

Director’s Meeting Agenda
State Human Resources
Office of Financial Management

Revised

Meeting Date: May 14, 2020

Meeting Time: 8:30 a.m.

Hosted By: State Human Resources
Office of Financial Management

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

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

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 13, 2020

Section B: Exempt Compensation

Item 1	B1521 Chief of Staff, Office of the Secretary - DSHS.....	B4-B5
Item 2	B1639 Deputy Director, Division of Vocational Rehabilitation - DSHS	B6-B7
Item 3	B1640 Vocational Rehabilitation Division Director.....	B8-B9
Item 4	B1688 Dir, State Operated Community Residential Div – DSHS Revised	B10-B11
Item 5	B4441 Administrative Services Director - ESD.....	B12-B13
Item 6	B5410 Assist. Dir., Vocational Rehabilitation & Workforce Initiatives - DSB.....	B14-B15
Item 7	B5430 Assistant Director, Human Resources - DSB	B16-B17
Item 8	B5440 Senior Financial Officer - DSB	B18-B19
Item 8a	B7933 Marijuana Educ., Lic. & Regulator Systems Mngr. Emergency	B20-B21

Abolishments

Item 9	Department of Early Learning.....	B22
	· B2125 Assistant Director, Outcomes and Accountability - DEL	
	· B9201 Service Area Manager	
	· B9205 Assistant Director, Parent Education and Support	
	· B9240 Chief Financial Officer – DEL	
Item 10	Department Social and Health Services	B23
	· B2134 Chief, Federal Funding/SSI	
	· B2137 Chief, Office of Foster Care Licensing	
	· B2139 Chief of Budget, Contracts & Cost Allocation - DSHS	
	· B2422 Children Services Regional Administrator	

Item 10a	Department Social and Health Services Permanent Adoption	B24
	· B1583 Deputy Assistant Secretary, Children’s Administration - DSHS	
	· B1670 Director, Management Services/Research	
	· B1990 Assistant Secretary, Children, Youth and Family Services	
	· B2136 Director, Children’s Administration Field Operations Division	
	· B2138 Director, Children’s Administration Division of Program and Policy	
Item 10b	Department of Early Learning Permanent Adoption	B25
	· B9200 Senior Policy Advisor	
	· B9203 AD, Licensing and Oversight – DEL	
	· B9204 AD, Partnership & Collaboration – DEL	
	· B9210 Deputy Director - DEL	
	· B9220 Human Resource Manager – DEL	
	· B9230 Government & Community Relations Manager – DEL	
	· B9270 Chief Information Officer – DEL	

Section C: Classification

Item 11	162E Medical Program Specialist 1.....	C1-C2
Item 12	355S Youth Academy Counseling and Coordination Specialist 1.....	C3
Item 13	652R Marine Vessel Operator	C4

Section D: Compensation

Item 14	University of Washington special pay request.....	D1
	· 299F Vascular Technologist	
	· 299G Vascular Technologist Lead	
	· 299H Vascular Technologist Supervisor	
Item 15	Shift differential premium amendment.....	D2

Section E: Rule Amendment

No rule amendments this period.

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 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.

Item 1	
Requester (Agency/HE Institution) Department of Social and Health Services	Analyst Shelby Sheldon
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 B1521 Chief of Staff, Office of the Secretary - DSHS	Proposed EMS Band/Rate EMS Band V (\$102,156 - \$165,996)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1)(v) – “In an agency with fifty or more employees: Deputy agency heads . . .”
Effective Date 5/15/2020	

Scope

The Chief of Staff reports directly to the Secretary of the Department of Social and Health Services. This exempt class is a member of the agency’s executive leadership team and serves as an appointing authority focusing on the day-to-day administrative operations of the agency. In the absence of the Secretary, this exempt class has delegated authority for all decision-making responsibilities for the agency. This exempt class has primary administrative responsibility for multiple functional areas including human resources, enterprise technology, office of Indian policy, office of innovation and strategy, and the deputy chief of staff and the programs under the deputy’s purview. In addition, the Chief of Staff has a matrix relationship over the primary administrations and divisions within DSHS. This exempt class is responsible for the development and implementation of agency goals and strategies, which have agency-wide impact.

Explanation

The Department of Social and Health Services is requesting the establishment of an exempt class, Chief of Staff, OOS – DSHS, in response to the changing business needs of the agency. These changes have resulted in the reorganization of the agency’s executive structure at DSHS headquarters. The agency states this establishment will increase the speed of their responsiveness to process and service improvements. This exempt class meets the RCW exemption as it is a deputy director for DSHS.

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.

This exempt class meets the proposed RCW, as the Chief of Staff is considered a deputy agency head.

State HR staff has reviewed the position description and evaluated the work with a JVAC score of E6Z-1750, which meets EMS Band V level.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb the costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date

5/14/2020

Management Type

Management

Date of Exempt Position Description on File

11/08/19

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.

