

Director's Meeting Agenda

State Human Resources

Office of Financial Management

Meeting Date: Thursday, August 13, 2020

Meeting Time: 8:30 a.m.

Hosted By: State Human Resources
Office of Financial Management

Special Note: Due to current COVID-19 safety and health recommendations, this meeting is via conference call only.

Audio Conferencing Only: · Dial-in: (888) 285-8919
· Enter pin: 8101730
· Code (if asked): 415

Exhibits: 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 a quarterly scheduled public meeting.

Section A – Previous Minutes Approval

Meeting Minutes for May 14, 2020

Section B – Exempt Compensation

Item 1	B0570 Associate Deputy Director, Administrative Services - AGR.....	B1-B2
Item 2	B1520 Deputy Chief of Staff, Office of the Secretary – DSHS.....	B3-B4
Item 3	B7931 Deputy Chief of Administration - LCB.....	B5-B6
Item 4	B7933 Marijuana Educ., Lic. & Regulator Sys. Manager Permanent Adoption	B7-B8

Section C – Classification

None.

Section D – Compensation

Item 5	University of Washington 1% Salary Grid.....	D1
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Section E – Rule Amendments

None.

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.

Meeting Coordinator

For question and concerns, contact the Meeting Coordinator at 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

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.

Item 1	
Requester (Agency/HE Institution) Department of Agriculture	Analyst Cindy Wulff
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B0570 Associate Deputy Director, Administrative Services - AGR	Current EMS Band/Rate EMS Band IV (\$86,640 - \$149,292)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) RCW 41.06.084 – "...not more than eight assistant directors..."	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (3) – "...involving directing and controlling program operations of an agency..."
Effective Date 8/14/2020	

Scope

Reporting to the Deputy Director, Agriculture, this exempt class manages and leads the operations of the Administrative Services Division including: Forms and Records, Human Resources, Policy Development, Specialty Crop Block Grants, Emergency Management & Rapid Response, Information Technologies, Rulemaking, Commodities Commissions and Fairs, Contracts and Procurement, Facilities Management, Risk Mitigation & Safety, Performance Planning, and related programs. This exempt class has delegated authority in the absence of the Deputy Director and serves as a member of the agency’s executive management team.

Explanation

This action is housekeeping in nature, State HR is requesting an exemption change to exempt class B0570 as this class no longer meets the exemption criteria under the agency’s enabling statute, RCW 41.06.084 "...not more than eight assistant directors...", due to restructuring of agency programs and services. This exempt class involves substantial duties and responsibilities for a wide range of programs including delegated authority in the absence of the Deputy Director for all issues involving personnel, operational, budgetary and legal matters along with directing the agency’s Assistant Directors. With the new delegated authority during the Deputy Director’s absence this exempt class now falls under RCW 41.06.070(3) "...involving directing and controlling program operations of an agency..." as it involves substantial responsibility for directing and controlling program operations of a major administrative division. The effective date of this action is August 14, 2020.

Director’s Meeting Agenda
Exempt Compensation
August 13, 2020

Section B: Exempt Compensation

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Staff evaluated the position at D4Y – 1012 which falls within the EMS Band IV and is the current JVAC rating for this exempt class.

There is no cost associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/13/2020	
Management Type Management	Date of Exempt Position Description on File 5/28/2020
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 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.

Item 2	
Requester (Agency/HE Institution) Department of Social and Health Services	Analyst Shelby Sheldon
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B1520 Deputy Chief of Staff, Office of the Secretary – DSHS	Current EMS Band/Rate EMS Band V (\$105,216 - \$170,976)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) RCW 41.06.070(1)(v) – “In an agency with fifty or more employees: Deputy agency heads. . .”	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (3) Governor’s Pool “...involving directing and controlling program operations of an agency...”
Effective Date 8/14/2020	

Scope

The Deputy Chief of Staff, Office of the Secretary – DSHS reports to the Chief of Staff, Office of the Secretary – DSHS, and provides executive and operational leadership, strategic vision, and overall direction in the planning and formation of agency operations and legislative policy. This exempt class ensures the department programs are reviewed for compliance with federal and state laws and policies and are aligned with the core missions and organizational values and agency priorities. This exempt class oversees and is responsible for the agency’s core infrastructure divisions and offices including, technology services, risk management, audit (internal and external), torts, diversity equity and inclusion, government and community relations, communications, policy and rule making, public records and privacy. Additionally, this class is responsible for ensuring the needs and concerns of stakeholders such as, legislative, labor, state and federal government partners, tribes, and clients are considered in program and policy activities. Acts on behalf of the Secretary or Chief of Staff in their absence.

