

Director's Meeting Agenda  
 State Human Resources  
**Office of Financial Management**

Revised

Meeting Date: May 9, 2019  
 Meeting Time: 9:00 a.m. Revised  
**Location Change:** • State Human Resources  
 Office of Financial Management  
 128 10th Avenue SW  
 5th floor, RAAD Building  
 Olympia, Washington 98501  
 • Limited Parking  
**Important Note(s):** The Exempt, Classification, Compensation, and Rules items on the following pages have been submitted to staff for study and presentation to the State Human Resources Director at the next quarterly scheduled meeting.

Section A: Previous Minutes Approval  
 Meeting Minutes – February 14, 2019

Section B: Exempt Compensation

|        |   |         |
|--------|---|---------|
| Item 1 | B3369 Senior Research Analyst – CFC .....                           | B1-B2   |
| Item 2 | B5933 Boards Program Manager- PSP.....                              | B3-B4   |
| Item 3 | B7017 Licensing Administrator – DCYF .....                          | B5-B6   |
| Item 4 | B7018 Comptroller – DCYF .....                                      | B7-B8   |
| Item 5 | B7019 Assistant Secretary, Field Operations – DCYF .....            | B9-B10  |
| Item 6 | B7020 Director Adolescent Programs – DCYF.....                      | B11-B12 |
| Item 7 | B8126 Division Director, Behavioral Health and Recovery – HCA ..... | B13-B14 |

Abolishments

|         |   |         |
|---------|---|---------|
| Item 8  | B5904 Performance Management Director – PSP .....                     | B15     |
| Item 9  | B5918 Information Technology Administrator – PSP.....                 | B16     |
| Item 10 | B5926 State and Local Government Affairs Director – PSP.....          | B17     |
| Item 11 | Consolidated Technology Services (CTS [WaTech]).....                  | B18     |
|         | ▪ B9529 Enterprise Solutions Accessibility Architect – CTS            |         |
|         | ▪ B9615 Assistant Director of Enterprise Applications – CTS           |         |
|         | ▪ B9617 Enterprise Human Resources/Payroll Applications Manager – CTS |         |
|         | ▪ B9625 Assistant Director, Business Operations – CTS                 |         |
| Item 12 | B9629 Quality Assurance and Release Manager – DES.....                | B19-B20 |

Section C: Classification

|         |                                       |       |
|---------|---------------------------------------|-------|
| Item 13 | 106K Manager, Office Services 1 ..... | C1-C2 |
| Item 14 | 106L Manager, Office Services 2 ..... | C3-C4 |

## Section D: Compensation

- Item 15 University of Washington Special Pay Req., Anesthesiology Technician Series.. D1-D2
- Item 16 University of Washington Special Pay Request, Dietician 2 .....D3

## Section E: Rule Amendments

### **Revised**

- Rules Item 1 New IT Professional/Technical Classification and Compensation Structure. E1-E4
- Rules Item 2 Sick leave for bonding ..... E4-E6
- Rules Item 3 Review of WMS chapter ..... E6-E18

### **Website Information**

This publication and other State Human Resources Director's meeting related information is available at <http://hr.ofm.wa.gov/meetings/directors-meetings>.

### **Proposal Package Submittals**

All proposal packages should be routed to your assigned classification analyst. Classification and compensation email address [classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov).

### **Meeting Coordinator**

For question and concerns, contact the Meeting Coordinator at [classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov).

### **Individuals with Disabilities**

If you are a person with a disability and require accommodation for attendance, contact the Meeting Coordinator no later than the first Thursday of the month.

### **Alternate Publication Formats**

This publication will be made available in alternate formats upon request.

### **What is a Revision**

When changes occur to an exhibit after the original Director's meeting agenda has been posted to the State HR website, a *revised exhibit* is created which reflects the most up-to-date information proposed for adoption. The revised exhibit appears in a separate Revised Agenda that will be available on the day of the meeting.

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

|  |   |
|--|---|
| <b>Item 1</b>  |   |
| <b>Requester (Agency/Institution)</b><br>Caseload Forecast Council   | <b>Analyst</b><br>Marty Graf  |
| <b>Primary Action (check all that apply)</b><br><input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change   |   |
| <b>Secondary Action - As a result of Primary Action (check all that apply)</b><br><input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change<br><input type="checkbox"/> Remove Position |   |
| <b>Current Code/Title</b><br>N/A   | <b>Current EMS Band/Rate</b><br>N/A   |
| <b>Proposed Code/Title</b><br>B3369 Senior Research Analyst – CFC  | <b>Proposed EMS Band/Rate</b><br>Range 52 (\$47,376 – \$63,684)   |
| <b>Current RCW Exemption (indicate number and description)</b><br>N/A  | <b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.087 "...this chapter does not apply to...the caseload forecast supervisor and staff employed under RCW 43.88C.010." |
| <b>Effective Date</b><br>5/10/2019   |   |

### Scope

Reporting to the Executive Director, the Senior Research Analyst performs senior-level research, statistical, and data analysis of superior court data relating to adult and juvenile populations in institutions and the community (work release and community supervision). Responsible for the development, design and analysis of complex research projects related to adult felony sentencing and juvenile disposition. Interprets data that details superior court sentences of offenders and identifies trends. This exempt class identifies and analyzes legislation having an impact to offender sentencing and makes necessary changes to the Sentencing Manual used by statewide Superior Court judges, attorneys and other stakeholders in the criminal justice system. This exempt class develops specific and complex queries to validate the accuracy, uniformity and integrity of data used by the executive branch, Legislature and other stakeholders to make criminal justice policy decisions, produce budgets and propose legislative changes to sentencing law.

## Section B: Exempt Compensation

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### Explanation

The Caseload Forecast Council is requesting the establishment of B3369, Senior Research Analyst, at Range 52. This class falls under RCW 41.06.087, which states all staff employed under 43.88C.010 (Caseload Forecast Council) are exempt from Chapter 41.06. This class does not, however, meet the EMS JVAC criteria. State HR reviewed the position description and, due to the accountability and level of work, staff determined salary range 52 is appropriate for this class.

The work is currently being performed by one of two positions in EMS class B3367, Research Analyst, and has evolved from routine to a high level of complexity and specialization. Because the agency has indicated only one of the two positions in this class are working at the higher-level, a new class must be established to accommodate the higher-level duties.

A Fiscal Impact Statement has been reviewed and approved by OFM Budget for this action.

| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |   |
|---|---|
| <b>Director's Meeting Date</b><br>5/9/2019  |   |
| <b>Management Type</b><br>N/A   | <b>Date of Exempt Position Description on File</b><br>1/17/2019 |
| <b>EEOC Code</b><br>42 Professionals  | <b>Current Number of Approved Position(s)</b><br>N/A            |
| <b>Workforce Indicator</b><br>80148586 At-Will  | <b>Total Number of Approved Position(s)</b><br>1                |

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

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|--|--|
| <b>Item 2</b>  |  |
| <b>Requester (Agency/HE Institution)</b><br>Puget Sound Partnership  | <b>Analyst</b><br>Marty Graf   |
| <b>Primary Action (check all that apply)</b><br><input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change   |  |
| <b>Secondary Action - As a result of Primary Action (check all that apply)</b><br><input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change<br><input type="checkbox"/> Remove Position |  |
| <b>Current Code/Title</b><br>N/A   | <b>Current EMS Band/Rate</b><br>N/A  |
| <b>Proposed Code/Title</b><br>B5933 Boards Program Manager – PSP   | <b>Proposed EMS Band/Rate</b><br>EMS Band II (\$58,752-\$107,820)  |
| <b>Current RCW Exemption (indicate number and description)</b><br>N/A  | <b>Proposed RCW Exemption (indicate number and description)</b><br>RCW 41.06.098 "...this chapter shall not apply in the Puget Sound Partnership...to all professional staff." |
| <b>Effective Date</b><br>5/10/2019   |  |

### Scope

Reporting to the Deputy Director, the Boards Program Manager is the primary liaison between the Puget Sound Partnership, its three statutory boards (Leadership Council, Ecosystem Coordination Board and Science Panel) and the Salmon Recovery Council. Provides strategic leadership for the boards and council, and acts as counsel to the PSP's Deputy Director to ensure the boards and council fulfill their respective missions and align with regional Puget Sound recovery efforts. Responsible for ensuring the boards and council function effectively within their charters. Develops, implements and updates the strategic plan for the boards and council, and works with multi-disciplinary teams within the agency and across external partners to achieve Puget Sound recovery.

## Section B: Exempt Compensation

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### Explanation

Puget Sound Partnership requests the establishment of a class for its Boards Program Director position. Over time, working titles within PSP have changed and position descriptions have had scope and responsibility adjustments that are not reflective of what State HR has on file. This is an effort by PSP to resolve this situation. The work of the Boards Program Director is currently assigned to EMS class B5926, which holds a different title and substantially different scope, and is rated at EMS Band III. State HR evaluated the position description with a JVAC score of B3W/562, which places this class in EMS Band II. B5926 will be abolished following the establishment of this new class.

Although this work is currently being performed by an EMS Band III class, the current incumbent's salary is within EMS Band II. There will be no fiscal impact through this action. Therefore, a Fiscal Impact Statement is not required.

