



Revenue Careers



Position: Human Resources Risk Manager
Division: Finance & Employee Services, Office of Human Resources

Location: Tumwater, WA
Notice: WMS 04-0023

OPENS: 10/05/2004
CLOSES: This recruitment will be open until filled. Applicant evaluations will be ongoing and it may be to your advantage to submit materials expeditiously.

Looking for a New Career?

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

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

Why Revenue?

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Career opportunities around Washington State
- Cross-training and rotational opportunities
- Numerous leading edge educational opportunities
- The option to choose flexible work schedules
- Great people to work with
- Ethical work
- The chance to make a difference

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The Human Resources Risk Manager is responsible for the development, oversight and administration of the Department of Revenue's human resources liability prevention functions. As a professional employment law expert and risk manager, this position independently assesses, prioritizes, plans, implements and manages the following agency-wide programs: Human Resources Risk Management Program; Disability Accommodation Program; Discrimination Complaint Investigation Program; Family Medical Leave Program; Safety & Worker's Comp Program.

Compensation:

WMS Band 2 \$56,748 – 69,348 annually depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

The Human Resources Risk Manager will be accountable in the following respects:

Responsible for developing, implementing and managing a wide range of employment risk management and liability prevention programs and their corresponding departmental policies on an agency-wide basis. Provides expert advice and consultation to executive management and interacts with members of executive management regarding policy issues and interpretation, as well as the Internal Auditor regarding risk management programs and investigations. Also responsible for interaction with the Department of Personnel, the Office of the Attorney General, the Executive Ethics Board, and the Human Rights Commission, as well as the U.S. Equal Employment Opportunity Commission, and the U.S. Department of Labor. Serves as a primary source for advice, consultation, program design, policy development and investigation into highly sensitive employment law issues, such as civil rights, discrimination, whistleblower complaints, ethics and employee misconduct.

Qualifications of the successful candidate for this position are expected to include:

Knowledge of:

- Employment risk management and liability prevention strategies, tactics, and program direction; federal and state employment laws.

Skills to:

- Provide expert Interpretation and application of a wide range of federal and state employment laws and regulations.
- Deliver expert advice and recommendations for addressing complaints of discrimination and harassment, and strategies and tactics for conducting investigations.
- Develop strategies and tactics in response to employment tort actions and complaints filed with external administrative and regulatory enforcement agencies.
- Provide expert advice and recommendations regarding employment-related complaint mediation and settlements.

Ability to:

- Provide expert consultation, recommendations, direction, and program management strategies, objectives, and processes regarding reasonable accommodation, safety and worker's compensation, and family medical leave issues and case management.
- Development, interpretation, implementation and administration of departmental policies, procedures and program guidelines regarding various state and federal employment laws.
- Conduct employment law training programs.
- Provide supervision of shared support staff.

Agency Profile: The Department of Revenue is the state's largest general fund, revenue producing agency. Each year, the agency collects approximately \$14.0 billion to fund state and local government services. The mission of the agency is to "fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy." To carry out its mission, the agency employs about 1,100 employees. Most employees are located within Thurston County. However, the agency also has 11 field offices located elsewhere in the State and employs several auditors throughout the United States.

The agency values its employees and continuously looks for ways to be efficient, innovative and make conducting business with the agency as simple as possible. The agency's vision is to "create an environment where citizens voluntarily pay taxes, appreciate public employees, and value the services delivered. Contributing to the achievement of this vision is the focus on the agency core values of respect, integrity, cooperation, professionalism, and continuous improvement. The agency is dedicated to the professional development of staff and creating a healthy, productive work environment with access to the tools needed to do the job.

Application Process:

Please send a letter of interest, detailed resume and Applicant Profile (optional). The letter of interest should indicate how you meet the qualifications needed for this position. Be prepared to provide references at the time of interview. **Electronic applications in Word format are preferred** however, hard copies may be sent to Office of Human Resources:

Jobs@dor.wa.gov

Please indicate in subject line:

Subject: WMS 04-0023

OR

WA State Department of Revenue

P.O. Box 47463

Olympia, WA 98504-7463

Fax: 360-664-0658

Washington State Department of Revenue Applicant Profile

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorized personnel. Please review the Diversity Definitions at the bottom of the page.

Position Applied For:	Name: (Last, First, Middle Initial)	Date of Birth:
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<p>1. What race(s) or culture(s) do you consider yourself?</p> <p><input type="checkbox"/> Black/African American</p> <p><input type="checkbox"/> Caucasian/White</p> <p><input type="checkbox"/> Asian or Pacific Islander (API):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Filipino <input type="checkbox"/> Asian Indian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Cambodian <input type="checkbox"/> Samoan <input type="checkbox"/> Laotian <input type="checkbox"/> Guamanian <input type="checkbox"/> Other API, <i>Specify</i> _____ <p><input type="checkbox"/> Native American or Alaskan Native Please identify name of the enrolled or principal tribe:</p> <p>_____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Eskimo <input type="checkbox"/> Aleut <p><input type="checkbox"/> Hispanic:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Chicano <input type="checkbox"/> Cuban <input type="checkbox"/> Other Spanish, Specify _____ 	<p>If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes.</p> <p><input type="checkbox"/> Multi-Racial, preference: _____</p> <p>2. Gender:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Male <input type="checkbox"/> Female <p>3. Have you ever been on active duty in the U.S. Armed Forces?</p> <ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, Dates: _____ <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran (Percent of disability: _____%) <p>4. Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, doing things with your hands, seeing, hearing, speaking, learning?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p style="text-align: center;"><i>Please see definition of "disabilities" below.</i></p> <p>I certify that this information is true and accurate to the best of my knowledge.</p> <p style="text-align: center;">_____ Date Signature</p>
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Diversity Definitions

Native American or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Black/African American. A person with origins in any of the Black racial groups of Africa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities: For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled veteran: A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran: A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.