

# Space Planning Analyst (Management Analyst 5)



**Salary**

\$72,552.00 - \$97,596.00 Annually

**Location**

Thurston County – Lacey, WA

**Job Type**

Full Time - Permanent

**Remote Employment**

Flexible/Hybrid

**Job Number**

2024-AS5203-06141

**Department**

Dept. of Ecology

**Division**

Administrative Services

**Opening Date**

05/23/2024

**Closing Date**

Continuous

**Salary Information**

The high end of the salary range, Step M is typically a longevity step

- DESCRIPTION
- BENEFITS
- QUESTIONS

**Description**



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

### Keeping Washington Clean and Evergreen

The **Administrative Services Division** within the Department of Ecology is looking to fill a **Space Planning Analyst (Management Analyst 5)** position. This position is located in our **Headquarters Office** in [Lacey, WA](#). Upon hire, you must live within a commutable distance from the duty station.

Join our team as Ecology's expert in facilities use and staff support needs! In this role, you will research best practices, analyze data, and present options to the Director, Deputy Director, and Administrative Services Division (ASD) Director regarding the utilization of all of Ecology's owned and leased facilities. You will coordinate the efforts of staff within the ASD and Regional Business Administrators across all regional offices and satellite facilities. Additionally, you will represent the agency on relevant statewide executive cabinet workgroups, offering feedback on their work products related to facilities planning and workforce utilization. As the lead for Ecology's space use planning and implementation, you will be responsible for interpreting directives and initiatives from the Office of Financial Management, Facilities Management, and the Department of Enterprise Services.

**Agency Mission:** Ecology's mission is to protect, preserve and enhance the environment for current and future generations.

The **Administrative Services Division's Mission** is to provide quality customer service and asset management to meet the agency's current and future business needs.

**Telework options for this position:** This position will have flexibility of a hybrid schedule, empowering work from home and office, providing less time in traffic and shrinking your carbon footprint. This position will be eligible for up to 80% telework, with the expectation of working in the office at least one to two days a week.

Applicants with questions about position location options, tele-work, and flexible or compressed schedules are encouraged to reach out to the contact person listed below in “other information.” Schedules are dependent upon position needs and are subject to change.

**Application Timeline:** This position will remain open until filled, we will review applications on **June 10, 2024**. In order to be considered, please submit an application on or before **June 9, 2024**. If your application isn't received by this date, it may not be considered. The agency reserves the right to make a Hire any time after the initial screening date.

**Please Note:** We will review all applications received before the date above. Additional reviews after this date typically only occur if we have a small applicant pool, or if a successful Hire was not made.

Ecology employees may be eligible for the following:

Medical/Dental/Vision for employee & dependent(s), Public Employees Retirement System (PERS), Vacation, Sick, and other Leave\*, 11 Paid Holidays per year\*, Public Service Loan Forgiveness, Tuition Waiver, Long Term Disability & Life Insurance, Deferred Compensation Programs, Dependent Care Assistance Program (DCAP), Flexible Spending Arrangement (FSA), Employee Assistance Program, Commute Trip Reduction Incentives (Download PDF reader), Combined Fund Drive, SmartHealth \*[Click here for more information](#)

## **About the Department of Ecology**

Protecting Washington State's environment for current and future generations is what we do every day at Ecology. We are a culture that is invested in making a difference. Join a team that is highly effective and collaborative, with leadership that embraces the value of people. To learn more, check out our [Strategic Plan](#).

Ecology cares deeply about employee wellness; we go beyond traditional benefits, proudly offering:

- A healthy life/work balance by offering flexible schedules and telework options for most positions.
- An Infants at Work Program that is based on the long-term health values of infant-parent bonding and breastfeeding newborns.
- Continuous growth and development opportunities.
- Opportunities to serve your community and make an impact through meaningful work.

## **Our commitment to DEIR**

**Diversity, equity, inclusion, and respect (DEIR)** are core values central to Ecology's work. We strive to be a workplace where we are esteemed for sharing our authentic identities, while advancing our individual professional goals and collaborating to protect, preserve, and enhance the environment for current and future generations.