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| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |  |
| <b>Director's Meeting Date</b><br>5/9/2019  |  |
| <b>Management Type</b><br>Management  | <b>Date of Exempt Position Description on File</b><br>1/2/18 |
| <b>EEOC Code</b><br>41 Officials & Administrators   | <b>Current Number of Approved Position(s)</b><br>N/A         |
| <b>Workforce Indicator</b><br>80148586 At-Will  | <b>Total Number of Approved Position(s)</b><br>1             |

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

|  |   |
|--|---|
| <b>Item 3</b>  |   |
| <b>Requester (Agency/HE Institution)</b><br>Department of Children, Youth, and Families  | <b>Analyst</b><br>Brett Alongi  |
| <b>Primary Action (check all that apply)</b><br><input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change   |   |
| <b>Secondary Action - As a result of Primary Action (check all that apply)</b><br><input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change<br><input type="checkbox"/> Remove Position |   |
| <b>Current Code/Title</b><br>N/A   | <b>Current EMS Band/Rate</b><br>N/A   |
| <b>Proposed Code/Title</b><br>B7017 Licensing Administrator - DCYF   | <b>Proposed EMS Band/Rate</b><br>EMS Band III (\$68,136 - \$121,452)  |
| <b>Current RCW Exemption (indicate number and description)</b><br>N/A  | <b>Proposed RCW Exemption (indicate number and description)</b><br>DCYF enabling statute: RCW 41.06.0971 "this chapter does not apply . . . any other exempt staff members . . ." |
| <b>Effective Date</b><br>5/10/2019   |   |

### Scope

The Licensing Administrator reports directly to the Assistant Secretary of Licensing of the Department of Children, Youth, and Families. This exempt class is responsible for the leadership, management and oversight of licensing activities across the six (6) operational regions throughout the state. There are three (3) positions associated with this exempt class with responsibilities in the following functional program areas, (1) Childcare Licensing, (2) Child Protective Services & Safety and Monitoring Licensing and (3) Foster Care Licensing. In addition, this exempt class is responsible for developing, influencing and implementing statewide business practices and policies. The Licensing Administrators manage and mitigate risk associated with the impacts of policies and legislative decisions.

## Section B: Exempt Compensation

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) was created July 1, 2018. This exempt class will work to ensure service delivery supports the needs of the customer and strategies are aligned with the vision of the department. This exempt class is supported by RCW 41.06.0971 allowing for the establishment of any other exempt staff members provided for in chapter 6.

A fiscal impact statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

|   |   |
|---|---|
| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |   |
| <b>Director's Meeting Date</b><br>5/9/2019  |   |
| <b>Management Type</b><br>Management  | <b>Date of Exempt Position Description on File</b><br>2/19/2019 |
| <b>EEOC Code</b><br>41 Officials & Administrators   | <b>Current Number of Approved Position(s)</b><br>N/A            |
| <b>Workforce Indicator</b><br>80148586 At-Will  | <b>Total Number of Approved Position(s)</b><br>3                |

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

|  |   |
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| <b>Item 4</b>  |   |
| <b>Requester (Agency/HE Institution)</b><br>Department of Children, Youth, and Families  | <b>Analyst</b><br>Brett Alongi  |
| <b>Primary Action (check all that apply)</b><br><input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change   |   |
| <b>Secondary Action - As a result of Primary Action (check all that apply)</b><br><input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change<br><input type="checkbox"/> Remove Position |   |
| <b>Current Code/Title</b><br>N/A   | <b>Current EMS Band/Rate</b><br>N/A   |
| <b>Proposed Code/Title</b><br>B7018 Comptroller - DCYF   | <b>Proposed EMS Band/Rate</b><br>EMS Band III (\$68,136 - \$121,452)  |
| <b>Current RCW Exemption (indicate number and description)</b><br>N/A  | <b>Proposed RCW Exemption (indicate number and description-)</b><br>RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ." |
| <b>Effective Date</b><br>5/10/2019   |   |

### Scope

The Comptroller reports directly to the Chief Financial Officer of the Department of Children, Youth, and Families. This exempt class is responsible for the following functions, which include but are not limited to, accounting, cost allocation, payroll and financial integrity. The primary purpose of this exempt class is to monitor and mitigate financial risks to the agency and the State of Washington. The Comptroller is responsible for overseeing financial activities and providing financial analysis of expenditure trends, fiscal changes and the development of methods to manage, control and monitor expenditures to ensure proper application of accounting policies in accordance with state and federal rules, regulations and policies.

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) was created July 1, 2018. This exempt class will work to ensure the appropriate management of financial resources in order to administer critical DCYF programs. This exempt class is supported by RCW 41.06.070 allowing for the establishment of division directors.

A fiscal impact statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

|   |   |
|---|---|
| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |   |
| <b>Director's Meeting Date</b><br>5/9/2019  |   |
| <b>Management Type</b><br>Management  | <b>Date of Exempt Position Description on File</b><br>2/19/2019 |
| <b>EEOC Code</b><br>41 Officials & Administrators   | <b>Current Number of Approved Position(s)</b><br>N/A            |
| <b>Workforce Indicator</b><br>80148586 At-Will  | <b>Total Number of Approved Position(s)</b><br>1                |

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

|  |  |
|--|--|
| <b>Item 5</b>  |  |
| <b>Requester (Agency/HE Institution)</b><br>Department of Children, Youth, and Families  | <b>Analyst</b><br>Brett Alongi   |
| <b>Primary Action (check all that apply)</b><br><input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change   |  |
| <b>Secondary Action - As a result of Primary Action (check all that apply)</b><br><input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change<br><input type="checkbox"/> Remove Position |  |
| <b>Current Code/Title</b><br>N/A   | <b>Current EMS Band/Rate</b><br>N/A  |
| <b>Proposed Code/Title</b><br>B7019 Assistant Secretary, Field Operations - DCYF   | <b>Proposed EMS Band/Rate</b><br>EMS Band IV (\$81,672 - \$140,724)  |
| <b>Current RCW Exemption (indicate number and description)</b><br>N/A  | <b>Proposed RCW Exemption (indicate number and description-)</b><br>DCYF enabling statute: RCW 41.06.0971 "this chapter does not apply . . . to the . . . assistant . . . secretaries . . ." |
| <b>Effective Date</b><br>5/10/2019   |  |

### Scope

The Assistant Secretary, Field Operations reports directly to the Deputy Secretary of Programs of the Department of Children, Youth, and Families. This exempt class serves as an active member of the Executive Leadership Team and is responsible for providing day-to-day operational leadership and management of field operations within the six (6) regions across the state. This exempt class is responsible for executive leadership in the development of strategic plans and the formulation and implementation of public policy. This exempt class provides operational leadership and direction for the following program areas, which include but not limited to, Child Welfare Services, Child Protected Services, Family Volunteer Services, Family Reconciliation Services, Adoption/Guardianships and Central Intake services. This exempt class works collaboratively with community partners and federally recognized tribes and represents the agency on commissions, advisory boards and committees to ensure communication and coordination of services is supported across internal and external entities.

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) was created July 1, 2018. This exempt class will work to ensure service delivery supports the needs of the customer and strategies are aligned with the vision of the department. This exempt class is supported by the agencies enabling statute, RCW 41.06.0971, allowing for the establishment of assistant secretaries.

A fiscal impact statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

|   |   |
|---|---|
| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |   |
| <b>Director's Meeting Date</b><br>5/9/2019  |   |
| <b>Management Type</b><br>Management  | <b>Date of Exempt Position Description on File</b><br>2/19/2019 |
| <b>EEOC Code</b><br>41 Officials & Administrators   | <b>Current Number of Approved Position(s)</b><br>N/A            |
| <b>Workforce Indicator</b><br>80148586 At-Will  | <b>Total Number of Approved Position(s)</b><br>1                |

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

|  |   |
|--|---|
| <b>Item 6</b>  |   |
| <b>Requester (Agency/HE Institution)</b><br>Department of Children, Youth, and Families  | <b>Analyst</b><br>Brett Alongi  |
| <b>Primary Action (check all that apply)</b><br><input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change   |   |
| <b>Secondary Action - As a result of Primary Action (check all that apply)</b><br><input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change<br><input type="checkbox"/> Remove Position |   |
| <b>Current Code/Title</b><br>N/A   | <b>Current EMS Band/Rate</b><br>N/A   |
| <b>Proposed Code/Title</b><br>B7020 Director, Adolescent Programs - DCYF   | <b>Proposed EMS Band/Rate</b><br>EMS Band III (\$68,136 - \$121,452)  |
| <b>Current RCW Exemption (indicate number and description)</b><br>N/A  | <b>Proposed RCW Exemption (indicate number and description-)</b><br>RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ." |
| <b>Effective Date</b><br>5/10/2019   |   |

### Scope

The Director, Adolescent Programs reports directly to the Deputy Secretary of Programs of the Department of Children, Youth, and Families. This exempt class is responsible for ensuring adolescents served by the agency as well as at-risk youth achieve measurably improved outcomes in safety, learning, education, healthy development and well-being by developing and implementing strategies and programs, which meet the needs of adolescent youth. This exempt class is responsible for developing and implementing policies and programs focused on at-risk adolescents and adolescents involved in the child welfare and juvenile justice systems. This exempt class works collaboratively with community partners and federally recognized tribes and represents the agency on commissions, advisory boards and committees to ensure communication and coordination of services is supported across internal and external entities.

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) was created July 1, 2018. This exempt class will work to ensure programs are in place to support and serve at-risk youth and their families. This exempt class is supported by RCW 41.06.070 allowing for the establishment of division directors.

