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| **Reasonable Accommodation Specialist (HRC4) 08648** |  |

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| **SALARY:**  | $3,991.00 - $5,233.00 Monthly |

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| **OPENING DATE:** 08/23/12  |
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| **CLOSING DATE:** 09/06/12 05:00 PM  |
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| **DESCRIPTION:**  |
| **Department of Social and Health Services (DSHS)*****Our Vision is:****Safe, healthy individuals, families and communities****Our Mission is:****The Department of Social and Health Services will improve the safety and health of**individuals, families and communities by providing leadership and establishing and**participating in partnerships.****Our Values are:****Excellence in Service**Respect**Collaboration and Partnership**Diversity*This recruitment has been extended through September 6, 2012 at 5:00 p.m.This opening is for one full-time Reasonable Accommodation Specialist (Human Resource Consultant 4) position with DSHS, Human Resource Division.  The position will be located in Shoreline, WA and will primarily serve the following counties:  King, Snohomish, Skagit, Whatcom, San Juan, and Island, and Pierce.  The core hours of this position are Monday through Friday from 8:00 a.m. to 5:00 p.m. The position is overtime exempt and work beyond the core hours may be necessary.***The salary indicated on this announcement does not reflect the 3% salary reduction******beginning July 1, 2011 through June 30, 2013 that is imposed under Senate Bill******5860.*** |
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| **DUTIES:** |
| This position reports to the Western Area North Human Resource Administrator and within Regions 2 is responsible for providing consultation on reasonable accommodations and manages the reasonable accommodation process for all open reasonable accommodation cases.As a professional expert in state and federal laws related to reasonable accommodation, facilitate the interactive reasonable accommodation process for an assigned area, serving as a resource to Management and Employees. Provide leadership and technical advice in coordinating DSHS resources to help address reasonable accommodation requests. Identify resources for reasonable accommodation aids and devices. Assist with efforts to obtain and interpret medical documentation. Provide technical assistance in the interpretation and implementation of Title I of the Americans with Disability Act, 1993; RCW 49.60 (Washington Law Against Discrimination); and Section 504, Rehabilitation Act, 1973. Provide technical assistance in the interpretation of DSHS Administrative Policy 18.26, Reasonable Accommodation and the Reasonable Accommodation Process Guidelines for Managers and Supervisors. Effectively and efficiently, manage a caseload of reasonable accommodation requests, within established timeframes, to include:   1) accommodating an employee in their current position; or 2) when it is determined an employee is unable to perform the essential functions of their current position with or without reasonable accommodation, moving to reassignment; or 3) placing the employee in an alternative position for which they qualify; or 4) closing the reasonable accommodation process; or 5) initiating disability separation when appropriate. Clearly document all steps taken in the interactive process. Compose case-related correspondence, including requests for medical information, disability separation letters, etc.. |
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| **QUALIFICATIONS:**  |
| **Required Education, Experience, Skills and Abilities:** A Bachelor’s degree with focus on business, human resources, social or organizational behavioral sciences, or related field and three years of broad-based professional human resource experience, including facilitating organizational development or change, and advising and consulting on human resource issues OR equivalent education and/or experience. |
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| **SUPPLEMENTAL INFORMATION:**  |
| **APPLICATION INSTRUCTIONS:**Please note that initial screening will be solely based on the completeness of application materials submitted and the contents and completeness of the **“work experience”** section of your application in NeoGov. A resume will not substitute for the “work experience” section of the application. The information provided in your application must support your selected answers in the supplemental questions. Responses not supported in your application may disqualify you from consideration for employment in this position. All information will be verified and documentation may be required.To be considered for this position, you must attach a letter of interest **specifically addressing the qualifications** listed in this recruitment announcement and contact information for three professional references. **\*\*Failure to provide these documents may result in disqualification.\*\***The Washington State Department of Social and Health Services is an equal opportunity employer and does not discriminate on the basis of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons requiring accommodation in the application process or this job announcement in an alternative format may contact the recruiter at (360) 725-5810.  Applicants who are deaf or hard of hearing may call through the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388. If you have any questions about this recruitment, please email Lisa Buccarelli at lisa.buccarelli@dshs.wa.gov. |

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| **Reasonable Accommodation Specialist (HRC4) 08648 Supplemental Questionnaire** |

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| \* | 1. | (300 119H V10 R1) Please select the answer that best describes your level of education and experience: |
|  | Checkbox I have a Bachelor's degree with focus on business, human resources, social or organizational behavioral sciences, or related field and a minimum of three years of broad-based professional human resource experience, including facilitating organization development or change, and advising and consulting on human resource issues.Checkbox I have a minimum of seven years of broad-based professional human resource experience, including facilitating organization development or change, and advising and consulting on human resource issues.Checkbox I have a combination of college level coursework with focus on business, human resources, social or organizational behavioral sciences, or related field and broad-based professional human resource experience, including facilitating organization development or change, and advising and consulting on human resource issues totaling at least 7 yearsCheckbox None of the above. |
| \* | 2. | (300 119H D1) How many years of experience do you have working effectively managing a caseload related to your position? |
|  | Checkbox I have less than 1 year of this experienceCheckbox I have a minimum of 1 year of this experienceCheckbox I have a minimum of 2 years of this experienceCheckbox I have a minimum of 3 years of this experienceCheckbox I have a minimum of 4 years of this experienceCheckbox I have 5 or more years of this experience |
| \* | 3. | (300 119E D1) How many months experience do you have providing professional level human resource experience advising management, human resources consultants, employees, and other stakeholders on reasonable accommodation issues? |
|  | Checkbox I do not have this experience.Checkbox I have less than 11 months experience.Checkbox I have 12 to 23 months experience.Checkbox I have 24 to 35 months experience.Checkbox I have 36 to 47 months experience.Checkbox I have 48 months or more of this experience. |
| \* | 4. | (300 119H D3) Please select all of the following in which you have advanced level knowledge in and would consider yourself familiar with the laws and regulations. |
|  | Checkbox Federal laws related to reasonable accommodationCheckbox State laws related to reasonable accommodationCheckbox Title I of the Americans with Disabilities Act, 1993Checkbox RCW 49.60 (Washington law against discrimination)Checkbox Section 504, Rehabilitation Act, 1973Checkbox DSHS Administrative Policy 18.26, reasonable accommodationCheckbox I am not familiar with any of the above laws or policies |
| \* Required Question |

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