



Opening doors to a better life

HR - People & Culture Partner

Posting Date: April 15, 2024

Closing Date: Open until filled. Applicants are encouraged to apply as soon as possible as the review process will begin April 29, 2024.

Salary: \$5,900 to \$7,932 monthly, depending on qualifications.**

Location: 1000 2nd Ave., Suite 2700, Seattle, WA
Our office is located in downtown Seattle's Financial District on 2nd Avenue and Spring Street and is within walking distance to Pike Place Market and Seattle's scenic waterfront.

**In addition to the salary posted above, this position will receive an additional 5% premium pay due to the position being located in King County.

This is a great opportunity for an experienced Human Resource professional to work in a collaborative, supportive environment that will provide the opportunity to work in all facets of human resources. Come join our team and work for a small, dynamic Commission committed to providing housing for the residents of the state of Washington.

We are currently recruiting for a **People & Culture Partner (Human Resource Consultant 4)** position for the Administrative Division within the Washington State Housing Finance Commission. The People & Culture Partner position is a key contributor in the development of human resource strategies that support the Commission's Racial Equity Strategic Plan. The person in this role will partner with Human Resources and Diversity, Equity & Inclusion (DEI) personnel to co-create inclusive recruiting, retention and professional development initiatives targeted to help attract a balanced candidate pool and foster a sense of belonging at the Commission.

The Administration Division is responsible for the oversight and support of all divisions and programs of the Commission. The Administration Division also supports the board of Commissioners who provide oversight and approval of Commission policies and programs.

The duty station for this position is Seattle, WA. The work associated with this position will be performed through a combination of teleworking and complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance of our worksite to respond to workplace reporting requirements.

Who we are:

The Commission is a market-driven and self-supporting state commission created to provide below-market rate financing for building, purchase and preservation of affordable housing, and non-profit capital facilities, and community services. To achieve its goals, the Commission functions as a financing conduit for developers, lenders, first-time home buyers, real estate

professionals, beginning farmers and ranchers, and non-profit organizations to provide affordable financing for homes, rental housing, and cultural and social services facilities. Commission financing does not utilize or impact the state's credit.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

Principal Responsibilities:

Work with hiring managers to co-design effective and efficient recruitment strategies and timelines to fill Commission positions. Draft recruitment announcements, partnering with the DEI Director to ensure announcements are drafted using a DEI focus. Post job opportunities to identified websites and social media and perform targeted recruitment efforts for hard to fill positions. Provide guidance to hiring managers and the interview panels throughout the recruitment process.

Utilize the NEOGOV recruiting system to enter and open requisitions and build exam plans. Track applications to determine which recruitment sites are yielding prospective candidates and to unearth areas of opportunity to support an equitable recruitment process.

Acts as the agency's training contact and coordinator --- using various learning management systems (SumTotal, LinkedIn Learning). Register staff for required training and recommend training opportunities to staff. Work with the DEI Director to facilitate training for staff.

Work with HR, DEI and leadership on an organizational strategy to ensure equitable access to professional growth opportunities for employees. Work with supervisors to develop individualized training plans for staff and identify training opportunities that fulfill the plan.

Support managers and supervisors by providing expert advice, guidance, and support around HR issues while infusing DEI best practices. Review, analyze, and advise managers, supervisors, and the appointing authority on employee conduct and performance issues, performance management, just cause principles, internal investigations and disciplinary actions, grievance processes, conflict resolution, classification, and compensation, FMLA and other miscellaneous leave provisions, and all other human resource management personnel functions.

Provide expert level human resource advice and services on a variety of topics including WA Administrative Code interpretation, Revised Code of Washington, Federal Laws, and Commission procedures.

Draft correspondence including responses to complaints, communication records, grievances, etc. Research, interpret, and clarify human resource rules, regulations, and policies. Assist with the development and update of Human Resource related policies and procedures.

Develops and maintains databases and spreadsheets for statistical reporting of information used in human resource management; maintains organizational statistics and information; maintains organizational charts.

We are most interested in candidates who meet or exceed the following criteria:

- Seven years of progressively responsible broad-based professional human resource experience.
- or
- Bachelor's degree with focus on business, human resources, social or organizational behavioral sciences, or related field and two years of progressively responsible broad-based professional human resource experience.
- One year of recruiting experience using an on-line platform.
- Possess strong Interpersonal skills.
- Possess strong conflict resolution/mediation skills.

Desirable competencies/qualifications:

- Demonstrated competency gained through education, or experience in consulting, research, and analysis.
- Working knowledge of HR-related WACs, RCWs, Federal laws.
- SHRM-CP/SCP, S/PHR, or other professional HR certification.
- Six months or more experience using NeoGov and/or HRMS.
- At least one year of experience working within a governmental agency (state, county, city, or federal).
- Experience with trauma informed care principles.

Benefits:

We offer a generous benefits package that includes a full array of family medical, dental, life and long-term disability insurance coverage; a state retirement plan; deferred compensation; 12 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes.

Application Procedures:

Interested applicants should apply by submitting a current resume, a complete list of three or more professional references, and a letter of interest specifically addressing the qualifications listed in this announcement by email (our preferred method), fax or postal service to:

Cindy Felker, Human Resources

Washington State Housing Finance Commission

1000 2nd Ave., Suite 2700

Seattle, WA 98104

Voice/Message: (206) 287-4402 OR 1-800-767-HOME **Fax:** (206) 587-5113

E-mail: cindy.felker@wshfc.org **Web Site:** <http://www.wshfc.org>

Please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.** To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials. Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process.

Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin April 29, 2024. By submitting the application materials, you are indicating that all information is true and correct to the best of your knowledge. You understand that the Housing Finance Commission may verify information and that untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed.

The Washington State Housing Finance Commission is committed to providing equal employment, job assignments and promotional opportunities to all qualified applicants and employees. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. We are committed to providing reasonable accommodation to all staff as needed. Women, black, Indigenous and people of color, persons with disabilities, persons over 40 years of age, all honorably discharged veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Cindy Felker at cindy.felker@wshfc.org, or at 206-287-4402.