**Diversity:** We celebrate and appreciate diversity; our unique perspectives and abilities enrich us all and lead to innovative approaches and solutions.

**Equity:** We champion equity, recognizing that each of us need different things to thrive.

**Inclusion:** We intentionally create and hold space so that we all have meaningful opportunities to participate and contribute to Ecology's work.

**Respect:** We treat each other with respect and dignity, acknowledging the inherent worth of our diverse perspectives and lived experiences, even in times of uncertainty and disagreement.

We believe that DEIR is both a goal and an action. We are on a journey, honoring our shared humanity and taking steps to demonstrate our commitment to a vision where each of us is heard, seen, and valued.

## **Duties**



**What makes this role unique?**

Changing facility usage patterns and growing workforce flexibility contribute to the dynamic nature of space planning in the modern work environment. You will need to examine multiple data sources and combine them in new and various ways to develop effective agency space use strategies. It will be challenging to understand and navigate the impacts of these strategies.

**What you will do:**

- Collect and interpret data from multiple sources, such as building occupancy data, fleet utilization data, space allocation data, telework/work schedule data, equipment distribution data, and more, to produce reports.
- Gather and summarize financial data on proposed facility use and workforce policies, and then present findings and recommendations to the Director, Deputy Director and Executive Leadership Team.
- Incorporate administrative, information technology, and human resources policies and guidance from Office of Financial Management, Department of Enterprise Services, and Executive Cabinet groups into Ecology's facilities utilization and workforce strategies and ensure agency policies are in alignment with state-level directives and agency-directed changes.
- Develop business processes for evaluating progress and overall outcomes.
- Collaborate with Ecology's Information Technology Services and Human Resources Offices to develop facility usage and workforce guidance that will help program managers set program-specific goals and strategies.
- Assess the impact of space and workforce strategies on Ecology facilities and infrastructure needs and establish a change management and communication plan.

**Qualifications****Required Qualifications:**

Years of required experience indicated below are full-time equivalent years. Full-time equivalent experience means that any experience where working hours were less than 40 hours per week will be prorated in order to meet the equivalency of full-time. We would calculate this by looking at the total hours worked per week, divide this by 40, and then multiply by the total number of months worked. Examples of the proration calculations are:

- 30 hours worked per week for 20 months:  $(30/40) \times 20$  months = 15 months full-time equivalent
- 20 hours worked per week for 12 months:  $(20/40) \times 12$  months = 6 months full-time equivalent



Experience for both required and desired qualifications can be gained through various combinations of formal professional employment, education, and volunteer experience. See below for how you may qualify.

**A total of nine (9) years of experience and/or education as described below:**

- **Experience** in two or more of the following areas:
  - Conducting research.
  - Facilities utilization analysis and space planning.
  - Analyzing policies, laws, rules, or regulations.
  - Conducting business analysis and developing requirements.
  - Leading business projects.
  - Managing business operations.
  - Business policy development.
- **Education:** involving a major study in business administration, public administration, law, public health, health administration, or a related field.

All experience and education combinations that meet the requirements for this position:

<b>Possible Combinations</b>	<b>College credits or degree – as listed above</b>	<b>Years of required experience – as listed above</b>
Combination 1	No college credits or degree	9 years of experience
Combination 2	30-59 semester or 45-89 quarter college credits	8 years of experience
Combination 3	60-89 semester or 90-134 quarter college credits (AA degree)	7 years of experience
Combination 4	90-119 semester or 135-179 quarter college credits	6 years of experience
Combination 5	A Bachelor's Degree	5 years of experience
Combination 6	A Master's Degree or higher	3 years of experience

**Desired Qualifications:**

We highly encourage you to apply even if you do not have some (or all) of the desired experience below.

- Demonstrated ability to build relationships and collaborate with internal and external partners to cultivate an environment of engagement, belonging, respect, empathy, active listening, and trust.

