

Jamey D. Taylor, CRM, ERM^M

Olympia, WA • Email: ejamey@hotmail.com • Phone: (360) 791-8589

Experienced public program administrator in the fields of environmental resources management, asset management, public records, and administrative procedure. Expert in the field of records and information management; Certified Records Manager (CRM) and Electronic Records Management Master (ERM^M). Volunteer for the Mason County Historical Society Museum and the Mason County Forest Festival Association.

Inclusive and collaborative leader, communicator and team member. Strong computer skills, ability to juggle multiple projects in a fast-paced environment, flexible, adaptable, reliable, thorough and ethical. Holistic and curious researcher, excellent writer, and teacher of public records and internal policy and procedure management. Lean leader. Change agent; able to champion initiatives that may not be popular but they get buy-in and support. Creative and innovative.

Employment History ~

- Washington State Dept. of Natural Resources, Olympia unless noted otherwise (25+ years)
 - 9/2019 to present - **Internal Policy Administrator** (Management Analyst 4), Internal Policy Office, Executive Management
 - 3/16/2019 to 8/2019 - **Forms and Records Analyst 2** (FRA2), shared between Aquatic Resources Division and Procurement and Internal Policy Office
 - 8/2018 to 3/2019 - **FRA 2**, Facilities Section, Engineering Division
 - 8/2006 to 2/2010 - **Agency Records Officer and Agency Rules Coordinator** (Natural Resource Project/Section Administrator), Executive Management
 - 11/2003 to 7/2006 - **Agency Records Officer/Manager Title and Records Office** (Natural Resource Project/Section Administrator), Title and Records Office
 - 5/2002 to 11/2003 - **External Environmental Coordinator and Agency Rules Coord.** (Natural Resource Program Coordinator), Environmental & Legal Strategies Section
 - 7/2000 to 5/2002 - **Rights of Way and Leasing Specialist** (Natural Resource Program Specialist), South Puget Sound Region, Enumclaw
 - 11/1993 to 7/2000 - **Project Assistant** (Land Technician 2 and Administrative Assistant 1), Land Transactions Section, Trust, Aquatic and Conservation Lands
 - 8/1989 to 10/1993 - Administrative Support: **Office Manager**, Engineering/Resource Mapping and Board on Geographic Names; **Clerk Typist 2**, Lands & Minerals Division; **Clerk Typist 2**, Information Management Division
- Washington State Department of Transportation, Olympia (1 ½ years)
 - 6/2016 to 8/2017 - **Manager, Records and Information Services Office** (WMS 1)
 - 12/2015 to 5/2016 - **Records Management Supervisor**, Records Management and Public Disclosure Unit
- Washington State of Ecology (Ecology), Olympia (5 ½ years)
 - 8/2014 to 12/2015 - **Agency Records Officer / Agency Records Manager** (Management Analyst 5), Agency Records Office
 - 2/2010 to 8/2014 - **Agency Records Officer / Agency Records Manager** (Management Analyst 5), Agency Records Office
- Washington State Library, Western Library Network, Olympia (1 year)
 - 7/1988 to 7/1989 - **Receptionist** (Clerk Typist 1)

Education and Professional Certifications ~

- Evergreen State College, Bachelor of Arts, emphasis in anthropology/cultural ecology and records and information management, 2018; Dennis E. Jones Memorial Scholarship
- South Puget Sound C.C., Associate of Arts, emphasis in environmental science, 1998
- Certified Records Manager (CRM); Institute of Certified Records Managers, 2009
- Electronic Records Management Master Certification (ERM^M); AIIM, 2014

Natural Resource and Environmental Coordination Experience ~

- Coordinate external projects and non-project actions for agency interests through the State Environmental Policy Act (SEPA), National Environmental Policy Act (NEPA), Energy Facility Site Evaluation Council (EFSEC), Federal Energy Regulatory Council (FERC)
- Contract, agreement and land/parcel encumbrance management; also, procurement contracts
- Region land use projects for state land: rights of way, easements, leases, permits, trespass
- Collaborate with federal and local governments, other state agencies and stakeholders
- Real estate transactions (purchase, exchange, transfer)
- Land assessments, valuations; research/analyze property title, land use data, land use laws
- Coordinate and conduct public hearings and manage public comments
- Emergency management/Incident Command System (ICS) fire season dispatch recorder

Program Administration and Policy Analysis Experience ~

- Records and information management program administration, including public disclosure, litigation discovery, library, forms, publications, policy manuals, and three records offices
- Agency Rules Coordinator, Open Public Meetings Act Coordinator, Plain Talk Coordinator
- Analyze and implement laws, rules, policy & procedures; conduct gap analyses
- Develop program plans, goals, objectives, road maps and measurements for implementation
- Develop policies, procedures, manuals and job aids
- Change management to ensure successful implementation
- Budget management, tracking and decision package development
- Legislative bill analysis and fiscal note development
- Supervise and manage performance; lead, evaluate, coach for success; recruit and hire
- Develop and implement training plans and curriculum; classroom and remote settings
- Assemble and lead efficient and successful teams of diverse stakeholders
- Event planning; training/meeting management; public hearing and comment management

Project Management Experience ~

- Internal policy and procedure projects: large projects like overhaul the internal policy process, and then implementing it across all the department's functional program areas
- Land use projects for state land: land transactions, rights of way, easements, leases, permits, trespass resolution; includes external permits
- Records inventory and appraisal, file plan development, retention scheduling and essential records planning and protection projects
- Lean projects: DNR internal policy process, Ecology public disclosure process, implemented Transportation Public Disclosure Lean project
- Technology projects: email cleanup and migration to WASERV vault; develop requirements for Electronic Content Management system; replace Central Records Inventory and Indexing System; and train users