



# RECRUITMENT ANNOUNCEMENT

## Human Resource Consultant 4 Human Resources & Training Division

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<b>Salary:</b>	\$4,144 to \$5,395 per month (Range 58)
<b>Recruitment Number:</b>	09-WGS-05
<b>Location:</b>	Lacey, Washington
<b>Opens:</b>	November 17, 2009
<b>Closes:</b>	November 30, 2009, 5:00 p.m.

**This recruitment will be used to fill this vacancy only. Applications will be reviewed upon receipt. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. It will be to the applicant's advantage to submit materials as soon as possible.**

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The Washington State Gambling Commission (WSGC) is seeking a qualified candidate to fill a Human Resource Consultant 4 position in our Human Resources & Training Division. This position is located at the agency headquarters in Lacey, Washington.

This **full-time, permanent** position reports to the Human Resources and Training Administrator and performs a variety of expert level human resources work, including consulting with staff and supervisors on complex employment issues, interpreting and applying Civil Service Rules and agency policies, and developing and delivering technical training in Human Resource topics.

### **ABOUT WSGC**

Created by the state Legislature in 1973, the Washington State Gambling Commission is a law enforcement, licensing and regulatory agency. The WSGC is a non-appropriated agency funded through licensing and regulatory fees paid by licensees and tribal governments.

OUR MISSION . Protect the public by ensuring gambling is legal and honest.

OUR VISION . We will maintain confidence by:

- Conducting a fair and effective gambling regulatory and enforcement program
- Investigate illegal activities
- Building positive partnerships and relationships
- Providing a workplace that allows employees to excel at their jobs
- Anticipating and responding to the evolving gambling industry

OUR VALUES . Integrity, Professionalism, Respect and Diversity.

To learn more about our agency, we invite you to visit our website at <http://www.wsgc.wa.gov>.

## ***BENEFITS***

The state of Washington offers a comprehensive, competitive benefits package to match the needs of its diverse workforce, including:

- Medical, dental, and vision insurance, as well as basic life and long term disability insurance plans for employee and their family. Additional insurance coverage is available at special group rates.
- Leave benefits include 12-22 days of vacation per year; 11 paid holidays, and 12 days of paid sick leave per year.
- A state retirement plan, as well as a Deferred Compensation program for tax-deferred retirement investment.

## ***CONDITIONS OF EMPLOYMENT***

The preferred candidate will be able to:

Pass an extensive background investigation, which includes a criminal records check, credit check, and fingerprinting.

Adhere to agency policy of prohibiting employees from serving as officers or managers of any corporation or organization that conducts a lottery or gambling activity, including tribal gambling activities. Employees may not gamble in tribal gambling activities or any gambling licensed activities.

## ***REQUIRED QUALIFICATIONS***

- Five years of broad-based professional human resource experience in applying and interpreting State Civil Service Rules and state and federal employment laws. Experience should include facilitating organizational development and advising and consulting on human resource issues at all levels within the organization.

### *Experience:*

- Providing consultation on HR issues to customers of all levels
- Working with state payroll system (coding, data entry, processing, and reporting)
- Explaining benefits, policies, rules, and rights to employees
- Working knowledge of MS Office Suite
- Pulling information from the Department of Personnel HRMS, Business Intelligence
- Conducting employee investigations utilizing knowledge and application of proper investigative techniques
- Writing personnel action letters (appointments, separations, status changes, etc.)

### *Ability to:*

- Work well with customers (respond verbally and in writing to their inquiries, remain calm when dealing with upset or angry customers, listen to their concerns/questions)
- Provide viable options (within rules, policy) to meet customer needs
- Develop and conduct technical training to a diverse audience
- Influence others within the organization to be excited, enthused, and committed to furthering the organization's goals and objectives
- Actively contribute to a work environment that embraces diversity and uses diverse perspective to enhance the attainment of organization goals
- Actively participate in and support efforts to accomplish the organizational mission and goals
- Build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual regard
- Build and maintain internal/external customer satisfaction with services offered
- Earn the trust, respect, and confidence of coworkers, and customers through consistent honesty, forthrightness and professionalism in all interactions. Must maintain a high level of confidentiality in dealing with issues, candidates, and employees
- Provide clear, timely, and accurate information to customers

### ***DESIRABLE QUALIFICATIONS***

Bachelor's degree with focus on Human Resource, Business, Social or Organizational Behavioral Sciences, or related field OR equivalent related experience

Intermediate level experience with MS Excel, Word, PowerPoint, and email/calendaring applications and the ability to create and pull reports from MS Access databases.

#### ***Experience and Ability to:***

- Enter data into state payroll system, including the ability to adjust employee service/seniority dates.
- Update web pages

The core competencies for all Gambling Commission employees are: Communication, Relationship Building and Influence, Customer Focus, Ethics and Integrity, Diversity, Accountability, and Initiative.

### ***HOW TO APPLY***

PLEASE NOTE: DO NOT APPLY IN E-RECRUITING. Please submit application materials directly to the Washington State Gambling Commission per the instructions below.

E-mail is the preferred method of submitting application materials and will be used as the primary method of communication throughout this process. E-mail application materials to: [Recruitment@wsgc.wa.gov](mailto:Recruitment@wsgc.wa.gov) with a subject line of **09-WGS-05**.

**Candidates must submit all requested materials in order to be considered.** It is the applicant's responsibility to ensure the packet is received.

**You are invited to apply for this position by submitting all of the following application materials:**

- A cover letter (no more than two pages) describing your skills and experience as they relate to the Required and Desirable Qualifications outlined in this announcement;
- A resume describing your professional and education experiences and qualifications;
- A [Washington State Gambling Commission Employment Application](#);

**Note:** The act of submitting application materials is considered affirmation that the information provided is complete and truthful. You understand that the WSGC may verify information included in your application materials.

If e-mail is not possible, please mail or fax required materials to the following:

**Attn: 09-WGS-05**

Washington State Gambling Commission  
Human Resources & Training Division  
P.O. Box 42400  
Olympia, Washington 98504-2400

Or

Fax: (360) 486-3624

If you have questions, please contact Christie Harris at (360) 486-3459.

*The Washington State Gambling Commission 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 process, or those needing this announcement in an alternate format may call the Human Resources & Training Division at (360) 486-3459 or (360) 486-3637 (voice/TDD).*