



WASHINGTON STATE
"Your employer of choice"

Office of Financial Management
Olympia, Washington

NOW HIRING

Position closes July 10, 2016

STATEWIDE HR PROJECTS AND DATA ANALYST

EXEMPT RECRUITMENT

The Office of Financial Management is a non-represented agency. If you have applied for the Statewide HR Project and Data Analyst 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.

SALARY AND BENEFITS

\$59,492-\$79,322 annual salary, depending on qualifications, plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement; 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 please click on
this link to apply:

[STATEWIDE HR PROJECTS AND DATA ANALYST](#)

OVERVIEW

Are you passionate about serving the public by improving the performance of state government? Do you enjoy working with data and people? Are you a champion for evidence-based policy and strategy decisions? Do you see the importance and potential of HR's role in supporting optimal organizational and employee performance? If so, we have an opportunity for you.

As a **Statewide HR Projects and Data Analyst**, you will be responsible for managing and tracking statewide HR projects, analyzing and reporting on workforce and HR data, and developing and providing policy, strategy, and process recommendations and consultation to leaders. In collaboration with internal and external stakeholders, you'll work on complex statewide HR projects and initiatives to help ensure and improve the performance of the state workforce and HR function. Areas of focus will include project management, employee performance management, Affirmative Action reporting, telework and flexible work programs and data, and talent management analytics.

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

- Managing the annual HR Management Report process, including project communications, coordinating and overseeing analysis and reporting, and implementing process improvements.
- Helping design, implement, and manage the day-to-day operations of a division project management system to track statewide HR projects and initiatives.
- Analyzing and reporting on a variety of HR and workforce data, including Affirmative Action, home assignments, HR Management Report data, and telework and flexible work data.

Some of what you'll do:

- 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 Department of Enterprise Services and WaTech.
- Data analysis – Analyze a variety of HR and workforce data, including quantitative and qualitative data analysis, descriptive and multivariate statistical analysis, using Excel.
- Report writing – Draft and distribute formal statewide reports, briefing documents, presentations, and other communications. Create summary tables, graphs, and charts to visualize information.
- Presenting information – Present information and recommendations to diverse audiences, including internal leaders and staff, statewide decision-makers, and agency stakeholders.
- Project management – Oversee the annual HR Management Report process, including overseeing the submission of agency reports, and working with an internal project team of subject matter experts to conduct analysis and statewide reporting.
- Project tracking – Collect and track statewide HR project information, including status and risks, in coordination with SHR project managers and management team. Identify potential project issues and recommend interventions to help achieve organizational goals.

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 the state government operations. It leads and coordinates the state's employer of choice, employee engagement, and employee performance management strategies, and assists with statewide telework and flexible work, workforce diversity, workforce planning, and talent management analysis, reporting, and strategies.

WHO SHOULD APPLY?

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 three (3) years of professional experience in human resources. Qualifying experience may be substituted for the degree on a year-for-year basis.

Candidates must have demonstrated proficiency in the following areas. Proficiency may be gained through a combination of education and work experience.

- Broad knowledge of human resources functions, including recruitment, hiring, employee and labor relations, classification and compensation, diversity and inclusion, and employee performance management.
- Ability to analyze quantitative and qualitative data, including developing and testing hypotheses, identifying patterns and trends, and drawing conclusions. Ability to use MS Excel, descriptive statistics, formulas, pivot tables, and charts and graphs.
- Ability to manage moderately sized projects and project teams, including developing project charters, action plans, and managing schedules, communications plans, and stakeholder outreach.
- Ability to communicate complex information in writing and verbally using plain language. Experience drafting professional correspondences, memos, presentations and reports, and presenting information to diverse audiences, including executives.

Preferred/desired qualifications

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

- Master's degree in human resources, business administration, public administration/policy, social sciences, or related field.

- Subject matter expertise in one or more of the following areas: workforce or HR analytics, employee performance management, personnel investigations, telework and flexible work hours programs, and affirmative action reporting.
- Experience as an HR generalist in a large organization.
- Experience working in the public sector.
- Experiences with statistical analysis software, such as SAS, STATA, and/or SPSS.
- Experience using PMBOK and Agile project management methodologies.
- Professional HR certification, such as HCI's SPHR or PHR, or SHRM's CP or SCP.
- Experience working with data from the state's HR Management System (HRMS), including familiarity with available data and data definitions.
- Knowledge and application of Lean process improvement principles and methods.

Core competencies

- Accountability & 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 – 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.
- 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.

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.