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.

Explanation

This action is housekeeping in nature and a result of the changing business needs of the agency, which resulted in the reorganization of the executives at DSHS Headquarters. This reorganization will increase the efficiency of the responsiveness to process and service improvements.

State HR staff reviewed the exemption for this position and believes this class no longer meets the current exemption but meets the Governor's Pool exemption ". . .involving directing and controlling program operations of an agency . . .".

State HR staff evaluated this class with a JVAC rating of D5Z-1256, which meets the EMS Band V level.

There is no cost impact, therefore an Fiscal Impact Statement is not needed.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/13/2020	
Management Type Management	Date of Exempt Position Description on File 04/06/2020
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 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.

Item 3	
Requester (Agency/HE Institution) Liquor and Cannabis Board	Analyst Tricia Mackin
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7931 Deputy Chief of Administration - LCB	Proposed EMS Band/Rate EMS Band III (\$72,276 – \$128,856)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1) (v) "In each agency with fifty or more employees: assistant directors..."
Effective Date 8/14/2020	

Scope

Reporting to the Chief of Enforcement and Education, this exempt class is responsible for directing, coordinating and overseeing the activities and operations of the Enforcement and Education Division related to administrative hearings, criminal history records information, project management, business analytics, statewide enforcement officer training, budget, and inventory control programs. This exempt class provides strategic planning and determination of the goals and objectives of these programs to ensure they align with the mission of the agency. They are responsible for rule and policy analysis, development and implementation. This exempt class makes decisions on interpretation and implementation of laws, administrative rules, policies and procedures related to the operation of the division and issues that impact the public.

Explanation

The Liquor and Cannabis Board is requesting the establishment of an exempt class, Deputy Chief of Administration. This exempt class has responsibility to coordinate and oversee administrative functions for the Enforcement and Education division. They serve as the agency liaison to law enforcement agencies on all matters pertaining to personnel, investigations, policy development and legislation. They develop and use data to inform division decisions, long-range planning, policy analysis and development, legislative analysis and rulemaking. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.070(1) (v) "In each agency with fifty or more employees: assistant directors..."

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.

State Human Resources and the agency scored this exempt class at C3X-768, which meets the EMS Band III level. A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/13/2020	
Management Type Management	Date of Exempt Position Description on File 6/25/20
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 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.

Permanent Adoption

Item 4	
Requester (Agency/HE Institution) Liquor & Cannabis Board	Analyst Angie Strozyk
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input checked="" type="checkbox"/> Minor Scope Change <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B7933 Marijuana Education, Licensing and Regulator Systems Manager	Current EMS Band/Rate EMS Band III (\$72,276 – \$128,856)
Proposed Code/Title B7933 Senior Policy and Education Manager - LCB	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) 41.06.070(1)(v) - "In each agency with fifty or more employees...division directors..."	Proposed RCW Exemption (indicate number and description) 41.06.070(3) - "Governor's Pool...formulation of basic agency or executive policy..."
Effective Date 8/14/2020	

Scope

~~The Senior Policy Manager~~ Manages the Marijuana and Education Manager, Licensing, and Regulator System Program reports directly to the Licensing Division Director of the Washington State Liquor and Cannabis Control Board. -Serves on the Licensing and Regulation Division management team and is responsible for the full spectrum of activity performed by the dDivision as it relates to the licensing of growing, processing, and selling marijuana. -Advises the agency executive team and Board on matters related to the program such as, long-range policy planning, analysis and development. Leads development and implementation efforts related to policies, rules, proposed legislation, and strategic objectives. -Provides education and communication between the Licensing & Regulation Division and external stakeholders. ~~Supervises unit staff.~~

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.

Explanation

This action is housekeeping in nature as a result of the EMS Pilot Audit Project with the Liquor and Cannabis Board. State HR staff is requesting a minor scope and title change to this exempt class. State HR staff recommends a statutory exemption change to RCW 41.06.070(3) as this exempt class has substantial responsibility for the formulation of basic agency and executive policy. There is no cost associated with this request. The effective date of this action is August 14, 2020.

SHR reviewed the position description and scored this exempt class at B4Y-692, which still meets the EMS Band III level.

