



## **Recruiter (Human Resource Consultant 3), Non-permanent Management Services Division**

**SALARY:** \$43,836 - \$57,504 per year (Range 54)

**OPENS:** January 30, 2008

**CLOSES:** Open until filled, Screening begins February 15, 2008

**Location:** Olympia, Washington

**If you are interested in career and growth opportunities in Human Resources, the Washington State Department of Information Services (DIS), has an immediate opening.**

### **Agency Profile**

The Washington State Department of Information Services (DIS) provides quality and reliable computing, telecommunications, and Internet services to state and local agencies, tribal governments, educational institutions, and not-for-profit organizations.

As the technology leader for Washington State, DIS provides innovative enterprise services so that government agencies can successfully serve the public. DIS also provides support to the Information Services Board.

### **Position Overview**

We are seeking a candidate who has experience in recruitment and selection including extensive knowledge with on-line sourcing of both active and passive candidates. This role will include participating in assigned HR projects involving analysis and research for business process improvements. We're looking for an individual who embraces HR best practices and would like to be a strategic partner with management in the delivery of human resource services.

*This is a full time, non-permanent, non-represented position.*

### **Principal Responsibilities**

- Develop recruitment strategies to meet the needs of customers in concert with agency goals.
- Conduct on-line sourcing of candidate pools for hard to fill positions. Participate in recruiting and networking activities such as job fairs and professional technical diversity events.
- Develop and assist managers with selection processes.
- Interpret agency policies and procedures, regulations, personnel rules and employment laws.
- Provide consultation and HR advice to management.
- Responsible for assigned HR projects and initiatives.

### **We are most interested in applicants who have:**

- A Bachelor's degree with a business focus, human resource management or related field.

- A broad range of experience in recruiting activities, including experience with on-line sourcing and administering selection processes.
- Experience interpreting and applying employment laws.
- An ability to write at an advanced level and conduct research.
- Experience performing data analysis, including verifying and evaluating information.
- Demonstrated computer skills with databases and MS Office including Excel and Access.

## **Working for DIS**

DIS is an agency on the move. With a talented workforce that has a depth of knowledge and understanding of information technology, DIS provides constructive, reliable and responsive services for all their clients.

DIS offers extensive opportunities for career growth and personal development through workshops, seminars, and other training opportunities as well as a tuition reimbursement program and promotional opportunities.

As one of the top ten places in the country for business and careers (Forbes' Magazine, 2007), and conveniently located at the crossroads of business and leisure, Olympia has become the preferred destination zone for business professionals in the Pacific Northwest.

Olympia is on the Puget Sound and is within easy driving distance of the rugged Olympic National Park, the city of Seattle, Mt. Rainier, Mt. St. Helens, and Pacific Ocean coastal beaches: all offering ample outdoor recreation opportunities. Home to an internationally-recognized educational institution and a vibrant arts scene, Olympia is also the location of the outstanding Farmer's Market, located at the downtown waterfront.

For Benefit Information, please visit us at <http://dis.wa.gov/jobs/benefits.aspx/>

## **Special Note**

This is non-permanent position with an expected duration of twelve months.

## **How to apply**

Interested applicants should submit a letter of interest with a detailed description of their experience as it pertains to the Desirable Qualifications listed. Please include a [Washington State Application](#), a current resume and a minimum of three professional references.

**Please send your application materials via e-mail to [hro@dis.wa.gov](mailto:hro@dis.wa.gov).**

## **Applicant Profile Form**

As a separate part of the application process, you are requested to voluntarily complete and return the [Applicant Profile](#) sheet with your completed application. This information will be treated as confidential. This page will be separated from your application and used by authorized personnel only.

*The Department of Information Systems is an equal opportunity employer.*

*Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, may call (360) 902-3543 or Telecommunications Device for the Deaf 1-800-833-6388.*