

Organizational Development Manager (WMS2) - Olympia



(<http://agency.governmentjobs.com/washington/jobID=3840245&sharedWindow=>



APPLY

Salary ⓘ Negotiable

Job Type Full Time - Permanent

Job Number 2022-17445

Closing 12/26/2022 11:59 PM Pacific

Location ⓘ Thurston County – Olympia, WA

Department Dept of Children, Youth, and Families

<u>DESCRIPTION</u>	<u>BENEFITS</u>	<u>QUESTIONS</u>
--------------------	-----------------	------------------

Description



The salary is negotiable depending on education and experience.

The Department of Children, Youth, and Families (DCYF) was created to be a comprehensive agency exclusively dedicated to the social, emotional, and physical well-being of children, youth, and families regardless of race, ethnicity, sexual orientation, or other socioeconomic factors. We believe our workforce should reflect the communities we serve, and are actively searching for candidates that reflect that diversity.

We have an exciting opportunity for an Organizational Development Manager at the Early Learning Division to consult throughout the agency supporting the development, integration and administration of services related to workforce data and the Statewide Child Care Subsidy Program, specific to eligibility staff training. Our vision is that "All Washington's children and youth grow up safe and healthy-thriving physically, emotionally, and educationally, nurtured by family and community."

The Opportunity:

As an Organizational Development Manager, you will oversee DCYF's Child Care Subsidy Staff

Training Program, and serve as the subject matter expert to develop staff capacity and ability to achieve program goals. You will support the agency's priorities to improve quality and intention of our practice, improve availability of provider services, and advance racial equity to support an interconnected system for high-quality training and learning opportunities. Additionally, you will ensure high-quality training and staff development, and support the operations of the Child Care Subsidy Contact Center. This job is directly responsible for the planning, development, implementation and evaluation of trainer and training procedures for the Child Care Subsidy Training Program.

Some of what you will do:

- Develop DCYF Child Care Subsidy Staff Training Program direction based on data to support increased access for families through accurate eligibility information.
- Analyze continuous quality improvement/performance data to evaluate and improve performance results of the Child Care Subsidy Staff Preparation Program.
- Develop program team as subject matter experts on adult learning and coaching methodologies to engage and promote a diverse and culturally responsive learning environment and build a progression of learning within the child care subsidy eligibility team.
- Ensure data collection systems are established and maintained for the Child Care Subsidy Training Program and analyzed to support program effectiveness, develop strategies to address gaps through staff development that supports the Statewide Subsidy Contact Center.
- Develop collaborative frameworks for engaging diverse communities and stakeholders, and establishing communication channels for providing and receiving feedback with state regional and statewide administrator, child care providers, and other state partners in alignment with Child Care Subsidy Staff Training Program protocols, and customizing for professional development stakeholders.
- Analyze Child Care Subsidy program data to make recommendations, develop reports and presentation materials for external stakeholders and Early Learning Division leadership, that supports the staff development of the statewide Subsidy Contact Center.
- Provides project management and develops project documents, including charters and implementation plans, to achieve an integrated Child Care Subsidy Training Program for the early learning division and DCYF.
- Oversee the management of complex relationship-based professional development framework that requires working knowledge of interconnected programs (i.e. Subsidy and licensing), professional standards and policy areas as well as state and federal regulations.
- Serve as expert in standards and competencies for adult learning, and how guiding frameworks intersect with key agency priorities for teaching and learning.
- Serve as a liaison with other administrators and project managers to provide highly specialized technical skills and expert knowledge over a wide range of professional development, subsidy eligibility, and adult learning principles.
- Develop approaches to improve efficiency and align processes and procedures and recommend efficiency steps to other DCYF teams that interface with Child Care Subsidy staff training development (e.g. IT, ECEAP, Early Achievers, Subsidy and Licensing).

What we are looking for:

Bachelor's degree or higher in public policy, social services, business administration, education, or

early childhood education with experience in business administration from an accredited college or university whose accreditation is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA), AND

- Five or more years of experience developing and managing projects, implementing programs, and data analysis related to adult learning.
- Four or more years in management, two of those years must be in statewide social or human service systems. Expert Professional Experience
- Previous demonstrated experience in research, data collection and evaluation processes.
- Previous demonstrated knowledge of child care licensing program policies and early childhood education, as well as federal and state laws and regulations.
- Previous demonstrated experience displaying the ability to write policy standards, procedures and contracts.
- Previous demonstrated ability to analyze and synthesize data to inform and support policy decisions.
- Previous demonstrated experience with professional development and adult learning as well as best practices related to instructional design.
- Prior experience demonstrating the ability to analyze and synthesize data to inform and support policy decisions.
- Expertise with system and large-scale staff development and onboarding, maintaining institutional knowledge through turnover, and change management of policy and procedure implementation.
- Advanced ability to strategize in new and innovative ways, and analysis of unexplored areas.
- Experience with strengths-based program improvement.
- Experience with development of progressive training and onboarding materials.
- Experience with reliability processes to ensure consistency in program implementation.