This item was adopted on an emergency basis at the May 13, 2020 Director's meeting, and returns for final adoption effective August 14, 2020.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/13/2020	
Management Type Management	Date of Exempt Position Description on File 5/13/2019
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section C: Classification

No classification items for this period.

Section D: Compensation

Item 5

**UNIVERSITY OF WASHINGTON
Medical Centers Special Pay
Classified, Non-Represented Classes**

7/1/2020 1% Grid (As calculated by the UW Compensation Office). Rounded to nearest whole dollar.

The following special pay 1% salary grid is a proposal from the University of Washington to reflect their approved 2% adjustment effective July 1, 2020.

STEP																									
AA1	BB1	CC1	DD1	EE1	FF1	GG1	HH1	II1	JJ1	KK1	LL1	MM1	NN1	OO1	PP1	QQ1	RR1	SS1	TT1	UU1	VV1	WW1	XX1	YY1	ZZ1
1725	1745	1761	1778	1792	1814	1831	1851	1869	1887	1906	1926	1943	1964	1984	2004	2022	2044	2063	2084	2107	2126	2147	2170	2190	2212
A1	B1	C1	D1	E1	F1	G1	H1	I1	J1	K1	L1	M1	N1	O1	P1	Q1	R1	S1	T1	U1	V1	W1	X1	Y1	Z1
2236	2258	2281	2303	2325	2350	2373	2396	2424	2443	2471	2493	2518	2545	2568	2595	2619	2648	2672	2701	2725	2755	2782	2810	2838	2866
A2	B2	C2	D2	E2	F2	G2	H2	I2	J2	K2	L2	M2	N2	O2	P2	Q2	R2	S2	T2	U2	V2	W2	X2	Y2	Z2
2895	2925	2955	2982	3013	3044	3075	3106	3135	3167	3197	3232	3262	3297	3326	3361	3396	3429	3465	3499	3534	3568	3605	3640	3677	3713
A3	B3	C3	D3	E3	F3	G3	H3	I3	J3	K3	L3	M3	N3	O3	P3	Q3	R3	S3	T3	U3	V3	W3	X3	Y3	Z3
3750	3787	3825	3863	3902	3940	3981	4020	4061	4101	4143	4183	4228	4267	4311	4354	4397	4440	4486	4533	4578	4623	4670	4716	4763	4809
A4	B4	C4	D4	E4	F4	G4	H4	I4	J4	K4	L4	M4	N4	O4	P4	Q4	R4	S4	T4	U4	V4	W4	X4	Y4	Z4
4860	4908	4955	5006	5056	5107	5157	5207	5260	5314	5366	5420	5476	5528	5586	5641	5700	5754	5813	5870	5931	5987	6049	6109	6172	6235
A5	B5	C5	D5	E5	F5	G5	H5	I5	J5	K5	L5	M5	N5	O5	P5	Q5	R5	S5	T5	U5	V5	W5	X5	Y5	Z5
6295	6360	6422	6485	6551	6617	6680	6747	6815	6883	6952	7021	7092	7163	7234	7306	7380	7453	7530	7604	7680	7756	7836	7912	7993	8070
A6	B6	C6	D6	E6	F6	G6	H6	I6	J6	K6	L6	M6	N6	O6	P6	Q6	R6	S6	T6	U6	V6	W6	X6	Y6	Z6
8154	8232	8316	8402	8485	8568	8656	8742	8829	8917	9005	9097	9188	9278	9373	9465	9560	9657	9751	9850	9949	10048	10148	10250	10352	10455
A7	B7	C7	D7	E7	F7	G7	H7	I7	J7	K7	L7	M7	N7	O7	P7	Q7	R7	S7	T7	U7	V7	W7	X7	Y7	Z7
10559	10666	10772	10879	10988	11098	11209	11321	11435	11549	11666	11781	11900	12019	12139	12260	12382	12506	12631	12758	12886	13013	13147	13278	13410	13543
A8	B8	C8	D8	E8	F8	G8	H8	I8	J8	K8	L8	M8	N8	O8	P8	Q8	R8	S8	T8	U8	V8	W8	X8	Y8	Z8
13679	13815	13954	14093	14235	14377	14521	14666	14812	14961	15110	15260	15414	15567	15723	15880	16040	16199	16362	16525	16691	16858	17027	17198	17370	17544

If you have questions or comments please contact Mindy Portschy at Mindy.Portschy@ofm.wa.gov or (360) 407-4178

Prepared by UW Human Resources Compensation

Effective July 1, 2020

Section E: Rule Amendments

There are no rule amendments for this period.