A fiscal impact statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

|   |   |
|---|---|
| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |   |
| <b>Director's Meeting Date</b><br>5/9/2019  |   |
| <b>Management Type</b><br>Management  | <b>Date of Exempt Position Description on File</b><br>2/19/2019 |
| <b>EEOC Code</b><br>41 Officials & Administrators   | <b>Current Number of Approved Position(s)</b><br>N/A            |
| <b>Workforce Indicator</b><br>80148586 At-Will  | <b>Total Number of Approved Position(s)</b><br>1                |

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

|  |  |
|--|--|
| <b>Item 7</b>  |  |
| <b>Requester (Agency/HE Institution)</b><br>Health Care Authority  | <b>Analyst</b><br>Mindy Portschy   |
| <b>Primary Action (check all that apply)</b><br><input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change   |  |
| <b>Secondary Action - As a result of Primary Action (check all that apply)</b><br><input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change<br><input type="checkbox"/> Remove Position |  |
| <b>Current Code/Title</b><br>B8126 Division Director, Behavioral Health and Recovery - HCA   | <b>Current EMS Band/Rate</b><br>EMS Band IV (\$81,672 - \$140,724)   |
| <b>Proposed Code/Title</b><br>N/A  | <b>Proposed EMS Band/Rate</b><br>N/A   |
| <b>Current RCW Exemption (indicate number and description)</b><br>41.06.070(1)(v) "In an agency with 50 or more employees...assistant directors..."  | <b>Proposed RCW Exemption (indicate number and description)</b><br>State Health Care Authority enabling statute 41.05.021(1) "The director may employ a deputy director, and such assistant directors...as may be needed to administer the authority, who shall be exempt from chapter 41.06 RCW..." |
| <b>Effective Date</b><br>5/10/2019   |  |

### Explanation

This exempt class was established at the November 8, 2018 Director's meeting with an effective date of November 9, 2018. The RCW on the original exhibit stated 41.06.070(1)(v) "In an agency with 50 or more employees...assistant directors..." which was an error. This should be corrected to properly capture the State Health Care Authority enabling statute 41.05.021(1) "The director may employ a deputy director, and such assistant directors...as may be needed to administer the authority, who shall be exempt from chapter 41.06 RCW..."

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

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The agency brought this error to the attention of State HR on Friday, April 12, 2019. State HR staff support this request and propose updating to the appropriate State Health Care Authority enabling statute.

|   |   |
|---|---|
| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |   |
| <b>Director's Meeting Date</b><br>5/9/2019  |   |
| <b>Management Type</b><br>Management  | <b>Date of Exempt Position Description on File</b><br>8/23/2018 |
| <b>EEOC Code</b><br>41 Officials & Administrators   | <b>Current Number of Approved Position(s)</b><br>1              |
| <b>Workforce Indicator</b><br>80148586 At-Will  | <b>Total Number of Approved Position(s)</b><br>1                |

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

|  |   |
|--|---|
| <b>Item 8</b>  |   |
| <b>Requester (Agency/HE Institution)</b><br>Puget Sound Partnership (PSP)  | <b>Analyst</b><br>Susan Miles   |
| <b>Primary Action (check all that apply)</b><br><input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change   |   |
| <b>Secondary Action - As a result of Primary Action (check all that apply)</b><br><input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change<br><input type="checkbox"/> Remove Position |   |
| <b>Current Code/Title</b><br>B5904 Performance Management Director - PSP   | <b>Current EMS Band/Rate</b><br>EMS Band II (\$58,752-\$107,820)      |
| <b>Proposed Code/Title</b><br>NA   | <b>Proposed EMS Band/Rate</b><br>NA                                   |
| <b>Current RCW Exemption (indicate number and description)</b><br>RCW 41.06.098 ...this chapter shall not apply... to all professional staff.  | <b>Proposed RCW Exemption (indicate number and description)</b><br>NA |
| <b>Effective Date</b><br>5/10/2019   |   |

### Explanation

The Puget Sound Partnership is requesting the abolishment of exempt class B5904 Performance Management Director - PSP. The agency restructured in May/June 2016. This eliminated the need for this exempt class. The position has remained unfilled since the reorganization. Agency requested abolishment January 24, 2019. They have determined the position is no longer necessary.

The Office of Financial Management, State Human Resources supports abolishment of this exempt class. There is no cost associated with this request.

|   |   |
|---|---|
| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |   |
| <b>Director's Meeting Date</b><br>5/9/2019  |   |
| <b>Management Type</b><br>N/A   | <b>Date of Exempt Position Description on File</b><br>3/26/2013 |
| <b>EEOC Code</b><br>42 Professionals  | <b>Current Number of Approved Position(s)</b><br>1              |
| <b>Workforce Indicator</b><br>80148586 At-Will  | <b>Total Number of Approved Position(s)</b><br>0                |

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

|  |   |
|--|---|
| <b>Item 9</b>  |   |
| <b>Requester (Agency/HE Institution)</b><br>Puget Sound Partnership (PSP)  | <b>Analyst</b><br>Susan Miles   |
| <b>Primary Action (check all that apply)</b><br><input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change   |   |
| <b>Secondary Action - As a result of Primary Action (check all that apply)</b><br><input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change<br><input type="checkbox"/> Remove Position |   |
| <b>Current Code/Title</b><br>B5918 Information Technology Administrator - PSP  | <b>Current EMS Band/Rate</b><br>EMS Band I (\$44,508-\$90,792)        |
| <b>Proposed Code/Title</b><br>NA   | <b>Proposed EMS Band/Rate</b><br>NA                                   |
| <b>Current RCW Exemption (indicate number and description)</b><br>RCW 41.06.098 ...this chapter shall not apply... to all professional staff.  | <b>Proposed RCW Exemption (indicate number and description)</b><br>NA |
| <b>Effective Date</b><br>5/10/2019   |   |

### Explanation

The Puget Sound Partnership is requesting the abolishment of exempt class B5918 Information Technology Administrator - PSP. The agency restructured in May/June 2016. This eliminated the need for this exempt class. The position has remained unfilled since the reorganization. Agency requested abolishment January 24, 2019. They have determined the position is no longer necessary.

The Office of Financial Management, State Human Resources supports abolishment of this exempt class. There is no cost associated with this request.

|   |  |
|---|--|
| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |  |
| <b>Director's Meeting Date</b><br>5/9/2019  |  |
| <b>Management Type</b><br>N/A   | <b>Date of Exempt Position Description on File</b><br>NA |
| <b>EEOC Code</b><br>42 Professionals  | <b>Current Number of Approved Position(s)</b><br>1       |
| <b>Workforce Indicator</b><br>80148586 At-Will  | <b>Total Number of Approved Position(s)</b><br>0         |

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

|  |   |
|--|---|
| <b>Item 10</b>   |   |
| <b>Requester (Agency/HE Institution)</b><br>Puget Sound Partnership  | <b>Analyst</b><br>Marty Graf                                      |
| <b>Primary Action (check all that apply)</b><br><input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change   |   |
| <b>Secondary Action - As a result of Primary Action (check all that apply)</b><br><input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change<br><input type="checkbox"/> Remove Position |   |
| <b>Current Code/Title</b><br>B5926 State and Local Government Affairs<br>Director – PSP  | <b>Current EMS Band/Rate</b><br>EMS Band III (\$68,136-\$121,452) |
| <b>Proposed Code/Title</b>   | <b>Proposed EMS Band/Rate</b>                                     |
| <b>Current RCW Exemption (indicate number and description)</b><br>RCW 41.06.098 "...the provisions of this chapter shall not apply in the Puget Sound partnership...to all professional staff."  | <b>Proposed RCW Exemption (indicate number and description)</b>   |
| <b>Effective Date</b><br>5/10/2019   |   |

### Explanation

The Puget Sound Partnership has requested the abolishment of EMS class B5926, State and Local Government Affairs Director, as it is no longer needed. PSP has EMS class B5913, External Affairs Director – PSP, performing the work of this class, leaving this position unnecessary.

State Human Resources supports abolishment of this exempt class. There is no cost associated with this request.

|   |   |
|---|---|
| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |   |
| <b>Director's Meeting Date</b><br>5/9/2019  |   |
| <b>Management Type</b><br>Management  | <b>Date of Exempt Position Description on File</b><br>N/A |
| <b>EEOC Code</b><br>42 Professionals  | <b>Current Number of Approved Position(s)</b><br>1        |
| <b>Workforce Indicator</b><br>80148586 At-Will  | <b>Total Number of Approved Position(s)</b><br>N/A        |

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

| <b>Item 11 (A- D)</b>  |                       |   |                                    |                  |                                    |
|--|-----------------------|---|------------------------------------|------------------|------------------------------------|
| <b>Agency</b><br>Consolidated Technology Services (CTS/WaTech) |                       |   | <b>Analyst</b><br>Barb Ursini      |                  |                                    |
| <b>Action</b><br>Abolishment                                   |                       |   | <b>Effective Date</b><br>5/10/2019 |                  |                                    |
|  | Exempt<br>"B"<br>Code | Current Title   | Current<br>Salary<br>Band          | RCW Exemption    | Number of<br>Approved<br>Positions |
| A)   | B9529                 | Enterprise Solutions Accessibility Architect – CTS            | EMS III                            | 41.06.070(1)(aa) | 1                                  |
| B)   | B9615                 | Assistant Director of Enterprise Applications – CTS           | EMS III                            | 43.105.025(2)(a) | 1                                  |
| C)   | B9617                 | Enterprise Human Resources/Payroll Applications Manager – CTS | EMS III                            | 41.06.070(1)(aa) | 1                                  |
| D)   | B9625                 | Assistant Director, Business Operations – CTS                 | EMS IV                             | 43.105.025(2)(a) | 1                                  |

### Explanation

As a result of the CTS/WaTech – Zero Based Budget Review conducted and completed by Gartner, recommendations were considered and a decision was made to transition some Information Technology (IT) support services from CTS/WaTech to the Office of Financial Management (OFM) with a target date of January 1, 2019. These services include the Application and Support Services, which is anticipated to include all WaTech enterprise services funded positions. Incumbents in the exempt classes identified above, will be placed in appointments at OFM as part of a newly established IT shop in support of enterprise systems.

