

Fiscal Impact Statement Criteria

Before the Office of Financial Management (OFM) State Human Resources Division can approve certain changes to the [state's job classification and compensation structures](#), the OFM Budget Division must review and approve the fiscal impact of those changes. To do this, agencies/institutions need to complete a Personnel Fiscal Impact Statement (FIS) form for certain proposed actions.

Required Fiscal Impact Statement	No Requirement For Fiscal Impact Statement
<p>Class Specification Revisions:</p> <p><i>Resulting in allocation changes –</i></p> <ul style="list-style-type: none"> • <i>Upward reallocations</i> • <i>Downward reallocations</i> • <i>Lateral reallocations</i> 	<p>Clarification of Language in Class Specification (No allocation impact) – (Classified):</p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> • <i>Class Series Concept</i> • <i>Definition</i> • <i>Distinguishing Characteristics</i>
<p>Assignment Pay:</p> <ul style="list-style-type: none"> • <i>Group A</i> • <i>Group B</i> • <i>Group C</i> 	<p>Abolishment of Vacant Class:</p> <ul style="list-style-type: none"> • <i>Classified</i> • <i>Exempt</i>
<p>Establishment of a New Class:</p> <ul style="list-style-type: none"> • <i>Classified</i> • <i>Exempt</i> 	<p>Changing RCW Exemptions:</p> <p><i>For exempt classes/positions, updating the RCW reference in order to ensure the position still meets proper exemption criteria</i></p>
<p>Exempt Class Transitioned from being in a Salary Range to an EMS Band</p>	<p>Classified Title Changes</p>
<p>Exempt Salary Band Change (e.g. EMS Band II to EMS Band III)</p>	<p>Exempt Title Changes</p>
<p>Exempt Scope Changes:</p> <p><i>Substantive changes with salary adjustment made within the band</i></p>	<p>Exempt Housekeeping Scope Changes:</p> <p><i>Updates to divisions, programs, administrations, etc.(clean-up)</i></p>
<p>Adding exempt positions</p>	<p>Housekeeping corrections – Any class (Classified or Exempt)</p> <ul style="list-style-type: none"> • <i>Typographical errors</i> • <i>Re-establishment of class abolished in error</i> • <i>Revising inaccurate or duplicate language (clarify allocation criteria but has NO allocation impact)</i>
<p>Salary Exceptions</p>	<p>Deleting exempt positions</p>