

**State of Washington
Washington State Patrol
invites applications for the position of:
Recruitment and Retention Officer**



SALARY: \$85,000.00 - \$110,000.00 Annually

OPENING DATE: 02/15/22

CLOSING DATE: Continuous

DESCRIPTION:



Apply early! We will have our initial review March 3rd.

This recruitment will be open until filled; however, the hiring authority reserves the right to make a hiring decision at any time.

About the Agency:

The Washington State Patrol actively supports Diversity, Equity, Inclusion in the workplace, and is an Equal Opportunity Employer. The WSP strives to create and foster an inclusive culture inspiring everyone to be their authentic selves, speak openly, and be courageous. The WSP continues to focus on equitable hiring, training, and promotional practices and policies through innovative recruitment and retention solutions. Partnering with our communities helps the WSP provide the best in public safety services now and into the future.

DUTIES:

This is what you'll do:

The Recruitment and Retention Officer collaborates with all senior leaders throughout the agency to develop and implement strategic long-range recruitment plans that support the organization's vision and goals with a focus on Diversity, Equity, and Inclusion (DEI). This position provides daily support to the HRD in developing and executing human resource strategies; specializing in the areas of talent acquisition, change management, orientation and training. This position works in conjunction with the agency Diversity, Equity and Inclusion Officer to operationalize the DEI strategic plan. The Recruitment and Retention Officer will lead, develop and implement recruitment and retention strategies and build a strong employment brand.

This position is responsible for building, implementing and evaluating the entire recruiting function of the Washington State Patrol Human Resource Division. This position will collaborate with agency leaders to determine current and future talent needs and related recruiting demands. This position will be responsible for bringing innovation to the recruiting function, and provide a top-notch candidate experience for all candidates while driving diversity and inclusion throughout the recruiting process consistent with the agency DEI strategic plan. Additionally, this position will conduct comprehensive data analysis and audits providing reporting metrics to drive success in the recruiting and retention functions.

QUALIFICATIONS:

Required:

- Bachelor's Degree in HR, Business, Communications, Marketing or related field
- 5+ years of talent acquisition with strong sourcing, screening and hiring experience
- Ability to travel nationally and internationally
- Must obtain and maintain a valid, unrestricted Washington State driver's license

Desired:

- Master's Degree in HR, Business, Marketing or related field
- Experience compiling, analyzing, summarizing and manipulating data with demonstrated practice in tracking statistics to inform process improvements
- Experience summarizing data analysis into actionable communications, presentations, business correspondence, procedure manuals and formal business reports
- Experience in strategic planning, critical thinking, problems solving and cross group collaboration skills; adept at managing relationships both internal and external to the agency
- Strong communication/public speaking skills with the demonstrated ability to present to large groups of individuals.
- Strong organizational and time management skills

How to Apply:

To be considered you must apply online at www.careers.wa.gov (Click on the **APPLY button**). You must complete the entire application to be considered.

Please include a resume and letter of interest explaining how you meet the qualifications for this position as outlined in the job posting. Provide clear, detailed information about your education and job-related experience. Your application will not be considered if these are missing.

SUPPLEMENTAL INFORMATION:

Why work for the Washington State Patrol?

- An opportunity to be part of a team of dedicated professionals responsible for providing safety and security to the citizens of the State of Washington
- Career growth opportunities
- A culture of respect, commitment and trust
- Opportunities to impact your community
- Employment opportunities that recognize military veterans and/or military spouse per Governor Executive Order 19-01
- Work/Life balance opportunities which may include:
 - Infants at Work
 - Telework
 - Alternate Work Schedules
- Qualification for the [Public Loan Forgiveness Program](#)

Apply today and join us in providing "Service with Humility"!

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. The agency will verify this information and any untruthful or misleading answers will be cause for rejection of potential employment.

Condition of Employment

On August 9, 2021 Gov. Jay Inslee issued Proclamation 21-14, that requires all employees of executive cabinet agencies to be fully vaccinated with the COVID-19 vaccine, by October 18, 2021, as a condition of employment. Pursuant to this mandate, you will be required to provide proof of vaccination as a part of the hiring process. Your vaccination status will be verified on your first day of employment. Exemptions may be granted for religious or medical purposes. **DO NOT UPLOAD A COPY OF YOUR VACCINATION CARD TO YOUR APPLICATION.**

Veterans' Preference:

Applicants wishing to claim veterans' preference MUST attach a copy of their DD-214 (Member 4 copy), NGB 22, or signed verification of service letter from the United States Department of Veterans Affairs to their application. Please blackout any personally identifiable data such as social security numbers. Veterans' preference will not be applied unless the required documentation is attached to your application.

For additional information on veterans' preference and guidance on how to determine if you are eligible, [click here](#).

We thank you and are grateful for your service.

Selection Process:

The candidate evaluation and selection process will include a preliminary screening of application materials for qualifications, clarity and completeness. The applicants who meet or exceed the required qualifications and possess the most competitive background in directly related experience, knowledge, and training may be invited for interviews and testing by one or more panels.

Polygraph & Background Investigation:

Prior to hire, a polygraph examination and background investigation including criminal record history will be conducted.

Applicants are required to sign a release of information and will not have access to any investigative materials, files, or results. The Washington State Patrol has strict standards relating, but not limited to, personal and employment characteristics, arrests, convictions, and illegal drug usage, etc. During the polygraph examination, candidates are required to sign an assessment sheet and participate in an oral interview process to verify responses to the Personal History and Background Questionnaire and a Pre-Employment Interview. Untruthful or misleading answers or omissions will be cause for rejection of potential employment.

Transcripts:

Education verification is part of the selection process. If selected as a top candidate, all position required or applicant specified education must be verified. If a High School diploma or equivalent is required but the applicant indicates a degree has been earned, the accredited degree will be accepted in place of the High School diploma or equivalent. Please do not send these transcripts at the time of application. If you are selected as a top candidate you will be contacted by the Human Resource Division and asked to provide official transcripts at the appropriate time.

Driver's License:

Upon hire, must possess a Washington State driver's license and maintain such licensure during employment with the WSP. The applicant must possess a current, non-probationary, and non-restricted valid driver's license. History of restrictions on license or driving record due to vehicle operation or control will be considered on a case-by-case basis.

Other Information:

Persons with a disability, who need assistance in the application or assessment process, or those needing this announcement in an alternative format, may call (360) 704-2317. Applicants that are deaf or hard of hearing may call through the Washington Relay Service 7-1-1 or 1-800-833-6384.

Questions?