Due to IT job classifications transitioning from WaTech to OFM, these exempt classes are no longer needed.

|   |
|---|
| <b>This information is entered into the<br/>Human Resources Management System (HRMS) and CC Jobs.</b> |
| <b>Director's Meeting Date</b><br>5/9/2019  |

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

|  |   |
|--|---|
| <b>Item 12</b>   |   |
| <b>Requester (Agency/HE Institution)</b><br>Department of Enterprise Services (DES)  | <b>Analyst</b><br>Barb Ursini   |
| <b>Primary Action (check all that apply)</b><br><input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change   |   |
| <b>Secondary Action - As a result of Primary Action (check all that apply)</b><br><input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change<br><input type="checkbox"/> Remove Position |   |
| <b>Current Code/Title</b><br>B9629 Quality Assurance and Release Manager – DES   | <b>Current EMS Band/Rate</b><br>EMS II (\$58,752 - \$107,820)           |
| <b>Proposed Code/Title</b><br>N/A  | <b>Proposed EMS Band/Rate</b><br>N/A                                    |
| <b>Current RCW Exemption (indicate number and description)</b><br>43.19.011(2)(c) DES – Director – Powers and Duties   | <b>Proposed RCW Exemption (indicate number and description-)</b><br>N/A |
| <b>Effective Date</b><br>5/10/2019   |   |

### Explanation

As a result of the CTS/WaTech – Zero Based Budget Review conducted and completed by Gartner, recommendations were considered and a decision was made to transition some Information Technology (IT) support services from DES to the Office of Financial Management (OFM) with a target date of January 1, 2019. These services include the Application and Support Services, which is anticipated to include all DES enterprise services funded positions. Incumbents in the exempt class identified above, will be placed in an appointment at OFM as part of a newly established IT shop in support of enterprise systems.

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

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This exempt position was established officially with DES, however the “work” itself has been performed informally under CTS/WaTech.

Due to IT job classifications transitioning from DES to OFM, this exempt class is no longer needed.

|   |   |
|---|---|
| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |   |
| <b>Director’s Meeting Date</b><br>5/9/2019  |   |
| <b>Management Type</b><br>Management  | <b>Date of Exempt Position Description on File</b><br>N/A |
| <b>EEOC Code</b><br>42 Professionals  | <b>Current Number of Approved Position(s)</b><br>1        |
| <b>Workforce Indicator</b><br>80148586 At-Will  | <b>Total Number of Approved Position(s)</b><br>N/A        |

## Section C: Classification

|  |   |
|--|---|
| <b>Item 13</b>   |   |
| <b>Requester (Agency/Institution)</b><br>Office of Financial Management  | <b>Analyst</b><br>Barb Ursini   |
| <b>Actions</b><br><input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision<br><input type="checkbox"/> Salary Adjustment | <b>If Revision, check all that apply:</b><br><input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept<br><input type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics |
| <b>Current Class Code/Title</b><br>106K Manager, Office Services 1   | <b>Current Salary Range/Rate</b><br>47  |
| <b>Proposed Class Code/Title</b><br>106K Office Services Manager 1   | <b>Proposed Salary Range/Rate</b><br>N/A  |
| <b>Effective Date</b><br>5/10/2019   |   |

### Definition

In a large State agency, assists in the general planning, directing, and controlling of office services and business management functions; or, plans/directs and controls the office services and business management functions in a medium-sized State agency.

### Distinguishing Characteristics

A) Serves as a principal assistant to higher-level management supervisor equivalent to Manager, Office Services 3. In this capacity, incumbents supervise three or more lower level subordinates; and are responsible for two or more office service and business management functions listed in B.

OR

B) Supervises the office services and business management functions in a medium-sized State agency. Agency-wide responsibilities should include the following functions: purchasing, inventory control and supply, equipment and office space need determination and utilization, mail distribution, forms analysis, printing/reproduction services, and vehicle utilization and travel arrangements. Incumbents must be responsible for at least four of these functions; and provide office support and business management services in an agency with more than two hundred employees.

## Section C: Classification

### Explanation

The proposed item is housekeeping in nature. The Distinguishing Characteristic section references the "Manager, Office Service 3" job class, which was abolished February 28, 1995 and not merged with another job class. Staff reviewed the current user agencies' positions descriptions and concluded replacing MOS3 with "higher-level management" and change the job title to reflect the work currently being performed. There is no fiscal impact.

|   |  |
|---|--|
| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |  |
| <b>Director's Meeting Date</b><br>5/9/2019  |  |
| <b>Management Type</b><br>N/A   | <b>Workforce Indicator</b><br>80148588 Classified WA General Service |
| <b>EEOC Code</b><br>42 Professionals  | <b>Number of Position(s) Affected</b><br>7 General Government Only   |

## Section C: Classification

| Item 14  |   |
|--|---|
| <b>Requester (Agency/Institution)</b><br>Office of Financial Management  | <b>Analyst</b><br>Barb Ursini   |
| <b>Actions</b><br><input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision<br><input type="checkbox"/> Salary Adjustment | <b>If Revision, check all that apply:</b><br><input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept<br><input type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics |
| <b>Current Class Code/Title</b><br>106L Manager, Office Services 2   | <b>Current Salary Range/Rate</b><br>49  |
| <b>Proposed Class Code/Title</b><br>106L Office Services Manager 2   | <b>Proposed Salary Range/Rate</b><br>N/A  |
| <b>Effective Date</b><br>5/10/2019   |   |

### Distinguishing Characteristics

Positions in this class must meet at least three of the five following characteristics:

- Supervises an agency's entire office support and business management functions, including: purchasing, inventory control, equipment and office space need determination and utilization, real property leases, mail distribution, forms analysis and printing/reproduction services.
- Supervises an agency's purchasing activities with annual purchases in excess of \$200,000.
- Supervises office space utilization and business supply function in agency with excess of 100,000 square feet of office/floor space and with a minimum of twenty separate operating locations.
- Supervises a staff of at least five subordinates, including a subordinate equivalent to a ~~Supply Officer 1~~. Procurement and Supply Specialist 2.
- Supervises/coordinates an agency's capital equipment function, including equipment inventory and the development of equipment needs and specifications.

## Section C: Classification

### Explanation

The proposed item is housekeeping in nature. The Distinguishing Characteristic section references the "Supply Officer 1" job class, which was merged with the "Procurement and Supply" class series effective July 1, 2007. Staff reviewed the current user agencies' positions descriptions and concluded replacing "Supply Officer 1" with "Procurement and Supply Specialist 2" and change the job title to reflect the work currently being performed. There is no fiscal impact.

|   |  |
|---|--|
| <b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b> |  |
| <b>Director's Meeting Date</b><br>5/9/2019  |  |
| <b>Management Type</b><br>N/A   | <b>Workforce Indicator</b><br>80148588 Classified WA General Service |
| <b>EEOC Code</b><br>42 Professionals  | <b>Number of Position(s) Affected</b><br>7 General Government Only   |

Section D: Compensation

**Higher Education  
Special Pay Request  
Exhibit**

| <b>Item 15</b>  |                      |  |                                   |                                      |
|---|----------------------|--|-----------------------------------|--------------------------------------|
| <b>Requester (Higher Education Institution)</b><br>University of Washington   |                      | <b>Analyst</b><br>Brett Alongi                   |                                   |                                      |
| <b>Actions</b><br><input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision  |                      | <b>Effective Date</b><br>5/16/2019               |                                   |                                      |
| <b>WAC 357-28-025</b><br>The director may adopt special pay salary ranges for positions based upon pay practices found in private industry or other governmental units. This includes special pay salary ranges and/or compensation practices for higher education institutions and related higher education boards as authorized in RCW 41.06.133. The classes or positions assigned special pay ranges and the associated special salary schedule must be specified in the compensation plan. |                      |  |                                   |                                      |
| <b>Class Title(s)</b>   | <b>Class Code(s)</b> | <b>Current Salary Range or Special Pay Range</b> | <b>Proposed Special Pay Range</b> | <b>Proposed Special Pay Increase</b> |
| Anesthesiology Technician 1   | 320E                 | E2-O3  | M2-W3                             | 8%                                   |
| Anesthesiology Technician 2   | 320F                 | K3-U4  | S3-C5                             | 8%                                   |
| Anesthesiology Technician Lead  | 320G                 | R3-B5  | Z3-J5                             | 8%                                   |
| Anesthesiology Technical Services Supervisor  | 320H                 | A4-K5  | I4-S5                             | 8%                                   |

**Category (select all that apply):**

- Unique Skills/Duties  Recruitment/Retention  Effective Operations  
 Salary Compression/Inversion

## Section D: Compensation

### Explanation

The University of Washington is requesting special pay increases for the job classes identified above. The basis for this request is effective operations, substantiated by data provided by UW from the Milliman Health Care survey.

State HR staff supports this special pay request, which would increase the median monthly pay for these job classes by approximately eight (8) percent, but would not exceed the market average. Currently, UW is actively recruiting to fill two (2) Anesthesiology Technician Lead positions and this increase will aid in UW's efforts to remain competitive and to recruit and retain highly skilled individuals. UW has certified the funding does not include tuition dollars and they have identified local funds to support these health care special pay salary increases. UW is requesting an effective date of May 16, 2019.

*Internal Use Only*

**Director's Meeting Date**

5/9/2019

## Section D: Compensation

|   |                      |                                    |                          |
|---|----------------------|------------------------------------|--------------------------|
| <b>Item 16</b>  |                      |                                    |                          |
| <b>Requester (Higher Education Institution)</b><br>University of Washington   |                      | <b>Analyst</b><br>Brett Alongi     |                          |
| <b>Actions</b><br><input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision  |                      | <b>Effective Date</b><br>5/16/2019 |                          |
| <b>WAC 357-28-025</b><br>The director may adopt special pay salary ranges for positions based upon pay practices found in private industry or other governmental units. This includes special pay salary ranges and/or compensation practices for higher education institutions and related higher education boards as authorized in RCW 41.06.133. The classes or positions assigned special pay ranges and the associated special salary schedule must be specified in the compensation plan. |                      |                                    |                          |
| <b>Class Title(s)</b>   | <b>Class Code(s)</b> | <b>Current Salary Range</b>        | <b>Certification Pay</b> |
| Dietician 2   | 311F                 | 50                                 | \$1/hour                 |

**Category (select all that apply):**

- Unique Skills/Duties 
  Recruitment/Retention 
  Effective Operations  
 Salary Compression/Inversion

**Explanation**

The University of Washington is requesting special certification pay for the job class identified above. The basis for this request is effective operations. UW informally surveyed their comparator hospitals, which found that the majority of their peers provide similar certification compensation, which substantiates this request.

