

Exempt Position Description

For assistance completing this form, contact your Human Resource office.

Position Information		
Action: Establish <input checked="" type="checkbox"/> Update <input type="checkbox"/> If update, indicate change:	Position Title: Recruitment and Retention Officer	Exempt Class Code (e.g., B1234): Special Deputy
Date Last Reviewed (If existing position):	Current Band:	Proposed Band:
Position Number/Object Abbreviation:	Management Code (P/M/C): P	Market Segment (e.g., HR, IT): HR
Exempt Citation (RCW) and Heading: RCW 43.43.020 Appointment of Personnel	Prior Evaluation Points/JVAC: n/a	Proposed Evaluation Points/JVAC: n/a
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Incumbent's Name (If filled position):	Address Where Position Is Located: 106 11 th Avenue SW, Olympia WA 98501	
Agency/Division/Unit: WSP/TSB/HRD	Supervisor's Name and Title: Captain Jason L. Ashley	
Supervisor's Position Number: 7311	Supervisor's Phone: (360) 704-2324	
Organizational Structure		
Summarize (one or two sentences) the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart).		
This position reports directly to the Human Resource Director of the Washington State Patrol and provides direct support to the Human Resource Division (HRD). This position's program responsibilities and work will be consistent with Washington State Patrol Strategic Plan and HR Operational Plan through its effective, efficient, and accountable execution of a variety of personnel services to agency supervisors, managers, and approximately 2300 agency employees.		
Position Objective		
Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.		
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 in support of the overall strategic plan; 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.		
Primary Responsibilities		
Describe the position's primary responsibilities and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see Essential Functions Guide .		
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.

This position will be responsible for creating an innovative and immersive onboarding process for new employees and management of the employee life cycle program. This position will evaluate supervision, training, and culture to ensure inclusive strategies are employed and employee value, respect and dignity are maintained.

This position will:

- Research, Develop, and publish agency-wide strategic Recruitment Plan (CALEA 31.2.1)
- Provide strategic guidance, support and execution of recruitment strategic plan, data analytics, and robust talent acquisition strategies
- Conduct, publish, and present after action review of trooper cadet hiring recruitment cycles pursuant to (CALEA 31.2.2)
- Determine current staffing needs and produce staffing forecasts
- Work in partnership with division staff to specifically target approaches which will lead to increased diversity in the applicant pool and among those chosen for employment as well as an increased number of qualified applicants for difficult to staff positions
- Provide training to recruitment staff and agency personnel on personnel matters and talent acquisition
- Collaborate and partner with the agency DEI Officer and Industrial Psychologist to ensure job descriptions are free from discriminatory or biased language and that promotional opportunities, assessments, and processes are inclusive
- Serve as the departmental point of contact regarding all processes, products, and programs related to talent acquisition strategies, best practices, and emerging technology.
- Develop proactive and creative recruitment strategies/tools to source, assess, and pre-qualify highly preferred job candidates
- Develops and incorporates compelling and creative social media for recruiting purposes
- Responsible for creation, maintenance and reporting of attrition and succession plans
- Prepares and delivers presentations to external and internal leaders on recruitment activities, status, and strategic goal achievement
- Support the HR recruitment program by analyzing current recruitment and retention trends to develop sound solutions, programs and services that are efficient, appropriate, and support the mission and goals of the WSP.
- Participate in overarching team goals and initiatives, offering innovative, constructive ideas to further the department's success and growth
- Serve on workgroups regarding a variety of recruitment related committees, activities and teams to continuously improve process and service delivery
- Attend national and international conferences and symposiums to identify and implement emerging and innovative techniques and best practices related to recruiting and retaining highly qualified individuals. May present as subject matter expert to other practitioners as keynote speaker.
- Other duties as assigned

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing or determining how the agency will implement).

Applies agency policies to everyday work and interactions adhering to agency values and ethics standards. Develops, reviews, and updates HR procedures and policies upon request or by agency schedule pursuant to the Commission on Accreditation of Law Enforcement Agencies (CALEA) standards. Coordinates with Risk Management Division and Information Technology Divisions for the publication of procedures and policies within the Regulation Manual and agency SharePoint.

