



Revenue Careers



Position: Human Resource Consultant 1 *Non-Permanent*
(3 Month Temporary Assignment)

Division: Financial and Employee Services

Location: Tumwater
Notice: 1-2-290-OC

Opens: February 22, 2006
Closes: March 6, 2006

Great Careers!

Tired of diminishing returns? Invest in a great career at Revenue!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural

Primary Duties:

Reports to a Human Resource Consultant 4.

Receives specific assignments of limited scope and provides assistance on various projects

In the Office of Human Resources, provides support to Senior Human Resource Consultants and responds to customer inquiries in the processing of personnel actions. Creates correspondence, tracks data in spreadsheets, generates reports, manages confidential personnel records, and enters data into the state payroll and agency personnel systems. Utilizes the following Microsoft Office software: Outlook, Word, Excel and Access. Other duties as required.

Competencies (Knowledge, Skills and Abilities):

Consulting: Researches, assesses, and analyzes situations providing consultation to clients in a collaborative manner on specific courses of action. Exercises effective skills in listening, motivating, influencing, organization, and decision-making.

Analysis And Problem Solving: Effectively identifies, assesses and researches issues developing options and strategies for resolution while anticipating potential impacts. Uses a well thought-out, logical approach to resolve issues. Compiles and reviews statistics or other data.

Communication And Interpersonal Interaction: Effectively influences others in a positive manner; exhibits flexibility, creativity, consistency, fairness, and trust. Demonstrates the ability to listen effectively and to communicate and present information clearly both verbally and in writing. Demonstrates the ability to remain calm in stressful or hostile situations.

Customer Focus and Business Orientation: Understands and balances the diverse needs and interests of customers in order to develop effective working relationships. Proposes appropriate

beauty. Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

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TO FUND
WASHINGTON'S
FUTURE**

solutions in consultation with customers and ensures that human resource services provided meet the customers' needs.

Change Leadership: Seeks new information; tries new approaches.

Teamwork: Demonstrates the willingness and ability to work in a team environment and promote teamwork.

Research and Investigation: Assists other professional staff in research and investigation.

Compensation:

\$2,607-\$3,318 per month (Range 42), depending on qualifications.

Desired Qualifications:

The Human Resource Consultant 1 is an entry-level professional human resource position which requires you be able to:

- understand basic human resource standards and procedures
- independently prioritize and perform multiple tasks and remain focused while working with many competing deadlines and numerous interruptions
- solve a multitude and wide variety of problems with little or no supervision
- provide human resource related support to a wide variety of customers, often with competing interests
- work successfully with other team members and diverse populations
- work with detailed facts and figures
- listen to, consider and accept different opinions than your own
- work with hostile clients or customers (both internal and external)
- keep confidential all information that comes across your desk

AND

A Bachelor's degree with focus on business, human resources, social or organizational behavioral sciences, or related field

OR two years of technical human resource experience including advising and consulting on human resource issues.

Examination:

The examination is an evaluation of your experience and training. Employees in these positions perform tasks requiring the use of effective technology. Completing and submitting your application and exam response electronically is part of the exam. Those needing technical assistance or accommodation with this process should call 360-664-1960 or 360-664-1962, Monday through Friday, 8 a.m. to 5 p.m.

Some locations where you may access computer terminals are:

- Department of Personnel, 600 S. Franklin, Olympia, Washington
- Work Source Centers (see locations at: <http://www.wa.gov/esd/work/localconnections.htm>)
- Public libraries

You will receive your score notice via the internet after you complete all required forms and submit your application.

This recruitment is open to anyone who meets the desired qualifications.

Applications are accepted electronically through the Internet Application System (INET) only. Applicants develop an employment profile (application) in the system and take the exams for these job classes online. Once you have submitted the forms via our secure site, you will receive notification of your score and placement on the register. Those needing technical assistance or accommodation with this process should call 360-664-1960.

Go to the following web address to begin the application process:

<https://fortress.wa.gov/dop/inetapp/DOP/default.asp>

You must type this web address, in your address bar to go to it. This page is not interactive. The exam is located on the Department of Personnel site.

How to Apply:

For consideration, you must be on the register. After getting on the register, you can apply for consideration. Completed applications include letter of interest, resume and state application.

Submit Applications to:

E-mail: jobs@dor.wa.gov

please indicate position title in subject line

Fax: (360) 664-0658

please indicate position title on cover

Mail: State of Washington Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.