State HR staff supports this special certification pay request, which would compensate Dietician 2's at an additional one (1) dollar per hour for an approved certification that relates to the Dietician 2's patient population. This increase will aid in UW's efforts to remain competitive with their peers and to recruit and retain highly skilled individuals. UW has certified the funding does not include tuition dollars and they have identified local funds to support these health care special pay salary increases. UW is requesting an effective date of May 16, 2019.

|  |
|--|
| <b>Internal Use Only</b>                   |
| <b>Director's Meeting Date</b><br>5/9/2019 |

## Section E: Rule Amendments

### Revised

#### ITEM #1

##### Staff Note:

Contingent on legislative funding, the state is implementing a new information technology professional/technical classification and compensation structure. This means that all state agency and higher education classified IT positions within the Washington General Service and Washington Management Service positions designated in the IT market segment will be evaluated for allocation into the new Information Technology Professional Structure (ITPS). We are proposing the following rules to address those employees who have been placed into the new ITPS.

Staff is proposing permanent adoption effective July 1, 2019.

#### AMENDATORY SECTION

**WAC 357-01-075 Class.** A level of work within the statewide job classification system. Where there is a professional structure that includes a job family and a job level, the combination of the job family and the job level constitutes a class, and a change in job family, job level or both is a change in class.

#### AMENDATORY SECTION

**WAC 357-01-080 Class series.** A grouping of job functions having similar purpose and knowledge requirements, but different levels of difficulty and responsibility. Where there is a professional structure that includes a job family and a job level, different job levels within one job family constitutes a class series.

#### NEW SECTION

**WAC 357-01-187 Job family.** A functional discipline involving work focused within a specific and specialized body of knowledge as established within a professional structure. This definition applies to professional structures only.

#### NEW SECTION

**WAC 357-01-188 Job level.** The measure of complexity of work performed. This definition applies to professional structures only.

## Section E: Rule Amendments

### NEW SECTION

**WAC 357-01-317 Supervisor.** (1) An employee who is assigned responsibility by management to participate in the following functions with respect to their subordinate employee(s):

- (a) Selecting staff;
- (b) Training and development;
- (c) Planning and assignment of work;
- (d) Evaluating performance;
- (e) Resolving grievances; and
- (f) Taking corrective action.

(2) Participation in these functions is not routine and requires the exercise of individual judgment.

(3) A supervisor must supervise a minimum of one full-time employee or equivalent (total of part-time FTEs).

### AMENDATORY SECTION

**WAC 357-13-035 Must a standard form be used for each position description?** A standard form developed by the director or one containing components similar to those found in the director's form must be used for each position description. For positions in the information technology professional structure (ITPS), a standard form developed by the director, or an alternate form approved by the director must be used for requests to establish or reevaluate ITPS positions.

### NEW SECTION

**WAC 357-13-058 What is the requirement for employers to develop procedures which address evaluating positions for placement in the information technology professional structure (ITPS)?**

(1) Each employer must develop and document an information technology professional structure (ITPS) evaluation procedure consistent with this chapter and guidelines established by the director's office.

(2) The procedure must include the process for requesting and evaluating positions for placement within the ITPS.

(a) Employers with more than fifteen permanent positions covered by the ITPS, the procedure must require, at a minimum the establishment of a committee of three or more employees to include the following:

(i) A human resource (HR) professional who is designated as the employers ITPS coordinator and who also serves as the single point of contact for the director's office regarding ITPS issues;

(ii) An information technology (IT) manager from the employer who has comprehensive knowledge of the employer's business; and

(ii) At least one other HR professional or IT manager.

(b) Employers with fifteen or less permanent positions covered by the ITPS may establish a committee of two or more employees in accordance with subsection (2)(a)(i) and (b)(ii) of this section.

(3) Only those who have successfully completed training may participate on an ITPS committee. The training must satisfy the core curriculum as defined by the director's office.

(4) All evaluation results and a copy of the signed IT position description form must be uploaded in the tool identified by the director.

### NEW SECTION

## Section E: Rule Amendments

**WAC 357-28-215 When must an employee receive supervisory pay differential?** Employees within the information technology professional structure who are in the entry, journey and senior/specialist levels designated as and performing all the duties of a supervisor, in accordance with WAC 357-01-317, must receive a five percent supervisory pay differential in addition to their base pay as long as they meet the definition of supervisor.

### AMENDATORY SECTION

**WAC 357-46-035 Layoff option. (1) What option does a permanent employee have to take a position when the employee is scheduled for layoff?**

Within the layoff unit, a permanent employee scheduled for layoff must be offered the option to take a position, if available, that meets the following criteria:

(a) The position is allocated to the class in which the employee holds permanent status at the time of the layoff. If no option to a position in the current class is available, the employee's option is to a position in a class in which the employee has held permanent status that ~~((is at))~~ has the same salary range maximum. If the employee has no option to take a position ~~((at))~~ that has the same salary range maximum, the employee must be given an opportunity to take a position in a lower class in a class series in which the employee has held permanent status, in descending salary order. The employee does not have to have held permanent status in the lower class in order to be offered the option to take a position in the class.

(b) The position is comparable to the employee's current position as defined by the employer's layoff procedure.

(c) The employee satisfies the competencies and other position requirements.

(d) The position is funded and vacant, or if no vacant funded position is available, the position is occupied by the employee with the lowest employment retention rating.

**(2) What if the employee has no option under subsection (1) of this section?**

(a) If a permanent employee has no option available under subsection (1) of this section, the employer must determine if there is an available position in the layoff unit to offer the employee in lieu of separation that meets the following criteria:

(i) The position is at the same or lower salary range maximum as the position from which the employee is being laid off;

(ii) The position is vacant or held by a probationary employee or an employee in a nonpermanent appointment;

(iii) The position is comparable or less than comparable; and

(iv) The position is one for which the employee meets the competencies and other position requirements.

(b) If more than one qualifying position is available, the position with the highest salary range maximum is the one that must be offered.

**(3) What happens when a class in which the employee previously held permanent status has been revised or abolished?**

(a) If a class in which an employee has previously held permanent status has been revised or abolished, the employer shall determine the closest matching class to offer as a layoff option. The closest matching class must be at the same or lower salary range maximum as the class from which the employee is being laid off.

## Section E: Rule Amendments

(b) For employees who held permanent status in abolished information technology (IT) classes, an employer may use the IT Assessment form along with any other documentation to determine the closest matching class to offer as a layoff option.

**(4) Does an employee have layoff option rights as provided in subsection (1) of this section to classifications the employee held permanent status in prior to any breaks in state service?**

General government employees have layoff option rights as provided in subsection (1) of this section to classifications the employee has held permanent status in regardless of any breaks in state service.

Higher education employers must address in their layoff procedure whether or not employees will be given layoff options to classes they held permanent status in prior to any breaks in state service.

### AMENDATORY SECTION

#### **WAC 357-46-045 How do employers establish competency and other position requirements?**

In establishing competency and other position requirements, employers may use any of the following documented criteria:

- (1) Licensing/certification requirements;
- (2) Position description;
- (3) Class specification;
- (4) Information technology professional structure evaluator's handbook;
- (5) Skills/competencies listed on the position's most recent recruitment announcement or the last announcement used to fill the position;
- ~~((5))~~ (6) Bona fide occupational requirement(s) approved by the Washington human rights commission; or
- ~~((6))~~ (7) Additional documented competencies or requirements not reflected in the position description.

### ITEM #2

#### Staff note:

We are proposing to amend WAC 357-31-130(1)(i) to state that an employer must allow an employee (upon request) to use their accrued sick leave for the purpose of parental leave to bond with a newborn adoptive or foster child for a period up to 18 weeks. Sick leave taken for this purpose must be taken during the first year following the child's birth or placement. We are also proposing to amend WAC 357-31-130(2) to say that an employer may approve longer than 18 weeks in accordance with their leave policy. In addition, we are proposing to amend WAC 357-31-100(4) to state that total amount of sick leave beyond 18 weeks must be addressed in the employer's leave policy.

Staff is proposing permanent adoption effective July 1, 2019.

## Section E: Rule Amendments

### AMENDATORY SECTION

**WAC 357-31-100 Must an employer have a policy for requesting and approving leave?** Each employer must develop a leave policy which specifies the procedure for requesting and approving all leave, as provided in the civil service rules. The employer's policy must:

(1) Allow an employee to use vacation leave without advance approval when the employee is requesting to use vacation leave to respond to family care emergencies((;)) or for an emergency health condition as provided in WAC 357-31-200 (1)(b);

(2) Allow an employee to use a reasonable amount of accrued leave or unpaid leave when the employee is a victim((;)) or has a family member, as defined in chapter 357-01 WAC, who is a victim of domestic violence, sexual assault((;)) or stalking as defined in RCW 49.76.020;

(3) Address advance notice from the employee when the employee is seeking leave under subsection (2) of this section. When advance notice cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault((;)) or stalking, the employee or the employee's designee must give notice to the employer no later than the end of the first day that the employee takes such leave;

(4) Allow an employee to use sick leave for ~~((qualifying absences under the Family and Medical Leave Act (FMLA) for parental leave for))~~ the purpose of ~~((baby bonding with his/her))~~ parental leave to bond with a newborn, adoptive((;)) or foster child ((in accordance with WAC 357-31-495)). The policy must state the ~~((maximum))~~ total amount of sick leave allowed to be used ~~((during the twelve-week FMLA period))~~ beyond eighteen weeks in accordance with WAC 357-31-130;

(5) Address overtime eligible employees that are required to provide medical certification or verification to their employer for the use of paid sick leave under chapter 296-128 WAC; and

(6) Address overtime eligible employees that are required to provide reasonable notice to their employer for an absence from work for the use of paid sick leave under chapter 296-128 WAC.

