



WASHINGTON STATE SENATE

Washington State 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.

Exempt Recruitment Announcement Senate Legislative Human Resource Officer (HRO)

REPORTS TO: Secretary of the Senate

LOCATION: Olympia, Washington

BACKGROUND:

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 is responsible for ensuring a neutral reporting place for Senators, Senate employees, 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 would 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 shall be appointed by the majority leader.

EXPECTATIONS:

- Function independently in a non-partisan capacity, providing impartial fact-finding agent for the Senate, reporting to the Secretary of 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.
- 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.

LOCATION

The Senate is located on the capitol campus in Olympia, the capital city of Washington state and the seat of Thurston County. Olympia is a major cultural center for the Puget Sound region. Washington State offers a blend of economic diversity, diverse educational opportunities, a vibrant cultural scene, and an abundance of recreational prospects.

EMPLOYEE BENEFITS

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

- Conduct interviews with all individuals and parties associated with the complaint.
- Independently writes detailed investigative reports as necessary.
- 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.
- Attend staff and agency-wide meetings as necessary.
- 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.
- Performs other duties as required.

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.
- Knowledge of rules, processes, general procedures, and practices of the Legislative environment.
- Experience or formal training in mediation, negotiation and/or 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.
- Provide employee training and development for both permanent and session employees including member training.
- Establish and maintain cooperative and professional relationships with Senators, Senate employees, and others contacted in the performance of duties.
- 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.

QUALIFICATIONS:

Desirable Education/Experience:

- Advanced degree, JD, or other specialized training working in field of Employment Law and/or Human Resources specifically in the areas of discrimination and harassment.
- Experience working in a Legislative environment.

Required Education/Experience:

- Bachelor's degree with focus on business, human resources, social or organizational behavioral sciences.
- Five or more years combined human resources, investigative, or legal experience.
- Prior experience in conducting investigations in the areas of discrimination and harassment, including interviews, investigative analysis, and production of investigative documentation.
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification.
- Solid understanding of Microsoft Office Suite systems including, but not limited to, Word, Excel, and PowerPoint.

HOW TO APPLY:

Interested applicants should submit:

1. A letter of interest specifically addressing the qualifications listed in the recruitment announcement.
2. A current resume describing in detail the applicant's experience and education.
3. A minimum of five professional references with contact information (e-mail address, and telephone).

Application materials must be submitted electronically to Brad Hendrickson at Brad.Hendrickson@leg.wa.gov

The deadline for receipt of the Senate Human Resources Officer application package is 5:00 p.m. on **September 21, 2018**

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 the Secretary of the Senate's office at (360) 786-7550 Phone or 1-800-635-9993 TTY.