**Washington General Service (WGS)**

**Position Description**

For assistance completing this form, contact your Human Resource Office or see the [WGS Position Description Guide](https://ofm.wa.gov/state-human-resources/workforce-data-planning/workforce-planning/washington-general-service-wgs-position-description-guide).

|  |
| --- |
| **Position Information** |
| Action:  Date: 06/08/2011Proposed Class Title: Human Resource Consultant 4 | HR Approved Class Title:      | Effective Date:      |
| Current Class Title:      | HR Approved Overtime Eligible:Yes **[ ]**  No **[ ]**  | Seasonal/Cyclic:Yes **[ ]**  No **[ ]**  |
| Work Schedule:Full Time **[x]**  Part Time **[ ]**  | Position Number/Object Abbreviation:0201 | Salary Range:58 |
| Position Included in a Bargaining Unit: Yes **[ ]**  No **[x]** If **yes**, indicate union:       | Assignment Pay:Dual Language **[ ]**  Other **[ ]**       |
| Incumbent’s Name (If filled position):Vacant | Address Where Position Is Located:123 Main Street, Olympia, WA 98888 |
| Agency/Division/Unit:Department of Policy, Personnel Services Division, Classification Unit  | Supervisor’s Name and Title:Pat Simpson, Classification Manager |
| Supervisor’s Position Number:0066 | Supervisor’s Phone:000-123-4567 |

|  |
| --- |
| **Position Objective**Briefly explain the purpose of the position and how it supports the organization’s mission **(attach an organizational chart)**. |
| The Department of Policy’s (DOP’s) mission is to provide human resource (HR) guidance and services to maximize state government’s ability to serve citizens of Washington. A key role of DOP is to help ensure standardized HR practices across the state. As a statewide specialist, this position supports DOP’s mission by providing expertise on job classification and pay issues, and designing and maintaining portions of the state’s classification plan. This position’s work directly impacts state employers’ HR decisions and helps create consistency in those decisions statewide. |

|  |
| --- |
| **Assigned Work Activities (Duties and Tasks)**Describe the duties and tasks, and underline the essential functions. Assign a percentage of time to each duty. Task statements should describe the **action** performed; to **whom or what***;* using what **tools, equipment, methods, and/or processes***;* and the **final product or outcome**.For more guidance, see [Essential Functions Guide](http://hr.ofm.wa.gov/diversity/equal-employment-opportunity/essential-functions-guide) and [Examples of Work Statements](http://hr.wa.gov/SiteCollectionDocuments/Strategic%20HR/Workforce%20Planning/Examples_of_Work_Statements_06.2011.doc). |

|  |  |
| --- | --- |
| **% of time**(Must total 100%) | **List the assigned work in order of importance, with essential functions underlined.** |
| 30% | **Duty:** Evaluates classification and pay proposals submitted by HR staff from state employers.**Tasks include:** Reviews and analyzes proposals to establish or revise job classes and salaries; assesses potential statewide impact; revises proposals where needed (e.g., broadens them to include other classes, alters allocation criteria); discusses revisions and recommendations with representatives of user agencies/institutions for consensus. Determines classification salary ranges (including premium pay) and makes recommendations to the Director of the DOP and the Labor Relations Office (LRO).Supports LRO staff in collective bargaining by answering questions, providing information, and analyzing the impacts of proposed decisions. |
| 20% | **Duty:** Designs and maintains portions of the state’s classification plan.**Tasks include:** Reviews and analyzes assigned job class specifications to identify those that are out-of-date, obsolete, or contain unclear or redundant allocation criteria. Documents analysis and recommended actions (e.g., class study, salary adjustment, revision of allocation criteria) for each class or series evaluated. Takes action where possible to update the class(es), and recommends priority of the actions. |
| 20% | **Duty:** Provides guidance and information to state employer HR representatives and management on classification and pay issues.**Tasks include:** Evaluates questions and requests from clients in accordance with classification principles and rules; provides expertise, guidance, and options to help resolve issues. Interprets and explains class specifications and allocating criteria, analyzes position descriptions received from clients, and recommends proper allocation based on the information received.  |
| 10% | **Duty:** Evaluates proposals to exempt positions from civil service.**Tasks include:** Analyzes position information submitted by clients and compares it to exemption criteria to determine if the position belongs in civil service. Determines the position’s proper salary band, documents the analysis, and provides recommendations to the Director. Evaluates proposals to change the salary band of established exempt classes or to pay positions outside of the current band, and provides recommendations to the Director. |
| 10% | **Duty:** Leads statewide classification and pay studies on assigned job classes.**Tasks include:** Identifies common work performed by employees in the class(es) by reviewing position descriptions, conducting on-site job audits, and interviewing supervisors and employees. Evaluates the types and levels of work and uses the information collected to develop classification and pay proposals. Gains consensus with stakeholders and presents final recommendation to the Director and the LRO. |
| 5% | **Duty:** Recommends overtime eligibility status of positions upon client’s request.**Tasks include:** Reviews employee position descriptions to determine proper allocation and, in consultation with Compensation Unit staff, determines whether the position is overtime eligible or overtime exempt as defined by the Washington State Minimum Wage Act. Documents analysis, submits the final determination to the employer, and answers questions as needed. |
| 5% | **Duty:** Performs other duties as required.**Tasks include:** Conducts special projects or research as needed to study or resolve classification and pay issues. |

