



WASHINGTON STATE  
 "Your employer of choice"

Office of Financial Management  
 Olympia, Washington

**NOW HIRING**

Position closes November 3, 2016

## STATEWIDE HR PROJECTS AND PERFORMANCE ANALYST

### 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 \$60,563- \$80,750 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](mailto:ofmhr@ofm.wa.gov)

## POSITION DESCRIPTION AND DUTIES

### 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 Performance Analyst**, you'll work with statewide and agency leaders on complex projects and initiatives to improve the performance of the state's workforce and HR functions. Within the first six months, you'll be responsible for the following:

- Using Lean principles to implement, manage, and help improve a divisional process and standards for managing the performance of statewide HR projects, initiatives, and operations.
- Analyzing and reporting on employee engagement data for the Governor's Results Washington goal of becoming an [Employer of Choice](#).
- Developing and vetting recommendations to update the Results Washington Employer of Choice measure, including the baseline and targets, in collaboration with agency stakeholders.
- Assisting with planning, administering, analyzing and reporting on the [State Employee Engagement Survey](#).
- Producing monthly home assignment reports and an annual summary report.
- Analyzing and reporting on veterans and persons with disabilities data in support of Governor's Executive Orders [13-01](#) and [13-02](#), and Substitute House Bill 1636.

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:

- 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 and SAS.
- 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 tracking – Coordinate tracking and reporting of projects and initiatives, in collaboration with SHR project managers and management team. Identify potential project issues and recommend interventions to help achieve organizational goals.
- 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.

- 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 three (3) years of professional experience in human resources and/or conducting data analysis and performance measurement.

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, employee engagement, and 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, charts and graphs.
- Ability to design meaningful performance measures, track results, and develop strategy recommendations based on insights.
- Ability to manage moderately-sized processes and projects, including leading teams, developing charters and action plans, and managing schedules, risks, and communications.
- 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.

## 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: employee engagement, employee performance management, personnel investigations, workforce or HR analysis and reporting.
- Experience conducting personnel investigations.
- Experience with performance measurement and reporting, such as Results Washington or GMAP.
- Experience with statistical analysis software, including SAS, STATA, and/or SPSS.
- Experience using PMBOK and Agile project management methodologies.
- Knowledge and application of Lean process improvement principles and methods.
- 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.
- Experience working in human resources in the public sector.

## 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.*