

Training and Development Manager

Salary

\$64,250.00 - \$93,000.00 Annually

Location

Thurston County – Tumwater, WA

Job Type

Full Time - Permanent

Department

Attorney General's Office

Job Number

2019-01271

Closing

2/17/2019 11:59 PM Pacific

Description

An exciting and challenging opportunity exists in the Attorney General's Office

Do you want to be a part of a diverse team that is making a difference? View our [VIDEO](#) to learn more about the Washington State Attorney General's Office. We encourage you to review the Office's newest Annual Report which can be found [HERE \(Download PDF reader\)](#).

Agency Profile

The Washington State Attorney General's Office (AGO) provides excellent, independent, and ethical legal services to the State of Washington and protects the rights of its people. The chief legal office for the state of Washington, the AGO's attorneys and staff in 31 legal divisions and 12 locations across the state provide legal services to roughly 200 state agencies, boards and commissions.

Compensation

Annual compensation is \$64,250 - \$93,000 depending on qualifications. Washington state employees are offered a solid benefit package that includes retirement, options for deferred compensation and a full array of health, dental and life insurance coverage.

Duties

The Training and Development Manager develops and implements the office-wide Human Resources Development Program, and is responsible for a host of leadership, organizational and employee development activities for attorneys, administrative and professional staff. Oversees the AGO's continuing legal education

(CLE) program for Assistant Attorneys General. Develops curricula including leadership and technical training. Supervises three employees of the Training and Development Unit.

Qualifications

The strongest candidates will possess program management experience, excellent oral and written communication skills, experience developing and managing training programs, and strong leadership skills. A Bachelor's Degree in Human Resources, Public Administration, Communications, Education or a closely related field is desirable. Passion about helping our employees learn and grow is a must.

Demonstrate two or more years of successful experience in:

- Development, implementation, and management of training programs
- Strategic planning and organizational development
- Supervision and performance management
- Budget management

Demonstrate knowledge and experience in:

- Contract negotiation
- Adult learning styles
- Project management
- Logistics planning

Demonstrate ability to:

- Communicate effectively in oral or written format
- Work with changing technologies
- Work with a diverse workforce
- Facilitate business meetings
- Conduct research and analysis

Supplemental Information

Recruitment will be open through February 17, 2019. All candidates will be notified by email after the final selection has been made.

Application process via NeoGov; candidates are required to attach:

1. Letter of interest addressing the above role and why you are interested and qualified for this position.
2. A one-page resume including dates of employment, relevant experience, certifications, and degree(s) attained.
3. Names of three to five professional references with current contact information.

Additional Information:

For questions regarding this position, please contact:

***Kim Siebs, Human Resource Consultant
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Persons requiring reasonable accommodation in the application process or requiring this announcement in an alternative format may contact Tracy Robinson at (360) 586-7693 or Washington Relay Service at (800) 676-3777 or www.washingtonrelay.com.