### AMENDATORY SECTION

**WAC 357-31-130 When ~~((can))~~ may an employee use accrued sick leave?** The employer may require medical verification or certification of the reason for sick leave use in accordance with the employer's leave policy and in compliance with chapter 296-128 WAC.

(1) Employers **must** allow the use of accrued sick leave under the following conditions:

(a) An employee's mental or physical illness, disability, injury((;)) or health condition that has incapacitated the employee from performing required duties; to accommodate the employee's need for medical diagnosis, care((;)) or treatment of a mental or physical illness, injury((;)) or health condition; or an employee's need for preventive medical care.

(b) By reason of exposure of the employee to a contagious disease when the employee's presence at work would jeopardize the health of others.

(c) When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such reason.

(d) To allow an employee to provide care for a family member with a mental or physical illness, injury((;)) or health condition; care of a family member who needs medical diagnosis, care((;)) or treatment of a mental or physical illness, injury((;)) or health condition; or care for a family member who needs preventive medical care.

(e) For family care emergencies per WAC 357-31-290, 357-31-295, 357-31-300((;)) and 357-31-305.

## Section E: Rule Amendments

(f) When an employee is required to be absent from work to care for members of the employee's household or relatives of the employee or relatives of the employee's spouse/registered domestic partner who experience an illness or injury, not including situations covered by subsection (1)(d) of this section.

(i) The employer must approve up to five days of accumulated sick leave each occurrence. Employers may approve more than five days.

(ii) For purposes of this subsection, "relatives" is limited to spouse, registered domestic partner, child, grandchild, grandparent or parent.

(g) If the employee or the employee's family member, as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault, or stalking as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730.

(h) In accordance with WAC 357-31-373, for an employee to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.

~~(i) ((For qualifying absences under the Family and Medical Leave Act for parental leave))~~  
When an employee requests to use sick leave for the purpose of ((bonding with their)) parental leave to bond with a newborn, adoptive((,)) or foster child ((in accordance with WAC 357-31-495. The amount of sick leave allowed to be used must be addressed in the employer's leave policy in accordance with WAC 357-31-100)) for a period up to eighteen weeks. Sick leave for this purpose must be taken during the first year following the child's birth or placement.

(2) Employers **may** allow the use of accrued sick leave under the following conditions:

(a) For condolence or bereavement((,));

(b) When an employee is unable to report to work due to inclement weather in accordance with the employer's policy on inclement weather as described in WAC 357-31-255; or

(c) To bond with a newborn, adoptive or foster child for a period beyond eighteen weeks as allowed in subsection (1)(i) of this section. Sick leave for this purpose must be taken during the first year following the child's birth or placement. The total amount of sick leave allowed to be used, beyond subsection (1)(i) of this section must be addressed in the employer's leave policy in accordance with WAC 357-31-100.

### **ITEM #3**

#### **Staff note:**

A review of chapter 357-58 WAC was completed as a result of a request from the Washington Management Service Coordinator's group. A sub-group of five agencies met to review the chapter to determine what updates were needed. Additional amendments were a result of questions that have been received from stakeholders. As a result of amending WACs in chapter 357-58 WAC, it was determined that similar amendments were also required for WAC 357-13-045, WAC 357-19-297, WAC 357-28-095, WAC 357-28-100 and WAC 357-31-165 for consistency purposes.

Staff is proposing permanent adoption effective July 1, 2019.

## Section E: Rule Amendments

### AMENDATORY SECTION

**WAC 357-13-045 Who is responsible for completing the position description form?** The manager of the position is responsible for completing the position description form. If the position is filled, input from the ((~~incumbent~~)) employee is recommended.

### AMENDATORY SECTION

**WAC 357-19-297 What are the notification requirements for appointing an employee to a cyclic year position?** Upon appointment and before the start of each annual cycle, ((~~incumbents~~)) employees of cyclic year positions must be informed in writing of their scheduled periods of leave without pay in the ensuing annual cycle. Scheduled, cyclic leave without pay does not constitute a break in service and is not deducted from the employees' seniority and does not affect the employees' vacation leave accrual rate.

### AMENDATORY SECTION

**WAC 357-28-095 Can an employer authorize additional pay to support recruitment and/or retention of a position?** (1) Employers may authorize additional pay to support the recruitment or retention of the incumbent or candidate for a **specific position**. At the employer's discretion, up to a fifteen percent premium may be added to the employee's base salary or paid on a lump sum basis as described in subsection (2). An employee may not receive more than fifteen percent of his/her annual base salary over a twelve month period under the provisions of this section.

(2) In advance of authorizing a lump sum recruitment or retention payment, employers must establish express conditions in writing for the payment. The conditions must include a specified period of employment or continued employment. Any lump sum payment under this section must only be made after services have been rendered in accordance with conditions established by the employer and become part of the ((~~incumbent's~~)) employee's annual compensation for work performed prior to receipt of any funds.

(3) Any additional pay granted under this section is a premium that is not part of base salary. The premium is to be used only as long as the circumstances it is based on are in effect.

### AMENDATORY SECTION

**WAC 357-28-100 When must an employer receive director approval to authorize additional pay to support recruitment or retention of an ((~~incumbent~~)) employee or candidate for a position?** (1) Director approval is required for employers to authorize:

- (a) Premiums exceeding fifteen percent under the provisions of WAC 357-28-095; and
- (b) Additional pay to support the recruitment and/or retention of **like positions** at a specific work location.

(2) In advance of authorizing a director approved lump sum recruitment or retention payment, employers must establish express conditions in writing for the payment. The conditions must include a specified period of employment or continued employment. Any lump sum payment under this section must only be made after services have been rendered in accordance with conditions established by the employer and become part of the ((~~incumbent's~~)) employee's annual compensation for work performed prior to receipt of any funds.

## Section E: Rule Amendments

(3) Additional pay granted under this section is a premium that is not part of base salary. The premium is to be used only as long as the circumstances it is based on are in effect.

### AMENDATORY SECTION

#### **WAC 357-31-165 At what rate do general government employees accrue vacation leave? (1)**

Full-time general government employees accrue vacation leave at the following rates:

- (a) During the first and second years of current continuous state employment - Nine hours, twenty minutes per month;
- (b) During the third year of current continuous state employment - Ten hours per month;
- (c) During the fourth year of current continuous state employment - Ten hours, forty minutes per month;
- (d) During the fifth and sixth years of total state employment - Eleven hours, twenty minutes per month;
- (e) During the seventh, eighth and ninth years of total state employment - Twelve hours per month;
- (f) During the tenth, eleventh, twelfth, thirteenth and fourteenth years of total state employment - Thirteen hours, twenty minutes per month;
- (g) During the fifteenth, sixteenth, seventeenth, eighteenth and nineteenth years of total state employment - Fourteen hours, forty minutes per month;
- (h) During the twentieth, twenty-first, twenty-second, twenty-third and twenty-fourth years of total state employment - Sixteen hours per month; and
- (i) During the twenty-fifth and succeeding years of total state employment - Sixteen hours, forty minutes per month.

(2) As provided in WAC 357-58-175, an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or (~~incumbent~~) employee for a WMS position. Vacation leave accrual rates may only be accelerated using the rates established in subsection (1) of this section and must not exceed the maximum listed in subsection (1)(i) of this section.

(3) The following applies for purposes of computing the rate of vacation leave accrual:

- (a) Employment in the legislative and/or the judicial branch except for time spent as an elected official or in a judicial appointment is credited.
- (b) Employment exempt by the provisions of WAC 357-04-040, 357-04-045, 357-04-050, 357-04-055 is not credited.
- (c) Exempt employment with a general government employer is credited, other than that specified in WAC 357-04-055 which is excluded.

### AMENDATORY SECTION

**WAC 357-58-035 What is the definition of a manager or managerial employee?** In accordance with RCW 41.06.022, a manager or managerial employee is defined as the (~~incumbent~~) employee of a position that:

- (1) Formulates statewide policy or directs the work of an agency or agency subdivision;
- (2) Administers one or more statewide policies or programs of an agency or agency subdivision;
- (3) Manages, administers(~~(,)~~) and controls a local branch office of an agency or an agency subdivision, including the physical, financial(~~(,)~~) or personnel resources;

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(4) Has substantial responsibility in personnel administration, legislative relations, public information(~~(;)~~) or the preparation and administration of budgets; and/or

(5) Functions above the first level of supervision and exercises authority that is not merely routine or clerical in nature and requires the consistent use of independent judgment.

### AMENDATORY SECTION

**WAC 357-58-042 What happens when it has been determined that a position no longer meets the definition of manager found in WAC 357-58-035?** When an agency has determined that the duties of a position no longer meet the definition of manager, found in WAC 357-58-035, and is no longer appropriate in WMS, then provisions of chapter 357-58 WAC (~~(357-58)~~) no longer apply. The WGS rules on reallocation (~~((WAC 357-13))~~) (chapter 357-13 WAC) will apply. The employee will retain existing status.

### AMENDATORY SECTION

**WAC 357-58-055 What civil service rules do not apply to WMS?** Except where specifically stated otherwise, the following WAC chapters do not apply to positions or employees included in the (~~Washington management service~~) WMS:

Chapter 357-01 WAC, Definitions;

Chapter 357-13 WAC, Classification;

Chapter 357-16 WAC, Recruitment, assessment, and certification;

Chapter 357-19 WAC, Appointments and reemployment;

Chapter 357-28 WAC, Compensation;

Chapter 357-46 WAC, Layoff and separation; and

Chapter 357-49 WAC, Director's reviews.