Additional Experience

- Public administration and statewide program management with demonstrated ability and experience developing and implementing project management, coordinate implementation of plans, procedures, and communication plans.
- Demonstrated ability and experience with making data informed strategic and tactical decisions related to ongoing operations implementing emergent and long-term goals and objectives related to child safety, enforcement of regulations, personnel management, budgeting and expenditures.
- Demonstrated ability and experience with making data informed strategic and tactical decisions related to ongoing operations implementing emergent and long-term goals and objectives related to child safety and healthy development, enforcement of regulations, personnel management, budgeting and expenditures.
- Advanced knowledge and mastery of skill to act regarding interpretation and implementation of federal early learning laws, rules, practices and performance standards.
- Understand federal and state laws, working with and responding to state and federal mandates and regulations, incorporating direction into business-owned data systems.
- State legislative and rule-making processes.
- Issues affecting families and communities experiencing poverty and culturally-diverse families and community systems.

- Change management.
- Working knowledge of state employee and SEIU 925 union agreements.
- Knowledge of project management principles and practices, including experience developing and managing a project plan.
- Demonstrated expertise to support and represent public concern with high profile incidents and related responses and mastery of the skill to take action.
- Demonstrated ability and expertise to develop or recommend state policies and lead strategic planning.

In addition to those required qualifications, our ideal applicant will also have some or all of the following:

Master's Degree in organizational development, public administration, public policy, or related field and five years of professional experience designing and delivering workforce development systems, including integration of data systems, in a social service setting.

- Functional knowledge of legislative and organizational structures and processes to include bill analysis, fiscal note development, and decision package development.
- Experience working within a political environment and history of working collaboratively with a broad spectrum of stakeholders including elected officials, governments, tribal leaders, community-based organizations and advocacy groups.
- Knowledge of federal Code of Federal Regulations (CFR) and State of WA RCW and WAC, and Washington's Child Care Subsidy Eligibility and Authorization policies and procedures.
- Leadership, management and supervisory experience in Washington state government.
- Demonstrated ability and experience with leading and guiding development and implementation of project management, including planning, procedures, and communication.
- A working knowledge regarding federal early learning laws, rules, practices and performance standards.
- Leadership experience in state government early learning professional development systems and workforce registry systems.

Competencies:

- Lead teams through program planning and quality improvement in a flexible, ever changing environment.
- Hire and supervise, build a cohesive team, delegate duties while supporting staff to achieve program goals
- Research and apply best practices models related to program monitoring and technical assistance
- Collaborate and coordinate with diverse stakeholders, internal and external to DCYF
- Understand and navigate the legislative process for the State of Washington.

How do I apply?

In addition to completing the online application, applicants must attach the following documents to their profile in order to be considered for this position:

- Letter of interest describing how you meet the specific qualifications for this position
- Current resume detailing experience and education

Supplemental Information:

Per Governor Inslee's Directive 22-13.1 ([Download PDF reader](#))

(<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.governor.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fdirective%2F22-13.1%2520-%2520COVID-19%2520Vaccination%2520Standards%2520for%2520State%2520Employees.pdf&data=05%7C01%7Cdavid.ozment%40dcyf.wa.gov%7Cbf3732b3097d47bf628408dacca6d62e%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638047314165447504%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3c7qEUhHWjxWQ%2Fcj1MRt84x9X2Uox2LNITT3DpvRL2Y%3D&reserved=0>)

state employees must be fully vaccinated against COVID-19. Please note that any offer of employment is contingent upon you providing verification of your vaccine status, having an approved medical accommodation, or having an approved religious accommodation. No start date will be approved until you have either verified your vaccine status or have an approved accommodation.

DCYF is an equal opportunity employer and supports equity, diversity, inclusion, and respect.

The initial screening will be based on the content and completeness of your application and the materials submitted. All information may be verified and documentation may be required. Applications with comments such as "see attachments" or "N/A" in the supplemental question responses will be considered incomplete.

Need accommodation throughout the application/interview process? Unable to apply online? Contact the Recruitment team at dcyf.jobs@dcyf.wa.gov (mailto:dcyf.jobs@dcyf.wa.gov) or (360) 280-3173 or the Telecommunications Device for the Deaf at 800-833-6388

Experiencing technical difficulties creating, accessing, or completing your application? Call NEOGOV toll-free at (855)524-5627 or email support@neogov.com (mailto:support@neogov.com).

To take advantage of the **Veteran's preference** please attach your DD-214, member 4 long-form, or your NGB-22. Please black out your social security number prior to attaching.

17445

Agency

State of Washington

Address

[View Job Posting for Agency Information](#)

[View Job Posting for Location, Washington, 98504](#)

Phone

[View Posting for Agency Contact](#)

Website

<http://www.careers.wa.gov> (<http://www.careers.wa.gov>)

