



JOB OPPORTUNITY

TITLE: Management Analyst 4 (109L)
EMPLOYMENT TYPE: Permanent, full-time
OPENS: February 18, 2010
CLOSES: February 24, 2010, 5:00 pm
SALARY: \$4,014 - \$5,266 per month (range 57)
LOCATION: Olympia Washington

ABOUT OUR AGENCY

The Pollution Liability Insurance Agency (PLIA) works to improve the economic and environmental health of the State of Washington by providing insurance services to owners and operators of petroleum storage tanks.

PLIA is a very small agency with only six (6) employees. Our employees are valued, work to continuously improve the way we do business, meet the expectations of our customers, and perform our duties in an ethical manner.

We have two main program areas:

- We make pollution liability insurance available and affordable by *reinsuring* private insurance policies. This helps commercial underground storage tank owners meet federal financial responsibility regulations.
- We provide up to \$60,000 worth of coverage to clean up contamination from registered heating oil tanks. Most homeowner's insurance policies do not cover contamination cleanup costs if a heating oil tank leaks.

The state offers a benefit package which includes 11 paid holidays, paid sick and vacation leave, medical, dental and vision coverage, retirement, insurance, and much more. For more information about PLIA, visit our website at www.plia.wa.gov.

SPECIAL NOTE: Legislation has been proposed to consolidate PLIA within the Department of Ecology effective July 1, 2010. In addition to the normal workload, the candidate selected will work with the Director to prepare subsequent consolidation studies and transition plans.

POSITION OBJECTIVE

This position serves as the main consultant to the Director for agency program administration and inter-agency coordination. The incumbent will be responsible for analyzing program administrative processes, program studies, process improvements, and pending legislation to formulate recommendations affecting the agency and its stakeholders. This position will also perform rule-making activities.

DUTIES INCLUDE BUT NOT LIMITED TO

- Perform analysis related to agency processes, policies, and programs.
- Identify problems and make sound recommendations for the Director's consideration and approval.
- Research and complete studies to improve processes and workflows.
- Participate in both short- and long-range strategic planning for the agency.
- Utilize Access database tables to research information for process improvement recommendations.
- Gather, analyze, and report process improvement information in support of GMAP efforts.
- Monitor implemented administrative changes and report subsequent positive/adverse reactions.
- Perform rule-making activities related to agency programs as needed.

QUALIFICATIONS

- Bachelor's degree with a focus in public or business administration, or allied field.
- Three years experience conducting research and analyzing policies, laws, rules, or regulations.
- Good working knowledge of pollution liability insurance, underground storage tank financial responsibility, claims management, administrative appeals, and the Model Toxics Control Act.
- Experienced in GMAP reporting and conducting process improvements.
- Ability to examine data to grasp issues, draw conclusions, and solve problems.
- Ability to identify, collect, and organize data for analysis and decision-making.
- Skilled in rule-making processes.
- Ability to make timely, informed decisions that take into account the facts, goals, constraints, and risks.
- Remain aware and take care of details that are easy to overlook or dismiss as insignificant.
- Ability to research data and produce reports from the Access database.
- Ability to establish and enhance collaborative working relationships with internal and external stakeholders.
- Possess good communications skills, both written and orally.
- Must be able to maintain strict confidentiality and ethical behavior at all times.
- Model effective team member behavior such as integrity, credibility, commitment, honesty, and caring.
- Contribute to an environment that honors diversity and uses diverse perspectives to meet the agency's mission and goals.
- Demonstrate an ongoing commitment to learning and self-improvement.

HOW TO APPLY

To apply, please submit by the closing date a completed [Washington State Job Application](#), a letter of interest detailing how you meet the required qualifications of this position, and a list of professional references to include a supervisor and two peers. Be sure to include current phone numbers for your references.

You may submit your application packets by US Mail, fax, or email to:

PLIA

Attn: Cyndy Putscher, Operations Manager

PO Box 40930

Olympia, WA 98504-0930

Fax: (360) 586-7187

cyndy.putscher@plia.wa.gov

The Pollution Liability Insurance Agency actively supports diversity in the workplace and is an equal opportunity employer. Applicants who need assistance in the application process or who need this announcement in an alternative format may call (800) 822-3905.