Classification & Compensation

Policy (approval/oversight/recommendations)
- HRMS Class Structure, Grievance and Compensation Business Content Owners
- Compensation and Labor Relations IT Systems (separate from HRMS)
- Compensation Plan
- Classification Structure

Administration
- Compensation and Financial Analysis
- Compensation System Oversight (programs, surveys)
- Classification Analysis
- Compensation and Labor Relations IT Systems (separate from HRMS)
- Contract Administration
- Labor Relations Operations Budget Management

Planning & Strategy

Workforce Data & Analysis
- Workforce data production (on demand, required reports and website maintenance)
- Development and analysis of data to support Employment Plans — affirmative action, veterans, and disability
- Surveys (e.g. employee survey and exit surveys)
- HRMS data standards and definitions

Workforce Strategy & Initiatives
- Enterprise HR technology development and implementation (e.g. TLA, LMS, and Performance Management)
- Affirmative Action and Diversity strategy development (Affirmative Action, Veterans, and Disability)
- Enterprise talent acquisition strategy development

HR Skills Development
- HR practitioner training and development

Process Improvement
- Lean HR tools and training
Labor Relations

CBA Negotiation
- Twenty-eight successor CBAs negotiated and implemented biennially
- Contract production

CBA Administration
- Grievance administration
- Mid-term bargaining
- Advice/direction to agencies on labor matters

PERC
- Bargaining unit administration
- Unfair labor practices

Rules & Appeals

Legislative Analysis
- Liaison with OFM Legislative Affairs
- Analyze impacts of proposed legislation

Appeals
- Director Reviews for Rule Violations Appeals (non-represented classified) and Allocation Appeals (all classified employees)
- Personnel Resources Board Hearing for Layoff, Separation, Rule Violation and Discipline (non-represented classified employees) and Allocation (all classified employees)

Rule Making
- Oversee rule drafting and adoption process
- Rule guidance and interpretation

Records
- Retention and Disclosure
- Advise and liaison with Secretary of State on General Schedule for Payroll and HR Records
- Develop and maintain state HR forms
Governance

Ensure coordination and decision making of Human Resources efforts for Washington State Government. A forum for discussion and sharing of information in order to review, update, prioritize and/or create statewide HR services, processes and policy. Use both data and the authorizing environment to formulate enterprise HR strategies.

Deputies

HR Advisory Committee
- HRMAG support and administration
- Enterprise workforce strategic planning
- Enterprise HR policy and systems strategic planning

Councils
- Diversity Council support and administration
- Enterprise diversity strategic planning
- Staffing Council support and administration
- Enterprise talent acquisition and management strategic planning

Other Appointed Committees
- Washington State Military Transition Council (support and administration)
- Governor’s Disability Employment Taskforce (support and administration)

Payroll

Labor Relations Roundtable