

**OFM State HR
Classified Proposal Agency Checklist**

	Request from Agency Director/ Designee, which includes Justification and Supporting Documentation to SHR at classandcomp@ofm.wa.gov	Position Description(s): Proposed and Current	Fiscal Impact Statement	Proposed Draft Class Specification(s)
Director's Meeting Action - Class Specifications				
Abolishment	X			
Establishment (interim)	X	X	X	X
Revision(s) •class series concept •definition •distinguishing characteristics •title change *class code change	X	X		X
Salary Adjustment	X		X	
Class Specification Administrative Action				
•typical work •knowledge and abilities •legal requirements •desirable qualifications	X			X

OFM State HR may require different documentation, contact at classandcomp@ofm.wa.gov.