|  |
| --- |
| **Lead Work/Supervisory Responsibilities** |
| Lead Position: Yes **[ ]**  No **[x]**  Supervisory Position: Yes **[ ]**  No **[x]** If **yes**, list each direct report below. | **[ ]**  Assigns Work **[ ]**  Instructs Work **[ ]**  Checks Others’ Work **[ ]**  Plans work **[ ]**  Evaluates Performance **[ ] \***Takes Corrective Action **[ ] \***Hires **[ ] \***Terminates(**\***Has the authority to effectively recommend these actions.)  |
| **Class Title of Direct Report(s)** | **No. of Positions** | **Work Schedule** |
|       |       |   |
|       |       |   |
|       |       |   |
|       |       |   |
|       |       |   |
|       |       |   |
| Add information that clarifies this position’s lead or supervisory responsibilities:      |
| **Working Relationships**Level of Supervision received (check one): For more guidance see: [Glossary of Classification Terms](https://ofm.wa.gov/sites/default/files/public/shr/CompensationAndJobClasses/Comp%20Class%20HR%20Pro%20Tools/ClassificationGlossary.doc). |
| [ ]  Direct/Close Supervision: Most work is reviewed in progress and upon completion.[ ]  General Supervision: Completed work is spot checked. [x]  General Direction: Completed work is reviewed for effectiveness and expected results. [ ]  Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals. |
| Add information that clarifies this position’s interactions with others to accomplish work:      |
| **Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery**For more information see: [COOP and Critical Positions](http://www.dop.wa.gov/WorkforceDataAndPlanning/WorkforcePlanning/Pages/ContinuityofOperationsPlans%28COOP%29andCriticalPositions.aspx). |
| Is this position critical based on agency COOP? Yes **[ ]**  No **[x]** If **yes**, describe how the position supports the agency COOP Critical Functions:      |

|  |
| --- |
| **Working Conditions** |
| Work Setting, including hazards:  | Work is performed almost exclusively indoors in an office environment. Exposure to hazards is limited to those commonly found in government office environments. |
| Schedule (i.e., hours and days):  | Standard business hours are Monday – Friday from 8 a.m. to 5 p.m., but the incumbent may be expected to adjust the work schedule to meet business needs. A flexible work schedule will be considered at the incumbent’s request, subject to supervisory approval. |
| Travel Requirements:  | Some travel is required, and is typically local or regional, to meet with clients, conduct business, or attend or provide training. |
| Tools and Equipment:  | Duties require the use of standard office furniture and equipment (e.g., desk, filing cabinet, computer, printer, telephone, fax machine, copy machine, etc.) |
| Customer Interactions:  | Frequent contact (likely daily) with clients, including some contact with those who may be angry, distraught, or frustrated. |
| Other:  |       |
| **Qualifications**List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors). |
| **Required Qualifications:** * Bachelor’s degree from an accredited college or university in human resources, public administration, or related field.
* Three years of professional experience in human resources or personnel administration. (Additional professional experience may substitute for the degree on a year-for-year basis.)
* Research and Analytical Skills/Abilities: Ability to research, evaluate and draw conclusions from data; support recommendations with facts and analysis; interpret and apply rules, laws, policies and procedures.
* Communication Skills/Abilities: Ability to convey ideas and facts orally and in writing using language the audience will best understand.
* Consulting Skills/Abilities: Ability to partner with clients to identify and resolve complex or sensitive issues.
* Relationship-Building Skills/Abilities: Ability to develop positive, productive, respectful working relationships with clients and co-workers.
 |
| **Preferred/Desired Qualifications:*** One year of specialized professional experience in classification and pay.
* Classification Expertise - Experience in and ability to: review work descriptions and allocate jobs within a class plan; explain and defend allocation decisions; support classification and pay findings and recommendations with facts and analysis; develop appropriate allocation criteria and class salary ranges.
 |
| **Special Requirements/Conditions of Employment**List special requirements or conditions of employment beyond the qualifications above. |
|       |
| **In-Training Plan, If Applicable** |
|       |

|  |
| --- |
| **Acknowledgement of Position Description**The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position. |
| Date:      | Supervisor’s Signature (required):      |
| Date:      | Appointing Authority’s Name and Title:      | Signature (required):      |
| **As the incumbent in this position, I have received a copy of this position description.** |
| Date:      | Employee’s Signature:       |

**Position details and related action have been taken by Human Resources as reflected below.**

|  |
| --- |
| **For Human Resource/Payroll Office Use Only** |
| Approved Class Title: | Class Code: | Salary Range: | Effective Date: |
| Pay Scale Type: | Job Analysis On File?Yes **[ ]**  No **[ ]**  | Position Type (Employee Group):  | EEO Category: |
| Employee Sub-Group: | Position Retirement Eligible:Yes **[ ]**  No **[ ]**  | Position is:Funded **[ ]**  Non-Funded **[ ]**  | Workers Comp. Code: |
| County Code: | Business Area: | Personnel Area (FEIN): |
| Position Eligible for Telework Yes **[ ]**  No **[ ]**  | Position Eligible for FlextimeYes **[ ]**  No **[ ]**  |
| Position Eligible for Compressed WorkweekYes **[ ]**  No **[ ]**  | Unique Facility Identifier (UFI)For more information see: [UFI Search Feature](http://wa-ofm.maps.arcgis.com/home/index.html)      |
| **Cost Center Codes** |
| **COST CENTER** | **PCT. (%)** | **FUND** | **FUNCTIONAL AREA** | **COST OBJECT** | **AFRS PROJECT** | **AFRS ALLOCATION** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Date:  | HR Designee’s Name:  | HR Designee’s Title:  | HR Designee’s Signature: |
| Date:  | Budget Designee’s Name:  | Budget Designee’s Title:  | Budget Designee’s Signature: |