



Washington State Senate Human Resources Officer

Recruitment Announcement



LEGISLATURE

The Washington State Legislature is a bicameral body with 49 members in the Senate and 98 members in the House of Representatives. Each district is served by one Senator and two House members.

The citizen Legislature meets annually on the second Monday in January in the ornate Capitol building in Olympia. In odd- numbered years -- the budget year -- the Legislature meets for 105 days, and in even- numbered years for 60 days. Permanent Staff work year round supporting the Senate and legislative members in their respective districts.

MISSION

The mission of the Washington State Senate is to exercise legislative powers granted by the State Constitution; to represent and provide leadership for the people of the state of Washington; to enact laws and oversee their administration; and to provide for the public well-being while protecting and maintaining the rights of the individual.



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ABOUT THE POSITION

The Washington State Senate is seeking to fill the position of Senate Human Resources Officer (HRO).

The position is exempt from civil service laws and must be able to work long and/or irregular hours as required during the legislative session. Regular legislative sessions take place January through March in even-numbered years, and January through April in odd-numbered years. Special legislative sessions occur as needed. This position is expected to work full-time hours during session, with part-time hours as an option during interim months.

This position reports to the Secretary of the Senate and advises the secretary on the full array of human resource

issues to include; talent management, classification, compensation, investigations, employee relations, training, diversity, on-boarding and benefits.

An important focus of this role is ensuring a neutral reporting place for Senate employees, Senators, other members of the legislative community and visitors to the Senate and its facilities. The successful candidate should have exceptional interpersonal and customer service skills, as well as, extensive knowledge of the discrimination and harassment laws and policies that apply to Senate members and staff. The position involves administrative responsibilities that expand considerably during legislative sessions.





SELECTION PROCESS

The Senate's HRO is a non-partisan position. The Senate's Legislative Human Resource Officer selection and employment is decided by a majority vote of a committee consisting of six members, three from the majority party and three from the minority party. The selection committee chair is appointed by the majority leader.

EXPECTATIONS

- Function independently in a non-partisan capacity, providing impartial fact-finding for the Senate.
- Become an expert on the Senate's "Appropriate Workplace Conduct" policy.
- The successful candidate will work on critical employee relations issues that may be time sensitive. Balancing time between projects and crisis-response is a critical component for success in the position.
- Provide human resources advice to the Secretary of the Senate on all topics to include; talent management, classification, compensation, investigations, employee relations, training, diversity, on-boarding and benefits.
- Responsible for providing technical assistance and consultation during a complaint intake.
- Conduct impartial investigations of discrimination and harassment complaints, including research and analysis of related anti-discrimination laws.
- Gather and preserve all materials and evidence, including interview notes and documentation.
- Conduct interviews with all individuals and parties associated with a complaint.
- Independently writes detailed investigative reports.
- Maintain an office environment where all Senators and Senate employees have "open door" access to the Senate's HRO.
- Coordinate trainings on the Senate's Policy on Appropriate Workplace Conduct for Senators and Senate employees.
- Provide education and training to Senators and Senate employees on the process and options to report complaints.
- Provide expert level consultation to Senators and Senate employees in the areas of Diversity and Inclusion, Discrimination and Harassment laws, and other subject matter as applicable.
- Provide and maintains a high level of customer service and positive relations with all staff.
- Build relationships with supervisors and employees, using strong interpersonal skills to facilitate open communication.
- Research and remain current in knowledge regarding appropriate employment law.
- Must be comfortable working with outside entities, which could include the Attorney General's office, legal counsel, and other agency staff.



DESIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE

- Knowledge specific to human resources related rules, laws, guidelines and best practices, including discrimination and harassment complaints, conducting investigations, and working with current diversity and inclusion practices.
- Experience or formal training in mediation, negotiation and conflict resolution.

SKILLS AND ABILITIES

- Develop, establish, and implement effective and courteous HRO procedures for the Washington State Senate in the areas of how staff may report behaviors inconsistent with Senate policy.
- Interpret and equitably apply rules, policies, and procedures and exercise tact and diplomacy in dealing with sensitive and complex personnel issues and employee situations.
- Assist with the development of effective strategies to assess and mitigate risks.
- Communicate effectively verbally and in writing, including clear and concise written reports for executive management.
- Facilitate professional and effective meetings with Senators, Senate staff, and visitors to clearly identify responsibilities, issues and mitigate concerns.
- Display high emotional intelligence and maturity.
- Coordinate with state and local law enforcement if necessary.





DESIRABLE QUALIFICATIONS

Bachelor's degree plus experience working in the field of Employment Law and Human Resources specifically in the areas of discrimination and harassment. Public sector HR experience is desirable. An advanced degree or SHRM certification is a plus.

TOTAL COMPENSATION

The annual salary range for this position is \$120-\$130K. The Senate offers a comprehensive benefits package including:

- Medical, dental, life and long-term disability insurance.
- Optional long-term care, and auto/home insurance
- Vacation, sick, military, bereavement, and civil leave.
- Nine paid holidays per year.
- A state retirement plan.
- Deferred Compensation
- Healthcare Flexible Spending Account
- Dependent Care Assistance
- Optional credit unions and savings bonds.
- Tuition Reimbursement

APPLICATION PROCESS

Persons interested in this position must submit letter of interest specifically addressing the qualifications listed in the announcement and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled. In order to be considered for the first round of interviews please submit your application materials by February 4th, 2019 by visiting www.karrasconsulting.net and clicking on "view open positions."

The Washington State Senate is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact us. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.





LIVE AND WORK IN A GREAT STATE

Washington State offers a total work/life package of pay, benefits, flexibility and workplace opportunities to help you get the most out of your career and out of life. Washington State is a great place to work, play, and be a part of a community. Washington offers a quality of life that is unsurpassed. From the high- energy urban center of Seattle, one of the nation's top-ranked cities, to the more relaxed pace of our rural communities, Washington's distinctive Northwest lifestyle blends a progressive, creative culture with a casual nature.

The position is located on the capitol campus in Olympia, the capital city of Washington State. Olympia is a vibrant city with a small- town feel conveniently situated between Seattle and Portland, Oregon. Mount Rainier and the rugged Cascade Mountains provide majestic scenery to the east while Washington's Pacific Coast is just an hour's drive to the west. Olympia enjoys the benefits of an engaged and educated community and a well-supported school system, augmented by two universities and a community college.



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