



# WASHINGTON STATE SENATE & HOUSE OF REPRESENTATIVES

## Exempt Recruitment Announcement Legislative Labor Relations Director (Nonpartisan)

**OPENS:** May 18, 2022 and is open until filled.  
Applicant review begins June 6, 2022

**REPORTS TO:** Secretary of the Senate and  
Chief Clerk of the House of Representatives

**LOCATION:** Thurston County – Olympia, Washington

**SALARY:** \$140,000 - \$160,000 annually, + Benefits  
(Placement in salary range will be dependent on qualifications)

Our ideal candidate has a driving passion for the work, brings humility to their job and interactions, and understands how their actions affect others. They see the needs and objectives of others and take them into account while achieving their objectives, and they adapt their approach and expectations accordingly. Our ideal candidate is resilient and respectful when confronted with others that are not open or collaborative, even when stressed or tired. They are nimble and adaptive when faced with resistance and can have courageous conversations when needed.

### LEGISLATIVE PROFILE:

The Washington State Legislature is a bicameral body of the Senate and the House of Representatives comprised of 49 Senators and 98 Representatives. In addition to elected legislators, the legislative branch employs approximately 780 full-time year-round employees and hires approximately 180 temporary employees during legislative session. The Legislature meets annually on the second Monday in January in the Capitol Building in Olympia. 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.

Our workplace is on the beautiful Capitol Campus in Olympia. The 486-acre campus includes the Legislative Building and other historic structures, as well as popular parks and trails with views of Capitol Lake, Budd Inlet, and the Olympic Mountains.

### POSITION PROFILE:

This is a unique first-time opportunity to establish and develop the Office of State Legislative Labor Relations. Initially, the position will provide the Legislature a fuller understanding of how the legislative branch as an employer can best implement legislation for collective bargaining for its employees, which will be administered by the public employment relations commission (Commission).

This position will oversee the functions of the Office of the State Legislative Labor Relations. Responsibilities include the development and oversight of the office, including development of internal goals and objectives and providing strategic, customer-focused labor relations services across legislative agencies. The Office will be responsible for conducting negotiations on behalf of the employer. This position works collaboratively amongst these organizations and reports jointly to the Secretary of the Senate and the Chief Clerk of the House of Representatives.

The Legislative Labor Relations Director is a full-time, non-partisan position.



## HOW YOU'LL BE EXPECTED TO CONTRIBUTE IMMEDIATELY:

- Contract with an external consultant for the purposes of gathering input from legislative employees regarding collective bargaining and its impact on them.
- Examine issues related to collective bargaining and develop best practices and options for the legislature to consider in implementing and administering collective bargaining for legislative employees.
- By December 1, 2022, submit a preliminary report to the appropriate legislative committees providing a progress report on the above-referenced considerations.
- By October 1, 2023, submit a final report to the appropriate legislative committees addressing the following at a minimum:
  1. Identify for which legislative employees collective bargaining is most appropriate;
  2. Mandatory, permissive, and prohibited subjects of bargaining;
  3. Who will negotiate on behalf of the different legislative agencies, and which entity or entities will be considered the employer for purposes of bargaining;
  4. Definitions for relevant terms;
  5. Common public employee collective bargaining agreement frameworks related to grievance procedures and processes for disciplinary actions;
  6. Procedures related to the Commission certifying exclusive bargaining representatives, determining bargaining units, adjudicating unfair labor practices, determining representation questions, and coalition bargaining;
  7. The efficiency and feasibility of coalition bargaining;
  8. Procedures for approving negotiated collective bargaining agreements;
  9. Procedures for submitting requests for funding to the appropriate legislative committees if appropriations are necessary to implement provisions of the collective bargaining agreements;
  10. Approaches taken by other state legislatures that have authorized collective bargaining legislative employees; and
  11. A summary of any statutory changes needed to address the considerations identified in this report.



## THE SUCCESSFUL CANDIDATE WILL MEET THESE QUALIFICATIONS:

- 10 or more years professional level labor relations experience.
- 7 or more years professional labor negotiations experience that includes at least 5 years serving as a lead negotiator. This should include demonstrated ability to formulate and articulate labor relations principles and negotiating strategies, including the role of the union and their business interests and goals.
- Significant experience developing professional working relationships with labor organizations. This includes demonstrated experience diffusing situations that may be contentious or vitriolic to achieve results, settlements, and agreements, with integrity and professionalism.
- Significant experience demonstrating appropriate independent judgment and exceptional personal awareness in a high profile/high influence role that navigated political, contentious, sensitive, or complex matters of high visibility or of significant impact.
- Demonstrated experience effectively managing or leading teams (e.g., staff teams, bargaining teams, coalitions) by using influence, collaboration, developing teamwork and demonstrating effective people interaction skills (not via command & control or hierarchy).
- Demonstrated ability to research, interpret, and understand RCWs and their implementing WACs.



- Demonstrated knowledge of the state legislative process.
- Demonstrated knowledge of state budget processes related to collective bargaining implementation and statewide accounting principles related to employees.
- Proficient with Microsoft Office Suite or related software.

**Note: All combinations of relevant lived, volunteer, education, professional, or a combination of education and experience that demonstrate the ability to perform the work will be considered.**



## CONDITIONS OF EMPLOYMENT/WORKING CONDITIONS

**This position may require an onsite/in-person presence and must be able to:**

- Legally operate a state or privately-owned vehicle OR provide alternative transportation while on state business.
- Frequently work more than 40 hours per week or adjust normally scheduled hours, which may include evening and weekends during collective bargaining negotiations (even numbered years).
- Travel occasionally, as needed.

### BENEFITS:

Employee benefits include vacation and sick leave; paid state holidays; health, life, and other optional insurance; retirement; social security; and military leave.



## HOW TO APPLY

**Intrigued? If so, please submit:**

- (1) a **letter of interest** specifically addressing the desired qualifications;
- (2) a **current resume** describing in detail your experience and education; and
- (3) a minimum of three **professional references** with contact information (e.g., address, e-mail address, and telephone).

### SEND TO:

**Send application materials and direct any questions to:**

#### LSS HR Business Partner

PO Box 40600  
Olympia WA 98504  
[LSSHROffice@leg.wa.gov](mailto:LSSHROffice@leg.wa.gov)

***We would prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf.***



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