

Workforce Diversity, Equity, Inclusion, and Respect (DEIR) Manager (WMS Band 2)



Salary

\$93,174.00 - \$119,056.00 Annually

Location

Thurston County – Lacey, WA

Job Type

Full Time - Permanent

Remote Employment

Flexible/Hybrid

Job Number

2024-HR4610-06822

Department

Dept. of Ecology

Division

Human Resources

Opening Date

06/13/2024

Closing Date

Continuous

- DESCRIPTION
- BENEFITS
- QUESTIONS

Description



DEPARTMENT OF
ECOLOGY
State of Washington

The salary listed above includes the 3% pay increase that goes into effect on July 1, 2024.

Keeping Washington Clean and Evergreen

The **Human Resources Office** (HRO) within the Department of Ecology is looking to fill a **Workforce Diversity, Equity, Inclusion, and Respect (DEIR) Manager (WMS Band 2)** 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.

As the Workforce DEIR Manager, you will play a crucial role in the development and implementation of Ecology's DEIR Strategic Plan. You will support the agency by influencing, co-developing and putting into action HR strategies to:

- Increase the diversity of our workforce.
- Improve equity in policies, practices, and processes that affect the workforce.
- Cultivate and promote a work culture of belonging and thriving.

In this role, results are accomplished through collaborative relationships with agency leaders, Ecology's DEIR Design Team and HR team members.

Agency Mission: Ecology's mission is to protect, preserve and enhance Washington's environment and to promote the wise management of our air, land, and water for the benefit of current and future generations.

Program Mission: The mission of the Human Resources Office (HRO) is to develop successful employees, promote healthy and productive relationships, ensure a safe work environment and recruit great talent to achieve Ecology's Mission.

The amount of time needed to be in the office will depend on your in-person meeting schedule. Applicants with questions about schedule flexibility are encouraged to reach out to the contact person listed below in “other information.” Work schedule is dependent upon position and office needs.

Application Timeline: This position will remain open until filled, we will review applications on **July 8, 2024**. In order to be considered, please submit an application on or before **July 7, 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.

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. We are committed to becoming a more diverse, equitable, inclusive, and respectful workplace and are actively taking steps to make progress. Our agency-led initiatives include implementing our pro-equity anti-racism (PEAR) strategic action plan as well as recommendations from our diversity, equity, inclusion, and respect (DEIR) Agency Organizational Assessment. We are also working to operationalize new and revised anti-discrimination, anti-harassment, workplace accommodation, DEIR policies and procedures, and bring DEIR learning and development resources to our workforce. 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?

The Department of Ecology is beginning to process the results of an almost year-long organizational assessment on diversity, equity, inclusion, and respect in the workplace. As we deepen our understanding, we will incorporate the results and our organizational learning in our strategy development. This position will serve as a consultant, thought leader, trusted advisor, and subject matter expert for workforce diversity and inclusion practices spanning the employee lifecycle.

What you will do:

- Research and identify best practices for attracting, hiring, onboarding, engaging, developing, and retaining a diverse workforce and develop strategies that adapt and integrate those practices into Ecology's processes and practices.
- Provide expert-level advice and consultation to agency executive leadership, agency program leadership and the HR team on strategies that support and further workforce diversity and equity efforts to create a workplace culture that centers inclusion, respect and belonging for all.

- Supervise one Senior HR Consultant focused on integrating diversity and belonging strategies into how we onboard, orient and connect with new employees to improve employee experience and foster belonging.
- Lead the development and implementation of an HR consultation model for using employee engagement, new hire and exit survey data to identify areas for improvement in onboarding and new employee engagement and belonging and measuring progress.
- Serve as a co-advisor to the Ecology DEIR Design Team with Ecology's Organizational Equity Manager. Partner with the team's Executive Sponsors to promote its priorities. Identify and connect the team to internal and external resources. Cultivate and role model a culture of giving and receiving feedback. Utilize positional privilege to elevate Design Team member feedback and advocate for inclusive decision making for decisions affecting the workforce.

Qualifications

Required Qualifications:

Nine (9) years of experience and/or combination of experience and education.

Experience: Advising and consulting on workforce diversity and inclusion, organizational change management, or organizational culture change.

Professional experience must include:

- Two years of experience working with organizational leadership to influence organizational level strategy and policy.
- Two years progressive experience advancing equity, inclusion, and belonging in a complex and medium-sized or larger organization (500+ employees).
- Two years of experience managing project(s) with organization-wide impact.

Please note: Experience in each of the areas may have been gained concurrently.

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

Education: Involving a major study in diversity, equity and inclusion, social sciences, business administration, organizational effectiveness & development, organizational change management, learning & development, project management, human resources, environmental and social justice, public administration, environmental sciences, or closely allied field.

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

Possible Combinations	College credit hours or degree - as listed above.	Years of required experience - as listed above.
Combination 1	No college credit hours or degree	9 years of experience
Combination 2	30-59 semester or 45-89 quarter credits.	8 years of experience
Combination 3	60-89 semester or 90-134 quarter credits (AA degree).	7 years of experience
Combination 4	90-119 semester or 135-179 quarter credits.	6 years of experience
Combination 5	A bachelor's degree.	5 years of experience
Combination 6	A master's degree or above.	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.

- Successfully leading a team through change in a complex environment and tending the human side of change.
- Exceptional ability to take broad, ambiguous, and complex challenges and/or opportunities and develop them into actionable plans with clear milestones and goals, with minimal guidance.
- Demonstrated skill and ability to serve as a resource and to facilitate difficult conversations to address and diffuse interpersonal issues and conflicts between employees, including but not limited to micro-aggressions, unconscious bias, stereotype threats and intercultural communication.
- Experience leading or managing in an agency or organization with more than 1000 employees or members.

- Certification as a Diversity Professional (CDP) or Diversity Executive (CDE).

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 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. 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.

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 **Sandi Stewart** at: Sandi.Stewart@ecy.wa.gov Please do not contact **Sandi** to inquire about the status of your application.

To request the full position description: email 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 and follow, like or visit us on [LinkedIn](#), [Twitter](#), [Facebook](#), [Instagram](#) or our [blog](#).

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.