Explain the major decision-making responsibilities this position has full authority to make.

This position makes decisions related to recruitment and retention on all levels with delegated authority of the Director of Human Resources. This position is responsible for management of all advertising and recruitment contracts as established through the state contracting office.

Identify those actions this position takes to their manager for a decision.

Personnel Matters
Facility Changes / Moves
Schedule Conflicts
Training and Travel Requests
Budgetary items exceeding 5K
Unusual / Emergency Occurrences

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

- This position is responsible for coordinating the tracking and monitoring expenditure of the agency recruitment and retention budget as funded through legislative action with direct oversight of the HR Director.

Other financial influences/impacts.

- This position is the primary point of contact for all contracts related to recruitment, advertising, and brand marketing. Agency policy and the State Accounting Manual will guide all financial decisions and actions

Supervisory Responsibilities

Supervisory Position: Yes No

If **yes**, list total full time equivalents (FTE's) managed and highest position title.

Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

- 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

Preferred/Desired Education, Experience, and Competencies.

- 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

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

- EXEMPT At Will Position
- Must possess a valid, unrestricted Washington State Driver's License upon date of employment. Out of state applicants must obtain a Washington Driver's License within 30 days of employment.
- Must successfully complete a polygraph examination and background investigation prior to conditional offer of employment.

Working Conditions

Work Setting, including hazards:	<ul style="list-style-type: none"> • Positions duty station is in Olympia, Washington • Work is performed almost exclusively indoors in an office environment • Exposure to hazards are limited to those commonly found in office environments and congregate work areas
Schedule (i.e., hours and days):	<ul style="list-style-type: none"> • Position is overtime exempt • Monday through Friday 8:00 AM to 5:00 PM (40 Hours) Flexible schedule is available upon request contingent upon HR Director's approval. • Telework / Remote Work opportunities are limited to no more than two workdays per workweek contingent upon HR Director's approval. • Requires regular adjustment to the work schedule and to work additional hours as needed to meet business demands and deadlines.
Travel Requirements:	<p>Position requires in-state and out of state travel (10-15%) Travel is between work location and other state agency locations across Washington State. Occasional overnight travel may be necessary to attend or present training both in and out of state.</p>
Tools and Equipment:	<p>Office duties require use of standard office furniture and equipment (desks, files, cabinets, computers, projector, phone, fax, copier, etc) This position is provided a WSP smart phone for conducting agency business</p>
Customer Relations:	<p>Requires regular face to face interaction with agency personnel, leaders, and the public. Position will attend job fairs, conferences, symposiums, and other events in congregate public settings. The incumbent must have the ability to communicate effectively with all people regarding all facets of the Human Resource program. Respectful communication while affording dignity and confidentiality is required of this position.</p>
Other:	<p>Must understand and adapt to the paramilitary organization with proud traditions of success across a wide range of public safety mandates</p>

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required):
Date:	Appointing Authority's Name and Title: Signature (required):
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related action have been taken by Human Resources as reflected below.

For Human Resource/Payroll Office Use Only

Approved Class Title:	Class Code:	Salary Band:	Effective Date:
Pay Scale Type:	Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>	Position Type (Employee Group):	EEO Category:
Employee Sub-Group:	Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>	Workers Comp. Code:
County Code:	Business Area:	Personnel Area (FEIN):	
Position Eligible for Telework Yes <input type="checkbox"/> No <input type="checkbox"/>		Position Eligible for Flextime Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position Eligible for Compressed Workweek Yes <input type="checkbox"/> No <input type="checkbox"/>		Unique Facility Identifier (UFI) For more information see: UFI Search Feature	

Cost Center Codes

COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date:	HR Designee's Name:	HR Designee's Title:	HR Designee's Signature:			
Date:	Budget Designee's Name:	Budget Designee's Title:	Budget Designee's Signature:			