



WASHINGTON STATE EMPLOYMENT OPPORTUNITY

DEPARTMENT OF REVENUE

1025 Union Avenue SE ♦ PO Box 47463 - Olympia, WA 98504-7463
(360) 570-6181 ♦ FAX (360) 664-0658 ♦ TDD/TTY (360) 664-0580

WASHINGTON MANAGEMENT SERVICE RECRUITMENT ANNOUNCEMENT

- POSITION:** **Labor Relations Manager**
- LOCATION:** Olympia, WA
- COMPENSATION:** \$56,748 - \$69,348 annually D.O.Q. (WMS Band 2)
We offer a solid benefit package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life and long-term disability insurance coverage options.
- WHO MAY APPLY:** This recruitment is open to all interested candidates. Prior to any new appointment into the Washington State Department of Revenue, a background check will be conducted.
- AGENCY PROFILE:** The Department's mission is to fairly and efficiently collect revenues and administer programs to fund public services, advocate sound tax policy, and continuously improve the quality of its service.
- The Department employs approximately 1,000 employees in classifications ranging from property tax appraisers, revenue agents and revenue auditors, to foresters, information technology systems analysts and excise tax examiners. The headquarters of the organization is located in Olympia, Washington with 13 field offices geographically located throughout the state. The Department also employs several auditors in out-of-state locations.
- OBJECTIVE:** Reporting to the Human Resources Manager, manages the daily labor relations of the Department of Revenue. Manages and administers a comprehensive labor relations program: responsible for grievance case management, managing all levels of the grievance process, up to and including arbitration; member of the management labor relations team; coordinates labor management committee meetings; participates in collective bargaining agreement negotiations; coaching and training management and staff on labor relations; oversees disciplinary process; responds to informational requests from the union; works in direct consultation with personnel operations team to proactively address labor relations issues as they arise; provides expert advice and guidance on state labor relations practices, policies, rules and laws. Member of HR Management team; may lead or supervise staff.

DESIRABLE
QUALIFICATIONS:

Successful candidates will possess in-depth knowledge of labor and employee relation principles, practices and techniques with substantial experience in the effective negotiation of collective bargaining agreements with unions. In addition, candidates will be able to demonstrate strong project management, interpersonal, communication, presentation, and problem solving skills. Requires the ability to work effectively with stakeholders of diverse backgrounds and opposing viewpoints; ability to work independently and as part of a team; develop and maintain effective business relationships with union officials and representatives, HR professionals and agency management. Must be able to maintain a positive attitude and a sense of humor in stressful situations. Degree in HR management, public or business administration or related field is highly desirable. Professional certification is a plus.

KNOWLEDGE AND
SKILLS:

Knowledge of, and ability to, analyze, interpret, apply and communicate Washington state civil service laws, MSRs, WACs and RCWs, labor and employment laws, agency policies and procedures, and collective bargaining agreements. Thorough understanding of the labor/management environment in Washington state government. Skills in negotiation, mediation, conflict and dispute resolution, team building, facilitation and training development and presentation, and case management and technical writing skills are essential. Ability to communicate effectively and appropriately, prioritize, and identify human resource and labor/management trends and developments and how they apply to DOR. Understanding of, and experience with, the Washington State Personnel Resources Board, Personnel Appeals Board, and Public Employment Relations Commission, as well as professional arbitrators is highly desirable.

CONDITIONS OF
EMPLOYMENT:

Work is generally performed in an indoor office environment and generally involves a high degree of concentration. Must be able to work on multiple projects simultaneously and may be required to work extended hours. This position does not require the use of specialized equipment and there are no known hazards or hazardous materials to which the employee may be exposed. Must be able to work in a non-smoking environment.

INTERESTED APPLICANTS
SHOULD SUBMIT:

A letter of interest briefly describing how you meet the knowledge, skills and desirable qualifications; a resume listing name of employers, dates of employment, and education; and a minimum of three employment references with current telephone numbers to include one supervisor, one peer (if applicable) and one person outside of your immediate work environment.

We request that you complete and return the attached Profile Data Sheet. Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement.

We anticipate beginning interviews June 11, 2003. To ensure consideration, please submit your resume packet to the following address:

Department of Revenue
Office of Human Resources
ATTN: Eric Magbaleta

P.O. Box 47463
Olympia, Washington 98504-7463
E-mail: ericm@dor.wa.gov

For more information about the Washington State Department of Revenue or other career opportunities, please visit our web site at <http://dor.wa.gov>.

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 NEEDING ASSISTANCE IN THE APPLICATION/TESTING PROCESS, OR THOSE NEEDING THIS JOB ANNOUNCEMENT IN AN ALTERNATIVE FORMAT, MAY CALL OFFICE OF HUMAN RESOURCES AT (360) 570-6175, TTY (360) 664-0580.

State of Washington
Department of Revenue
APPLICANT PROFILE DATA FORM

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. 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 Affirmative Action Definitions at the bottom of this page.

Name: _____ Date: _____

1. What race or culture do you consider yourself? *If you are more than one race, please check "Other Race".*

- | | | | | | |
|--------------------------------|------------------------------------|------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Aleut | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Filipino | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Korean | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Indian | <input type="checkbox"/> Laotian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Black | <input type="checkbox"/> Eskimo | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Latino(a) | <input type="checkbox"/> White |
- Other Race (specify indicate race or culture): _____

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes:

Multi-Racial _____

(Affirmative Action Preference)

2. Are you: Male Female

3. Have you ever been on active duty in the U.S. Armed Services? Yes (if checked, see 3a and 3b) No

3a. Dates served: from: _____ to _____ 3b. Are you a disabled veteran? Yes (____ %) No

4. Do you have any physical, sensory, or mental condition that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself or performing manual tasks? Yes No

5. Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? Yes No

Date of Birth: _____ / _____ / _____

AFFIRMATIVE ACTION DEFINITIONS

American Indian 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/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 disorders such as mental 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.

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