

CLASSIFIED RECRUITMENT ANNOUNCEMENT Human Resources Consultant 2

Reports to: Associate Director, Human Resources
Division: Administrative Services
Classification: Classified
Salary: Range 50: \$40,524 - \$53,148

Agency Profile

The Washington Student Achievement Council links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

About the Position

The Human Resources Consultant 2 is an integral part of the human resource team and is responsible for performing a combination of administrative, support, and professional work in the Human Resources office. The work involves considerable daily internal and limited external contact, difficult non-routine tasks, access to confidential information, and interpretation of human resource policies and procedures. Judgment and initiative are exercised frequently in answering verbal and written communications and in interpreting agency policies and procedures. Work is performed under general rather than specific instruction. The Human Resource Consultant 2 reports to the Associate Director of Human Resources.

WORK ACTIVITIES

Recruitments and Interviews

Acts as a resource to the hiring manager and coordinates the hiring process so recruitments are conducted in accordance with EEO standards and WSAC policy and procedures, including: editing, proofreading and posting recruitment announcements; opening and closing recruitments; receiving and compiling applications; distributing application materials to appropriate staff; scheduling interviews; assisting hiring manager in conducting interviews; notifying candidates of their status in the process; and answering questions about agency hiring practices, timelines, and regulations.

Hiring, Onboarding, and Separations

- Creates and maintains employee hiring and change paperwork.
- Creates standard PAFs and letters of appointment.
- Enters employee personnel actions into the Human Resource Management System (HRMS), ensuring that all personnel master data and organizational management data are accurate.
- Distributes key cards to new employees and authorized contractors, maintains key card system, and collects key cards from employees who are separating from the agency.

Training

- Schedules employee training classes with DES and other training organizations.
- Assists in the development and presentation of internal agency training.
- Schedules and tracks external training and education assistance requests for employees.

HR Inquiries

- Responds to inquiries and provides information about human resource rules, policies, regulations, or procedures regarding employment examination requirements, benefits eligibility criteria, classification, compensation, and/or leave rules and procedures.
- Verifies employment and salary to financial institutions or other authorized requestors.

Information Maintenance

- Maintains employee files, including personnel, education assistance, and training files.
- Maintains employee information, including but not limited to emergency contact information and training records.
- Updates and maintains emergency contact information in the employee database.
- Maintains agency human resource intranet content.
- Maintains and tracks employee PDPs or evaluations and job descriptions.

Policies & Procedures

- Drafts and reviews HR policies and procedures to keep them updated and in compliance with agency state and federal rules and regulations.

Support/Miscellaneous

- Prepares general personnel correspondence and spreadsheets.
- Maintains the agency's organizational chart.
- Represents the AD for Human Resources at state meetings, as needed.
- Compiles data and prepares reports, statistics, and statistical summaries or graphic representations of data, as appropriate.
- Provides general support to the AD for Human Resources as needed, such as filing, maintaining staff bulletin boards, and other routine tasks.

Other Duties as Assigned

REQUIRED EDUCATION AND EXPERIENCE

- A Bachelor's degree with focus on business, human resources, or related field, and one year of experience working in or with a human resource office, or any relevant education and professional experience in human resources totaling five years.
- Ability to maintain confidentiality regarding sensitive human resources related matters.
- Intermediate to advanced proficiency in MS Word, Excel, and Outlook.
- Working knowledge of and experience interpreting human resource related WACs and RCWs.
- Experience developing and maintaining paper and electronic record-keeping systems.
- Demonstrated ability to:
 - Prioritize workloads and meet deadlines.
 - Manage multiple assignments with similar deadlines.

CORE COMPETENCIES

The successful candidate should demonstrate the following:

- Excellent written and verbal communication skills.
- Attention to detail.
- A commitment to improvement.
- A respect for others.
- A commitment to team-building and collaboration.
- A creative mind.
- A track record of versatility, adaptability, and resilience.
- Ability to foster and maintain good working relationships.
- A collegial demeanor.

PREFERRED/DESIRED EDUCATION, EXPERIENCE, AND COMPETENCIES

- Professional experience working in a human resource office.
- Experience working with the Personnel Administration and Organizational Management roles in Human Resource Management System (HRMS).
- Experience working with the online recruiting system powered by NEOGOV, including posting recruitments and scoring exams.
- Experience working with FMLA and Shared Leave programs.
- Knowledge of the difference between general government and higher education rules and regulations.

APPLICATION PROCEDURES

To apply for this position you MUST complete your profile at www.careers.wa.gov and attach the following to your profile before completing the online application:

1. A cover letter describing how you meet the required and desirable education and experience of this position
2. A current resume
3. Three professional references

Please note: *The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process. Generic cover letters will be considered non-responsive and may eliminate you from further consideration. You should keep a copy of your application for your files.*

SELECTION PROCEDURES

All applications will be reviewed and ranked based on relevant training and experience. A limited number of the highest-ranking applicants will be admitted to the next screening phase. Rating of applications will begin immediately and will continue until the position is filled. Please submit your application by October 7, 2013 for guaranteed consideration.

QUESTIONS?

For questions about this position contact Karen Moton-Tate at Karenm@wsac.wa.gov, or you may call (360) 753-7802.

The Washington Student Achievement Council is an equal opportunity/ affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please call (360)753-7802 as early as possible regarding any assistance you may require.