### AMENDATORY SECTION

**WAC 357-58-065 Definitions for WMS.** The following definitions apply to chapter 357-58 WAC:

(1) **Break in service.** An employee has a break in continuous state service if the employee is separated, dismissed or resigns from state service. A furlough for the purposes of temporary layoff as provided in WAC 357-58-550 is not considered a break in continuous state service.

(2) **Competencies.** Those measurable or observable knowledge, skills, abilities and behaviors critical to success in a key job role or function.

~~((2))~~ (3) **Director.** State human resources director within the office of financial management.

~~((3))~~ (4) **Dismissal.** The termination of an individual's employment for disciplinary (~~purposes~~) reasons.

~~((4))~~ (5) **Employee.** An individual working in the classified service. Employee business unit members are defined in WAC 357-43-001.

~~((5))~~ (6) **Evaluation points.** (~~Evaluation points are~~) The points resulting from an evaluation of a position using the managerial job value assessment chart.

~~((6))~~ (7) **Layoff unit.** A clearly identified structure within an employer's organization within which layoff options are determined in accordance with the employer's layoff procedure. Layoff units may be a series of progressively larger units within an employer's organization.

~~((7))~~ (8) **Management bands.** (~~Management bands are~~) A series of management levels included in the (~~Washington management service~~) WMS. Placement in a band reflects the nature of

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management, decision-making environment and policy impact and scope of management accountability and control assigned to the position.

~~((8))~~ **(9) Performance management confirmation.** Approval granted by the director to an employer allowing the employer to factor in individual employee performance when granting recognition leave and when making layoff decisions.

~~((9))~~ **(10) Premium.** Pay added to an employee's base salary on a contingent basis in recognition of special requirements, conditions or circumstances associated with the job.

~~((10))~~ **(11) Reassignment.** ~~((A reassignment is))~~ An employer initiated movement of:

(a) A WMS employee from one position to a different position within WMS with the same salary standard and/or evaluation points; or

(b) A WMS position and ~~((its incumbent))~~ the employee in that position from one section, department or geographical location to another section, department or geographical location.

~~((11))~~ **(12) Review period.** ~~((The review period is))~~ A period of time that allows the employer an opportunity to ensure the WMS employee meets the requirements and performance standards of the position.

~~((12))~~ **(13) Salary standard.** Within a management band a salary standard is the maximum dollar amount assigned to a position in those agencies that use a salary standard in addition to, or in place of, evaluation points.

~~((13))~~ **(14) Separation.** Separation from state employment for nondisciplinary ~~((purposes))~~ reasons.

~~((14))~~ **(15) Suspension.** An absence without pay for disciplinary ~~((purposes))~~ reasons.

~~((15))~~ **(16) Transfer.** ~~((A WMS transfer is))~~ An employee initiated movement from one position to a different position with the same salary standard and/or same evaluation points.

~~((16))~~ **(17) Washington general service (WGS).** ~~((Washington general service is))~~ The system of personnel administration that applies to classified employees or positions under the jurisdiction of chapter 41.06 RCW which do not meet the definition of manager found in RCW 41.06.022.

~~((17))~~ **(18) Washington management service (WMS).** ~~((Washington management service is))~~ The system of personnel administration that applies to classified managerial employees or positions under the jurisdiction of RCW 41.06.022 and 41.06.500.

### AMENDATORY SECTION

**WAC 357-58-085 Can WMS salaries be set outside the maximum of an assigned management band?** Compensation for a WMS position may be set outside the maximum of the assigned management band when allowed under ~~((any provision of this chapter))~~ WAC 357-58-125 or when approved by the director.

### AMENDATORY SECTION

**WAC 357-58-095 May agencies provide salary increases for WMS employees?** Employers may provide salary increases to WMS employees in recognition of the employee's demonstrated growth and development in accordance with WAC 357-58-100.

## Section E: Rule Amendments

### AMENDATORY SECTION

**WAC 357-58-115 What is a voluntary demotion and what changes may occur in salary?** A voluntary demotion is a voluntary movement by an employee to a position ~~((with))~~ that has a lower salary standard and/or lower evaluation points. Such movement may result in a salary decrease.

### AMENDATORY SECTION

**WAC 357-58-125 What is an involuntary downward movement and how does that affect the salary?** An involuntary downward movement is based on a nondisciplinary reassignment of duties that results in a lower salary standard and/or lower evaluation points for an employee's current position. A WMS employee occupying a position that is ~~((effected))~~ affected by an involuntary downward movement must be placed within the salary standard established for the WMS position at an amount equal to ~~((his/her))~~ the employee's previous base salary. If the previous base salary exceeds the new salary standard, the employee's base salary must be set equal to the maximum of the salary standard for the position. The employee's base salary may be set higher than the salary standard maximum, but not exceeding the previous base salary, if allowed by the employer's salary administration policy.

### AMENDATORY SECTION

**WAC 357-58-126 How is the employee affected when ~~((his/her))~~ the employee's position is involuntarily moved downward as described in WAC 357-58-125?** When an employee's position is moved involuntary downward as described in WAC 357-58-125, the following applies:

(1) If the employee meets the position requirements and chooses to remain in the position the employee retains appointment status and ~~((his/her))~~ the employee's salary is set in accordance with WAC 357-58-125.

(2) If the employee chooses to vacate the position or does not meet the position requirements, the employer's WMS layoff procedure applies.

### AMENDATORY SECTION

**WAC 357-58-130 Do salary increases greater than five percent for a group of employees need approval?** Salary ~~((changes))~~ increases greater than five percent proposed for any group of five or more employees must be reviewed and approved by the director. A group of employees means five or more employees with the same working title.

## Section E: Rule Amendments

### AMENDATORY SECTION

**WAC 357-58-136 Can an employer authorize a lump sum payment to support recruitment and/or retention of a WMS position?** (1) With director approval, employers may authorize up to a fifteen percent lump sum payment in addition to the employee's base salary to support the recruitment and/or retention of the ~~((incumbent))~~ employee or candidate for a specific WMS position.

(2) An employee may not receive more than fifteen percent of their annual base salary over a twelve-month period.

(3) In advance of authorizing a lump sum payment for recruitment and/or retention, employers must establish express conditions in writing for the payment. The conditions must include a specified period of employment or continued employment. Any lump sum payment under this section must only be made after services have been rendered in accordance with conditions established by the employer.

### AMENDATORY SECTION

**WAC 357-58-145 When may an agency authorize lump sum relocation compensation?** An agency director may authorize lump sum relocation compensation, within existing resources, whenever:

(1) It is reasonably necessary that a ~~((person move his or her home to accept a transfer or))~~ new or existing employee move their primary domicile to accept an appointment; or

(2) It is necessary to successfully recruit or retain a qualified candidate or employee who will have to move ~~((his or her home))~~ in order to accept the position.

### AMENDATORY SECTION

**WAC 357-58-170 What about other pay issues?** Each agency may establish policies and practices for additional compensation ~~((such as))~~ for shift differential, call back pay((;)) and standby pay in accordance with the provisions of chapter 357-28 WAC. Other additional compensation may be allowed when approved by the director.

### AMENDATORY SECTION

**WAC 357-58-175 Can an employer authorize lump sum vacation leave or accelerate vacation leave accrual rates to support the recruitment and/or retention of an ~~((incumbent))~~ employee or candidate for a WMS position?** In addition to the vacation leave accruals as provided in WAC 357-31-165, an employer may authorize additional vacation leave as follows to support the recruitment and/or retention of an ~~((incumbent))~~ employee or candidate for a specific WMS position:

(1) Employers may authorize an accelerated accrual rate for an ~~((incumbent))~~ employee or candidate. The WMS employee would remain at the accelerated accrual rate until the WMS employee's anniversary date caught up to the accrual rate amount in accordance with WAC 357-31-165; and/or

(2) Employers may authorize a lump sum accrual of up to eighty hours of vacation leave for the ~~((incumbent))~~ employee or candidate.

Vacation leave accrued under this section must be used in accordance with the leave provisions of chapter 357-31 WAC.

## Section E: Rule Amendments

### AMENDATORY SECTION

**WAC 357-58-180** **Must an agency have a policy regarding authorization of additional leave to support the recruitment of a candidate or the retention of an ((incumbent)) employee for a WMS position?** In order to authorize additional leave for the recruitment and/or retention of a candidate or ((incumbent)) employee for a WMS position, an agency must have a written policy that:

- (1) Identifies the reasons for which the employer may authorize additional leave; and
- (2) Requires that lump sum accruals only be granted after services have been rendered in accordance with express conditions established by the employer.

### AMENDATORY SECTION

**WAC 357-58-205** **Under what conditions may an employer reassign a WMS employee?** At any time, an agency may reassign an employee or a position and its ((incumbent)) employee to meet client or organizational needs. If the new location is within a reasonable commute of the employee's domicile, as defined by the agency, the employee must accept the reassignment.

If the reassignment is beyond a reasonable commute of the employee's domicile and the employee does not agree to the reassignment, the employee has layoff rights in accordance with this chapter.

### NEW SECTION

**WAC 357-58-207** **How much notice must an employer give when reassigning a WMS employee?** An employer must give fifteen calendar days' written notice to a WMS employee who is being reassigned unless the employer and employee agree to waive the fifteen days' notice period.

### AMENDATORY SECTION

**WAC 357-58-210** **When may a WMS employee transfer to a WGS position and vice versa?** A permanent employee may transfer from a WMS position to a WGS position if ((his/her)) the employee's salary is within the salary range of the WGS position.

A permanent employee may transfer from a WGS position to a WMS position if ((his/her)) the employee's salary is within the management band assigned to the WMS position.

### AMENDATORY SECTION

**WAC 357-58-215** **May a permanent employee voluntarily demote to a WGS position?** A permanent employee may voluntarily demote from a WMS position to a WGS position at a lower pay level than ((his/her)) the employee's current position.