Item 2	
Requester (Agency/HE Institution) Department of Social and Health Services	Analyst Mindy Portschy
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 B1639 Deputy Director, Division of Vocational Rehabilitation – DSHS	Proposed EMS Band/Rate EMS Band III (\$70,176 - \$125,100)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) 41.06.070(3) Governor’s Pool: “...one involving directing and controlling program operations... or a major administrative division thereof...”
Effective Date 5/15/2020	

Scope

Reporting to the Director, Division of Vocational Rehabilitation, the Deputy Director, Division of Vocational Rehabilitation is an experienced leadership position providing direction, accountability and guidance around DVR service delivery integration within the state workforce development system, policy development and promoting a culture supporting the mission, objectives and vision of DVR and DSHS. The Deputy Director, DVR oversees resolution of all customer appeals and litigation, public disclosure and records retention; facility issues, including planning and recovery; and acts as a point of contact for internal and external communications with employees, customers, stakeholders, elected officials and general public.

The position in this class is a senior leader in statewide strategic development and change management for the division to integrate all facets of service delivery within the workforce development system, including all areas related to service delivery, policy development and program implementation in response to requirements of the Workforce Innovation and Opportunity Act as well as legislative and client population changes and needs.

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

The Department of Social and Health Services is requesting establishment of the exempt job class Deputy Director, Division of Vocational Rehabilitation. DVR services have changed over the last several years due to the Rehabilitation Act. DVR is mandated to play a far more multifaceted and extensive role in the workforce development system than previously required.

State HR staff reviewed the position description, dated March 19, 2020, and evaluated the work with a JVAC score of C3Y- 848, which is within the EMS Band III level. This exempt class meets the proposed exemption due to directing and controlling program operations and service delivery for DVR. A fiscal impact statement has been reviewed and approved by OFM budget for this action.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/14/2020	
Management Type Management	Date of Exempt Position Description on File 3/19/2020
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
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) Department of Social and Health Services	Analyst Mindy Portschy
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input checked="" type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input checked="" type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B1640 Vocational Rehabilitation Division Director	Current EMS Band/Rate EMS Band III (\$70,176 - \$125,100)
Proposed Code/Title B1640 Director, Division of Vocational Rehabilitation - DSHS	Proposed EMS Band/Rate EMS Band IV (\$84,120 - \$144,948)
Current RCW Exemption (indicate number and description) 41.06.070(1)(v): In each agency with fifty or more employees: ... division directors ... who report directly to the agency head ..."	Proposed RCW Exemption (indicate number and description) 41.06.076: "...shall not apply in the department of social and health services... not to exceed six bureau chiefs..."
Effective Date 5/15/2020	

Scope

Reporting directly to the agency Secretary, the Director, Division of Vocational Rehabilitation, provides the guiding vision, leadership, direction and support enabling the division to fulfill its mission and to meet or exceed all federal and state vocational rehabilitation service delivery outcomes and performance measures. This exempt class is accountable for the division complying with multiple and complex federal and state laws, regulations, policies and reporting requirements that govern the provision of services, including all programmatic, fiscal and administrative requirements.

Explanation

The Department of Social and Health Services is requesting a band, title and exemption change for the Vocational Rehabilitation Division Director. This exempt job class was placed in EMS Band III in 1998 and did not have a JVAC evaluation performed previously, nor did it have a position scope on record. In 2005, the agency moved this exempt class to RCW 41.06.070(1)(v) stating their agency enabling statute expired on June 30, 2005. The statute did not expire, but it was revised to remove specific portions, which were not related to this exempt class. They are performing some exempt reviews and updating exemptions during the process and moving exempt job classes to the agency enabling statute, where appropriate. The agency states DVR services have changed over the last several years due to the Rehabilitation Act. DVR is mandated to play a far more multifaceted and extensive role in the workforce development system than previously required.

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 HR staff reviewed the updated position description, dated November 19, 2019 and evaluated the work with a JVAC score of D4X - 976, which is within the EMS Band IV level. This exempt class meets the proposed exemption as it a bureau chief for the Department of Social and Health Services. The agency is not providing a salary increase to the current incumbent with this action, as the current salary is within both EMS Band III and EMS Band IV. A fiscal impact statement has been reviewed and approved by OFM budget for this action.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/14/2020	
Management Type Management	Date of Exempt Position Description on File 11/19/2019
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 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.

Revised

Item 4	
Requester (Agency/HE Institution) Department of Social & Health Services	Analyst Angie Strozyk
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 B1688 Director, State Operated Community Residential Division - DSHS	Proposed EMS Band/Rate EMS Band III (\$70,176 – \$125,100)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) Agency enabling statute: RCW 41.06.076 "...the provisions of this chapter shall not apply...thirteen division directors..."
Effective Date 5/15/2020	

Scope

The Director, State Operated Community Residential Division – DSHS reports directly to the Deputy Assistant Secretary, DDA – DSHS. Oversees the daily operations of the State Operated Living Alternatives, Group Training Homes and Community Crisis Stabilization Services. Responsible for the strategic planning, management and control of program budget, performance management, human resources, employer relations, quality assurance, internal controls and risk management of the State Operated Community Residential Program. Directs key statewide strategic planning, performance management and other cross-divisional efforts that may influence operations, policy and/or service delivery.

