



King County

VETS 4 HIRE



Veteran Fellow Learning Opportunity Educator/eLearning

King County Department of Executive Services, Business Resource Center

SUMMARY

The Business Resource Center (BRC) is a division of the King County Executive Services Department. The BRC is responsible for support, maintenance, and optimization of the County's Human Resources & Payroll, Finance & Procurement and Business Intelligence Analytics business applications used countywide to perform essential business processes.

This opportunity is for one or two Veteran Fellows to learn and share your skills in support of the BRC training program. The Veteran Fellowship(s) will assist current educators with updating existing and creating new educational resources that support the use of the King County payroll, HR, and financial systems. This fellowship will learn how to update educational resources for ADA accessibility, create and update e-learning courses, and assist in the development of learning plans. Our education team also provides change management and communication support for major functional changes to the user communities. The Veteran Fellowship(s) will develop a strong foundation in the use of e-learning tools, learning strategies, and collaborative skills in developing long term, countywide support for Enterprise Resource Planning (ERP) systems. **Projected start date: early to mid-April 2022. This Fellowship is anticipated to last up to 12 months.**

Work Location, Hours and Duration:

Currently the **BRC is a telecommute only agency**, our entire staff works from home. It is our goal in the future to move to a hybrid work environment that would support the current work from home status but allow for teams to gather in person for project work or meetings and to provide an onsite work option if requested. The Veteran Fellowship(s) would predominately work from home. **The BRC will consider part time, 30 hours per week or full-time assignments. Work would be performed Monday-Friday between 8-5 with some flexibility.**

JOB DUTIES AND LEARNING OBJECTIVES

Applying equity and social justice principles is a daily responsibility and a foundational expectation for all King County employees. In this role you will apply equity and social justice principles that exemplify shared values, behaviors, and practices to all aspects of the work.

JOB DUTIES TO PROMOTE LEARNING:

- Review and update accessibility for all BRC Knowledge Center content to include documentation, videos, and on-demand resources.
- Update the content of existing user documentation and videos to represent new system functionality, screenshots, and refresh the design elements like iconography, layout, colors, etc.
- Assist with updates to existing Oracle EBS financial system e-Learning courses.
- Assist in the development of a change-management strategy to support the rollout of a new global PeopleSoft payroll and HR system design.
- Work with the training team to develop new e-Learning courses to educate and support King County supervisors and managers in the use of PeopleSoft, King County's payroll system.
- Collaborate with the training team, BRC leadership, and the BRC equity and social justice team to develop an equity impact review process and integrate the process into creating training documentation and course development.

LEARNING OBJECTIVES:

- Become trained and gain experience in creating accessible documentation and videos, evaluating accessibility, and optimizing accessibility for all BRC training resources.

- Become trained and gain competency in the use of software utilized in the creation of documentation, videos, and e-Learning courses such as: Camtasia, Adobe Captivate, Snagit, Accessibility software.
- Become trained and gain experience in creating e-Learning course content.
- Learn to use the PeopleSoft payroll/HR and Oracle EBS financial ERP systems.
- Become trained in the change-management processes to support user training and adoption for ERP system upgrades and functional changes.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE & SKILLS

In addition to the qualifications described in the [current job posting](#), which are required for all Veteran Fellowship positions, this Veteran Fellowship opportunity also seeks:

- Excellent written, oral, interpersonal, and visual communication skills
- Resourceful self-starter
- Skill in using MS Office/Office 365 (Word, Outlook, Excel, and PowerPoint) and comfortable learning and using new software
- Tech savvy and willing to quickly learn new software tools used in the production of training materials and videos such as: Camtasia, Adobe Captivate, Snagit, Accessibility software
- Strong interpersonal skills: ability to work productively and professionally and maintain effective working relationships with team members and business users
- Experience writing procedures that support use of and updates to processes
- A collaborative approach to your daily work and interactions with staff

SUPPLEMENTAL INFORMATION

TEMPORARY TELECOMMUTING REQUIREMENT

Currently the **BRC is a telecommute only agency**, our entire staff works from home. It is our goal in the future to move to a hybrid work environment that would support the current work from home status but allow for teams to gather in person for project work or meetings and to provide an onsite work option if requested. The Veteran Fellowship(s) would predominately work from home.

Employees must reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection (access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required, including the [wearing of masks in some situations](#). King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team that is redefining how we work as we transition to the department's hybrid environment.

Covid-19 Vaccination Requirement

King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination or



- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

TO BE CONSIDERED: Carefully read and follow instructions below.

To be considered for this opportunity you must apply or have already applied to the current 2022 Vets 4 HIRE [Veteran Fellow – Various Fields](#) job posting AND:

1. If this your first time applying to the current 2022 Vets 4 HIRE "[Veteran Fellow – Various Fields](#)" posting, then include a cover letter with your application for this specific opportunity which:
 - Describes your interest in this specific fellowship opportunity.
 - Explains how you meet the qualifications listed for this opportunity to include details of any experience or education as related to this opportunity.
 - Explains how this opportunity supports your future career goals.
2. If you have already applied to the current 2022 Vets 4 HIRE "[Veteran Fellow – Various Fields](#)" posting, you do not need to reapply. Instead, please email a cover letter for this specific opportunity, as described above, with the subject line "Educator/eLearning – Veteran Fellow – YOUR LAST NAME, YOUR FIRST NAME" to HR Analyst Blake Bennett (Blake.Bennett@KingCounty.gov). Blake will then attach your cover letter to the application form you already submitted.

This fellowship is open until filled, you are encouraged to respond as soon as possible. We really appreciate your consideration of us as an employer and thank you for your service!

COMPENSATION and BENEFITS

COMPENSATION: (Is based on highest military rank held OR education level.)

- **Veteran Fellow I** - \$18.58 - \$23.56 - High School graduate; or pursuing BA; or enlisted grade E1 – E3
- **Veteran Fellow II** - \$20.92 - \$26.52 - Possess BA; or pursuing Masters; or enlisted grade E4 – E6
- **Veteran Fellow III** - \$26.53 - \$33.62 - Completed Masters or Officer rank, or enlisted grade E7 – E9

BENEFITS

- .025 hours of sick leave accruals for each hour worked
- Medical, dental, and vision benefits (for the veteran and their qualifying dependents) for positions that are projected to work 30 or more hours per week (not available to positions projected to work less than 30 hours per week)
- ORCA bus pass
- Please note, Veteran Fellow positions **are not** eligible for vacation leave, holiday pay, or retirement programs

ADDITIONAL INFORMATION

- All Veteran Fellow participants will work jointly with their supervisor to develop an Individual Development Plan to clarify, regularly discuss, and jointly shape the participant's fellowship experience for mutual benefit.
- The Vets 4 HIRE Program Manager facilitates a monthly group meeting with Veteran Fellows as a way to connect with one another, share tips on different topics, and build comradery. Guest speakers will be brought in periodically.
- Veteran Fellows are encouraged to participate in King County's [Veterans and Military Affinity Group](#) to network with other employees at King County who have served or are currently serving in the National Guard or Reserve.
- Veteran Fellows are encouraged to participate in King County's [Mentorship Program](#).
- The Vets 4 HIRE Program Manager will meet individually with participants to learn more about their career goals and provide one-one coaching on how to effectively apply and interview for other positions at King County.

