommendations; and coordinate implementation of statewide strategies. As the program manager for the Workforce Research and Performance team, you'll lead high-performing professional analysts conducting workforce research, analysis and reporting in support of these efforts.

Within the first six months, you'll be responsible for the following:

- Overseeing analysis and reporting of employee engagement data for the Governor's Results Washington goal of becoming an [Employer of Choice](#).
- Overseeing the development of recommendations to update the Results Washington Employer of Choice measure, including the baseline and targets, in collaboration with agency stakeholders.
- Overseeing the Choice Performance Confirmation Program pilot to incentivize organizational excellence in employee performance management.
- Overseeing the annual HR Management Report process, including statewide analysis, reporting, executive briefings, and identification of improvements for next year's process.
- Overseeing new reporting on telework and flex work data in support of [Executive Order 16-07, Building a Modern Work Environment](#).
- Providing leadership and support to the Employer of Choice Committee, a statewide HR governance group, by lending subject matter expertise, meeting facilitation, and project management support.
- Overseeing a variety of HR and workforce research, analysis and reporting processes, including the State Employee Engagement Survey, Workforce Gaps Dashboards, State Exit Survey, home assignment policy and reporting, and analysis for Executive Orders [12-02](#), [13-01](#) and [13-02](#) to increase workforce diversity.

Depending on skills and abilities, this position also may be expected to conduct or assist with highly sensitive personnel investigations.

Some of what you'll do:

- Program management – Oversee a variety of projects in assigned focus areas to improve organizational performance, manage costs and risks, coordinate and prioritize resources, ensure alignment and integration, and ensure program goals are met.
- Staff supervision – Supervise employees, including making staffing recommendations, fostering development and engagement, and managing performance.
- Performance measurement – Design and implement performance measures for statewide HR and workforce projects, programs and initiatives to improve performance and ensure accountability.

- Data analysis – Analyze a variety of HR and workforce data, including quantitative and qualitative data analysis, descriptive and multivariate statistical analysis techniques, using tools like Excel. Review staff work for quality.
- Report writing – Draft and distribute formal statewide reports, briefing documents, presentations, and other communications. Create summary tables, graphs, and charts to visualize information. Review staff work for quality.
- Presenting information – Present information and recommendations to diverse audiences, including internal leaders and staff, statewide decision-makers, and agency stakeholders.
- Facilitating groups – Coordinate and facilitate meetings and teams, including designing and planning group processes, guiding and managing meetings, and ensuring outcomes and actions are documented and delivered.
- Policy analyses – Analyze bills, research policy options, evaluate results of policy changes, and develop and present policy recommendations to executives.
- Stakeholder management – Work with diverse internal and external stakeholders to coordinate and implement projects and processes, including State HR managers and staff, agency HR managers and staff, and partners such as the Department of Enterprise Services and WaTech.

About Us

“Better information. Better decisions. Better government. Better Washington”

The Office of Financial Management provides the fiscal and policy leadership, direction, and information that the Governor, Legislature, and state agencies need to serve the people of Washington State. We do that by providing timely and accurate information to decision-makers and by leading and supporting statewide initiatives. The State Human Resources division contributes to this work by providing statewide human resources policy leadership, information, and support.

This position is part of the high-performing and highly-collaborative Workforce Research and Performance team. This small team has a big impact on state government operations. It leads and coordinates the state’s employer of choice, employee engagement, and employee performance management strategies. It also assists with statewide telework and flexible work, workforce diversity, workforce planning, and talent management analysis, reporting, and strategies.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

Bachelor's degree in public administration, business administration, human resources, social sciences, or related field, including coursework in research, statistics, or data analysis, from an accredited college or university; or an equivalent combination of education and professional experience equal to a four-year degree and at least six (6) years of professional experience in human resources and/or program management. Qualifying experience may be substituted for the degree on a year-for-year basis.

Additional experience required:

- At least one (1) year supervising others or two (2) years’ experience leading teams.
- Broad knowledge of human resource functions, including recruitment, hiring, employee engagement, telework and flex work, employee performance management, training and

development, diversity and inclusion, workforce planning, labor relations, and classification and compensation.

- Experience with performance measurement and reporting, such as Results Washington, GMAP, or Balanced Scorecard.
- Experience conducting research and analysis, including research design, data gathering, data analysis (quantitative and qualitative), and communicating insights to others.
- Ability to use MS Excel for data analysis and visualization (formulas, charts, and graphs).
- Ability to communicate complex information in writing and verbally using plain language. Experience drafting professional correspondence, presentations and reports, and presenting information to diverse audiences, including executives.
- Proven ability to plan and manage projects, processes, or programs to achieve results.

Preferred/desired qualifications

The ideal candidate will also possess one or more of the following desired qualifications:

- Two (2) or more years of program management experience or demonstrated subject matter expertise in one or more of the following areas: employee engagement, employee performance management, telework and flexible work, and HR and workforce analysis and reporting.
- Master's degree in human resources, business administration, public administration/policy, social sciences, or related field.
- Experience conducting personnel investigations.
- Experience applying Lean process improvement principles and methods, including coaching for performance.
- Experience conducting employee-focused research, such as surveys, focus groups, interviews, and participant observation.
- Professional HR certification, such as HCI's SPHR or PHR, or SHRM's CP or SCP.
- Experience with statistical analysis software, including SAS, STATA, and/or SPSS.
- Experience working with data from the state's HR management system (HRMS), including familiarity with available data and data definitions.
- Ability to influence others without direct authority.

Core competencies

- Accountability and dependability – Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
- 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.
- Continuous improvement – Has a commitment to continuous improvement. In particular, a 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 and integrity – Earns others’ trust and respect through honesty and professionalism in all interactions.
- Problem solving – Has a 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.

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.