## Section E: Rule Amendments

### AMENDATORY SECTION

**WAC 357-58-225 What return rights must an employer provide to a permanent WMS employee who accepts a nonpermanent appointment to a WGS position?** (1) When a permanent WMS employee has accepted a nonpermanent appointment to a WGS position within the **same** agency and the nonpermanent appointment ends, the agency must at a minimum provide the employee the layoff rights of ~~((his/her))~~ the employee's permanent WMS position. If returning to a permanent WMS position the employee's salary must not be less than the salary of the previously held permanent WMS position.

(2) When a permanent WMS employee has accepted a nonpermanent appointment to a WGS position within ~~((the))~~ a different agency, the original agency must provide layoff rights as specified in subsection (1) of this section for six months from the time the employee is appointed. Any return right after six months is negotiable between the employee and agency and must be agreed to prior to the employee accepting the nonpermanent appointment. If the employee does not return on the agreed upon date, the employee can request placement in the general government transition pool per WAC 357-46-095.

(3) In lieu of the rights provided in subsection (1) or (2) of this section, the agency and the employee may agree to other terms.

### AMENDATORY SECTION

**WAC 357-58-230 May a permanent WMS employee accept an appointment to a project position in the general service and does the employee have any return right to ~~((his/her))~~ the employee's permanent WMS position?** A permanent WMS employee may accept an appointment to a project WGS position as provided in chapter 357-19 WAC. Any right to return to the employee's permanent WMS position is negotiable between the employer and employee and must be agreed to prior to the employee accepting the WGS position. If no return right is agreed to, the employee has the rights provided by chapter 357-46 WAC upon layoff from the project.

### AMENDATORY SECTION

**WAC 357-58-255 May a permanent WMS employee accept a project appointment within WMS and does the employee have any return rights to ~~((his/her))~~ the employee's permanent WMS position?** A permanent WMS employee may accept an appointment to a project WMS position. Any right to return to the employee's permanent WMS position is negotiable between the employer and employee and must be agreed to prior to the employee accepting the project position. If no return right is agreed to, the permanent employee has the rights provided by WAC 357-58-465 upon layoff from the project.

## Section E: Rule Amendments

### AMENDATORY SECTION

**WAC 357-58-275 May a permanent WMS employee accept an acting WMS appointment and what are the employee's return rights at the conclusion of the acting appointment?** Permanent WMS employees may accept acting appointments to WMS positions.

(1) When a permanent WMS employee has accepted an acting appointment within the **same** agency and the acting appointment ends(~~(, the agency must at a minimum provide the employee the layoff rights of his/her permanent WMS position. If returning to a permanent WMS position the employee's salary must not be less than the salary of the previously held permanent WMS position))~~) the following applies:

(a) The agency may agree to return the employee to a permanent WMS position. If returning to a permanent WMS position, the employee's salary must not be less than the salary of the previously held permanent WMS position.

(b) The agency at a minimum provide the employee the layoff rights of the employee's permanent WMS position in accordance with WAC 357-58-465.

(2) When a permanent WMS employee has accepted an acting appointment within a **different** agency, the original agency must provide layoff rights as specified in subsection (1) of this section for six months from the time the employee is appointed. Any return right after six months is negotiable between the employee and agency and must be agreed to prior to the employee accepting the nonpermanent appointment. If the employee does not return on the agreed upon date, the employee can request placement in the general government transition pool per WAC 357-46-095.

(3) In lieu of the rights provided in subsections (1) and (2) of this section, the agency and the employee may agree to other terms.

### AMENDATORY SECTION

**WAC 357-58-290 How long does the review period last?** Based on the nature of the job and the skills of the appointee, the review period will be between twelve and eighteen months as determined by the appointing authority. At the time of the appointment, the appointing authority will inform the appointee in writing of the length of the review period. If an employee in a WMS review period accepts a nonpermanent position in a WGS position, upon return to the WMS position the employer may suspend the review period and allow the employee to resume where the employee left off or start the review period over.

### AMENDATORY SECTION

**WAC 357-58-355 Can a permanent employee voluntarily revert during a review period?** Within the first thirty calendar days of any review period, a permanent employee may request to voluntarily revert to ~~((his/her))~~ the employee's former employer. If the former employer authorizes the reversion, the following applies:

(1) If the employee holds permanent status in WMS, the employer must place the employee in a vacant funded WMS position for which the employee is qualified(~~(,))~~) and that is comparable to the employee's position and salary prior to the last WMS appointment.

(2) If the employee holds permanent status in WGS and has not yet gained permanent status in WMS, the employee has reversion rights in accordance with WAC 357-19-115, 357-19-117(~~(,))~~) and 357-19-120.

## Section E: Rule Amendments

### AMENDATORY SECTION

**WAC 357-58-375 When permanent WMS employees promote or demote to positions in the general service and fail to complete the trial service period what reversion rights do permanent WMS employees have?** (1) When a permanent WMS employee **promotes** to a WGS position within the **same** agency and is reverted during the trial service period, the agency must place the employee in a vacant funded WMS position for which the employee is qualified, and that is comparable to the employee's position and salary prior to the WGS appointment. If no vacant funded positions are available, the agency must place the employee in a WMS position for which the employee is qualified and which is similar to the employee's previous position and salary. If the reversion of the employee causes the total number of employees to exceed the total number of positions to be filled, the employer may implement a layoff.

(2) When a permanent WMS employee **demotes** to a WGS position in the **same** agency and is reverted during the trial service period the agency must place the employee in a vacant funded WMS position for which the employee is qualified and with a salary that is equal to or less than the salary range maximum of the class from which the employee is reverting. If no vacant funded positions are available, the agency must place the employee in a WMS position for which the employee is qualified and which is similar to the employee's previous position and salary. If the reversion of the employee causes the total number of employees to exceed the total number of positions to be filled, the employer may implement a layoff.

(3) When a permanent WMS employee **promotes or demotes** to a WGS position in a **different** agency and is reverted during the trial service period, the employer may separate the employee by providing fifteen calendar days' written notice. The employee may apply for the general government transition pool.

### AMENDATORY SECTION

**WAC 357-58-395 What ((will be)) is the role of the department of enterprise services?** The department of enterprise services shall assist state agencies by providing a quality developmental and leadership training program and consultative and technical assistance to help agencies address the development needs of their managers.

### AMENDATORY SECTION

**WAC 357-58-438 What is the impact of a layoff?** Layoff is an employer-initiated action taken in accordance with WAC 357-58-445 that results in:

- (1) Separation from service with an employer;
- (2) Employment in a WMS position with a lower salary standard or evaluation points or a WGS position with a lower salary range maximum(;
- ~~(3) Reduction in the work year);~~ or
- ~~((4))~~ (3) Reduction in the number of work hours.

## Section E: Rule Amendments

### AMENDATORY SECTION

**WAC 357-58-480 What provisions govern((s)) separation due to disability for WMS employees?** WMS employees may be separated due to disability in accordance with WAC 357-46-160, 357-46-165, 357-46-170, and 357-46-175.

### AMENDATORY SECTION

**WAC 357-58-485 What provisions govern((s)) nondisciplinary separation for WMS employees?** Employers may separate WMS employees for nondisciplinary reasons in accordance with WAC 357-46-195, 357-46-200((;)) and 357-46-205.

### AMENDATORY SECTION

**WAC 357-58-490 What provisions govern((s)) separation for unauthorized absence for WMS employees?** Employers may separate WMS employees for unauthorized absence in accordance with WAC 357-46-210, 357-46-215, 357-46-220 and 357-46-225.

### AMENDATORY SECTION

**WAC 357-58-500 May an employee request withdrawal of ((his/her)) the employee's resignation?** An appointing authority or employing official may permit withdrawal of a resignation at any time prior to the effective date.

### AMENDATORY SECTION

**WAC 357-58-515 When a WMS employee disagrees with an employer's action, can the employee request the employer reconsider the action that was taken?** Each agency will develop procedures to reconsider agency actions at the request of the employee. The agency's procedure must identify those actions for which an employee may request reconsideration. At a minimum, the agency's procedure must allow an employee to request reconsideration of the following:

- (1) Salary adjustment (or lack thereof) when the responsibilities of the permanent employee's position have been changed.
- (2) Placement following reversion of a permanent employee.
- (3) Decisions about whether or not a position is included in the WMS. When reconsidering decisions concerning inclusion in WMS the following apply:
  - (a) The final agency internal decision must be made by the agency director or designee.
  - (b) If the ((incumbent)) employee disagrees with the agency director/designee's decision, ((he/she)) the employee may request a review by the director, as long as such request is made within fifteen calendar days of notification of the decision. Such review will be limited to relevant documents and information and will be final.

## Section E: Rule Amendments

### AMENDATORY SECTION

**WAC 357-58-552 Under the provisions of temporary layoff, what happens if an employer has less than twenty hours per week of work for a WMS employee to perform?** If an employer has less than twenty hours per week of work for a WMS employee to perform during a period of temporary layoff, the employer must (~~notify~~) provide notification to the WMS employee that (~~he/she~~) is being furloughed. The employer may then offer the available work hours to the WMS employee as an acting appointment under the provisions of WAC 357-58-265.

### AMENDATORY SECTION

**WAC 357-58-555 At the conclusion of a temporary layoff, does a WMS employee have the right to return to the position ((he/she)) that was held immediately prior to being temporarily laid off?** At the conclusion of the temporary layoff, the WMS employee has the right to resume the position ((~~he/she~~)) that was held immediately prior to being temporarily laid off. The employee returns with the same status and percentage of appointment ((~~he/she~~)) that was held prior to the layoff.

### REPEALER

The following sections of the Washington Administrative Code are repealed:

- |                |  |
|----------------|--|
| WAC 357-58-540 | What type of records are agencies required to keep and report for WMS employees? |
| WAC 357-58-565 | What mechanism must be used to report WMS inclusion and evaluation activities?   |