- Demonstrated knowledge of project management principles and experience using project standards (i.e. charters, work plans, status reports, etc.).
- Demonstrated proficiency in the use of Microsoft Office Suite.

**Note:** Having some (or all) of this desired experience may make your application more competitive in a highly competitive applicant pool.

## Supplemental Information

Ecology seeks diverse applicants: We view diversity, equity, inclusion, and respect through a broad lens including race, ethnicity, class, age, religion, sexual orientation, gender identity, immigration status, military background, language, education, life experience, physical disability, neurodiversity, and intersectional identities. Qualified candidates from all backgrounds are encouraged to apply.

Need an Accommodation in the application and/or screening process or this job announcement in an alternative format?

- Please call: (360) 407-6186 or email: [careers@ecy.wa.gov](mailto:careers@ecy.wa.gov) and we will be happy to assist.
- If you are deaf or hard of hearing, you can reach the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.
- If you need assistance applying for this job, please e-mail [careers@ecy.wa.gov](mailto:careers@ecy.wa.gov) Please do not send an email to this address to follow-up on the status of your application. You can view the latest status of your application on your profile's main page.
- If you are reading this announcement in print format, please enter the following URL to your search engine to apply: <https://ecology.wa.gov/About-us/Get-to-know-us/Jobs-at-Ecology>.

## Application Instructions:

It's in the applicant's best interest to submit all of the documents listed below. Applications without these documents may be declined.

- A cover letter describing why you are interested in this position.
- A resume outlining your experience and education (if applicable) as it relates to the minimum qualifications of this position.
- A list of three professional references.

**Note:** References will only be contacted during the final steps of the recruitment process for candidates selected as finalists. References will not be contacted without the candidate's formal authorization.

Please do NOT include your salary history. Wage/salary depends on qualifications or rules of promotion, if applicable.

For Your Privacy:

When attaching documents to your application (such as Resume, Cover Letter, Transcripts, DD-214, etc.):

- Please be sure to remove private information such as your social security number, date of birth, etc.
- Do not attach documents that are password-protected, as these documents may not be reviewed and may cause errors within your application when downloaded.

Additional Application Instructions for Current Ecology Employees:

Please make sure to answer the agency-wide questions regarding permanent status as a classified employee within the Washington General Service or Washington Management Service. Do not forget to select Department of Ecology as a response to question 2, and type your personnel ID number for question 3. If you are not sure of your status or do not know your personnel ID number, please contact Human Resources.

Application Attestation:

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. The state may verify this information and any untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Other Information:

If you have specific questions about the position, please email **Jim Pendowski** at: [Jim.Pendowski@ecy.wa.gov](mailto:Jim.Pendowski@ecy.wa.gov) Please do not contact **Jim** to inquire about the status of your application.

To request the full position description: email [careers@ecy.wa.gov](mailto:careers@ecy.wa.gov)

## **Why work for Ecology?**

As an agency, our mission is to protect, preserve and enhance Washington's environment for current and future generations. We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism, and accountability.

Joining Ecology means becoming a part of a team committed to protecting and restoring Washington State's environment. A career in public service allows you to help solve some of the most challenging problems facing our state, while keeping your health and financial security a priority. We combine one of the most competitive



benefits packages in the nation with a strong commitment to life/work balance.

To learn more about The Department of Ecology, please visit our website at [www.ecology.wa.gov](http://www.ecology.wa.gov) and follow, like or visit us on [LinkedIn](#), [Twitter](#), [Facebook](#), [Instagram](#) or our [blog](#).

**Collective Bargaining:** This is a position covered by a bargaining unit for which the Washington Federation of State Employees (WFSE) is the exclusive representative.

**Equal Opportunity Employer:** The Washington State Department of Ecology is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 407-6186. Applicants who are deaf or hard of hearing may call the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

**Note:** This recruitment may be used to fill other positions of the same job classification across the agency. Once all the position(s) from the recruitment announcement are filled, the recruitment may only be used to fill additional open positions for the next sixty (60) days.