

State of Washington
Dept. of Fish and Wildlife
invites applications for the position of:



Permanent Management Analyst 3 *02747-13

SALARY: \$3,355.00 - \$4,406.00 Monthly

OPENING DATE: 03/18/13

CLOSING DATE: 03/31/13 05:00 PM

DESCRIPTION:




Our Mission

To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

Vision

Conservation of Washington's fish and wildlife resources and ecosystems.

Additional Salary Information

The salary range reflects a 3% salary reduction for state employees over the 2011-13 biennium, which was passed by the Legislature effective July 1, 2011 through June 29, 2013.

The Department of Fish and Wildlife is recruiting to fill one full time permanent Management Analyst 3 position located in the Fish Program Headquarters; Natural Resources Building in Olympia. The duty station is in Olympia, Thurston County.

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others—manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources.

Under the direction of the Administrative Operations Division Manager this position serves as the Fish Program's business operations manager establishing and implementing purchasing and vehicle management procedures including strategic planning, training of program staff and analyzing needs; facility management, and conducting program administrative and business projects. Responsible for approving, monitoring, and following through to completion: purchases, contracting, and vehicle management activities

DUTIES:

- Manage fleet operations for the program. Develop and implement programs' vehicle management procedures and policies. Assist in purchasing of vehicles.
- Participate on agency facility coordination committee and coordinate activities for the program.
- Develop and implement program purchasing procedures and policies. Assists in purchasing of required program goods and services (cell phones, radios, uniforms).

- Coordinate with hiring managers to ensure new employees have what they need when they are hired (office space, phone, vehicle, card key, etc...).
- Coordinate the Legislative process for the Program. Review legislation, determine who should respond, assign to staff, review for completeness and submit for approval. Tracks fiscal notes for the program. Oversee meeting schedules associated with Legislation.
- Organize, research, and conduct administrative and business short and long-term projects.
- Provide necessary training to staff on new systems and procedures (purchasing, fleet management, CAPS, CAPS financial, LegTrack). Troubleshoot issues concerning business systems.
- Monitor and coordinate program inventory.

Working Conditions

The working environment is a busy office setting. Varying degrees of activity occur in the common areas during working hours; most tasks will involve sitting at a desk and working on a computer. This position normally works 8:00 am-5:00 pm, Monday-Friday, but may be required to occasionally work in excess of 40 hours per week to meet deadlines during peak periods.

QUALIFICATIONS:

- A Bachelor's degree in business administration, public administration, or a related field and three years of experience conducting research and analyzing policies, laws, rules, or regulations, or equivalent experience performing activities closely comparable to the key responsibilities of this position. Commensurate years of experience may substitute for the bachelor's degree.
- Demonstrated ability to organize and lead projects in complex environments. Training or experience demonstrating understanding of fleet management, purchasing, strategic planning, project management techniques, policy and procedure development, facilities management and communication skills.
- Demonstrated ability to communicate complex issues in both oral and written formats in terms clearly understood by technical and non-technical audiences. Demonstrated ability to interface with top-level management and key stakeholders to facilitate selection, prioritization, and approval of projects. Proficiency with Word, Excel, PowerPoint, Access, and Adobe software.
- Demonstrated proficiency with Contracts and Projects Systems (CAPS), Fastrack and LegTrack.
- Experience that provides working knowledge of Washington State agency budgeting and accounting to include knowledge of OFM, Federal regulations, contracts/grants allotments and expenditures, governmental budget concepts and the Washington State budget, state purchasing and inventory requirements, and legislative process.
- Advanced skills in personal computers including all Microsoft Office programs.
- Ability to absorb new information, understand, and interpret verbal and written direction, and question appropriately.
- Ability to adapt to change and willingly accept new assignments or projects.
- Ability to work independently and as part of a team.
- Ability to meet deadlines and manage competing demands.

Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience). Do not count experience that was a part of your educational requirements.

SUPPLEMENTAL INFORMATION:

To apply for this position you MUST complete your profile at www.careers.wa.gov and attach the following to your profile before completing the on-line application:

- Cover letter describing how you meet the qualifications of this position
- Current resume
- Three professional references (personal references do not count as professional)

Please note: Failure to follow the above application instructions will lead to disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the on-line profile. Upon submission of your on-line application, you will immediately receive a confirming e-mail. You will then be notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the status of your application at any time by visiting your on-line profile at www.careers.wa.gov. Due to the high volume of applications that we receive, we ask your understanding and encourage you to use the on-line process and avoid calling for information.

The Department of Fish and Wildlife 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, disabled and Vietnam era 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 call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

Permanent Management Analyst 3 *02747-13 Supplemental Questionnaire

- * 1. What best describes your level of education?
 - ☐ Associates degree
 - ☐ Bachelor's degree
 - ☐ Master's degree
 - ☐ Ph.D.
 - ☐ none of the above

- * 2. Do you have a Bachelor's degree in business, public administration, accounting, economics, statistics, or related field, and a minimum of three years experience conducting research and analyzing policies, laws, rules, or regulations, or equivalent experience performing activities closely comparable to the key responsibilities of this position?
 - ☐ Yes ☐ No

- * 3. What is your major area of study? If multiple degrees, please list each degree and major.

- * 4. Select the answer below that best describes your technical knowledge and skill using Microsoft Word to create documents incorporating tables and importing graphics, import data from other sources, and create tables and graphs from spreadsheet data?
 - ☐ Beginner (little or no experience, but interested and willing to learn)
 - ☐ Developing (working knowledge)
 - ☐ Skilled (working knowledge, uses software frequently)
 - ☐ Expert (exceptional knowledge, recognized as expert user)

- * 5. Select the answer below that best describes your technical knowledge and skill using Microsoft Excel to create spreadsheets, import data from other sources, and create tables and graphs from spreadsheet data?
 - ☐ Beginner (little or no experience, but interested and willing to learn)
 - ☐ Developing (working knowledge)
 - ☐ Skilled (working knowledge, uses software frequently)
 - ☐ Expert (exceptional knowledge, recognized as expert user)

- * 6. Select the answer below that best describes your experience using project management practices and principles for conducting administrative projects.
 - ☐ Beginner (little or no experience, but interested and willing to learn)
 - ☐ Developing (working knowledge)
 - ☐ Skilled (working knowledge, used frequently)
 - ☐ Expert (exceptional knowledge, recognized as expert)

- * 7. Select the answer below that best describes your knowledge of Washington State purchasing procedures and policies.
 - ☐ Beginner (little or no experience, but interested and willing to learn)

- ☐ Developing (working knowledge)
- ☐ Skilled (working knowledge, used frequently)
- ☐ Expert (exceptional knowledge, recognized as expert)
- * 8. Select the answer below that best describes your experience developing and providing training.
 - ☐ Beginner (little or no experience, but interested and willing to learn)
 - ☐ Developing (working knowledge)
 - ☐ Skilled (working knowledge, used frequently)
 - ☐ Expert (exceptional knowledge, recognized as expert)
- * 9. Do you possess a valid State, or other state, driver's license? (If selected for an interview, you may be asked to furnish your license and driving record.)
 - ☐ Yes ☐ No
- * 10. Have you been convicted of a misdemeanor or felony within the last 10 years? (Answering yes will not automatically bar you from employment)
 - ☐ Yes ☐ No
- * 11. Please verify that you have included the following information in your online application:
1) A chronological resume OR a completed online profile that includes education and employment history 2) A detailed cover letter describing how you meet the qualifications for this position. 3) Three professional references.
 - ☐ Yes ☐ No
- * Required Question