Explanation

DSHS is requesting the establishment of the Director, State Operated Community Residential Division – DSHS. This request is in response to DDA’s changing business needs, which began in 2017 with the legislative approval of the Governor’s initiatives to expand State Operated Living Alternatives (SOLA). This work was previously done by DDA’s three Regional Administrators, who each oversaw one to two state operated programs. The expansion has doubled the number of programs across the state and this growth is projected to continue through 2024.

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.

The agency is requesting an exemption under their enabling statute, RCW 41.06.076 as this position directs and controls operations of a division within the agency. State HR staff reviewed and rated the position description and has evaluated this exempt class at C4X-800, which is EMS Band III. There is cost impact, therefore a signed FIS is included.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/14/2020	
Management Type Management	Date of Exempt Position Description on File 11/25/2019
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.

Item 5	
Requester (Agency/HE Institution) Employment Security Department	Analyst Melissa Bovenkamp
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 B4441 Administrative Services Director - ESD	Proposed EMS Band/Rate EMS Band IV (\$84,120 - \$144,948)
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:...division directors... who report directly to the agency head..."
Effective Date 5/15/2020	

Scope

Reporting to the Deputy Commissioner, the Administrative Services Director is responsible for the strategic planning and management of the agency's Facilities, Distribution Center, Mail, Print, Imaging, Risk Management, Ethics, Emergency Management and Health and Safety Functions. This exempt class is accountable for compliance with federal and statewide regulations, fulfillment of federal and statewide reporting requirements, and performing agency-wide administrative services related to these programs. This exempt class is the highest-level administrative operations position in the agency and serves as a member of the agency's Executive Leadership Team.

Explanation

The Employment Security Department is requesting the establishment of an exempt class to serve as the Administrative Services Director – ESD. As a result of agency reorganization, the Administrative Services Division was created. The Administrative Services Director will have oversight of this division, which consists of administrative services functions previously performed under multiple other areas within the agency. This exempt class meets the RCW exemption as it is a division director for ESD.

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 at the EMS Band IV level with a JVAC rating of D4X-976. A Fiscal Impact Statement has been reviewed and approved by OFM Budget for this action.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/14/2020	
Management Type Management	Date of Exempt Position Description on File 02/10/20
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.

Item 6	
Requester (Agency/HE Institution) Department of Services for the Blind	Analyst Shawn Flanagan
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 B5410 Assistant Director, VR & Workforce Initiatives- DSB	Current EMS Band/Rate EMS Band III (\$70,176-\$125,100)
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 each agency with fifty or more employees... assistant directors..."	Proposed RCW Exemption (indicate number and description) RCW 74.18.050 "The director may appoint such personnel as necessary... who are assigned substantial responsibility...formulating agency policy ..."
Effective Date 5/15/2020	

Scope

Reporting to the Executive Director, this exempt class provides leadership, guidance, and oversight for the sound and effective operations for the Vocational Rehabilitation and Business Enterprise programs within the agency. Maintains and improves agency staff processes for compliance with federal and state requirements, and ensures efficient and effective performance processes to meet agency mission as well as federal & state expectations. As a member of the Executive Management Team, collaborates with Executive Management to interpret, develop, revise and implement policy and procedure to align agency activities with strategic direction and current legislation.

Explanation

The Department of Services for the Blind has requested an exemption change to exempt class B5410. State HR Staff reviewed the updated position description for this class, dated January 8, 2020. It meets the EMS statutory exemption RCW 74.18.050 Appointment of Personnel "The director may appoint such personnel as necessary... who are assigned substantial responsibility for formulating agency policy ..."

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.

Staff evaluated the position at C3X-768 which falls within EMS Band III and is the current JVAC rating for the exempt class.

These changes will not have a budgetary impact, so no FIS is required.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/14/2020	
Management Type Management	Date of Exempt Position Description on File 1/8/2020
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 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 7	
Requester (Agency/HE Institution) Department of Services for the Blind	Analyst Shawn Flanagan
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 B5430 Assistant Director, Human Resources-DSB	Current EMS Band/Rate EMS Band III (\$70,176-\$125,100)
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 each agency with fifty or more employees... assistant directors..."	Proposed RCW Exemption (indicate number and description) RCW 74.18.050 "The director may appoint such personnel as necessary... who are assigned substantial responsibility...formulating agency policy ..."
Effective Date 5/15/2020	

Scope

Reporting to the Executive Director, this exempt class provides oversight, management, control, and support of human resources, agency communications, and training. Responsible for the establishment and implementation of personnel policies and management actions that are compliant with applicable Federal, State, and Local employment laws, rules, and regulations. As a member of the Executive Management Team, collaborates with Executive Management to interpret, develop, revise and implement policy and procedure to align agency activities with strategic direction and current legislation.

Explanation

The Department of Services for the Blind has requested an exemption change to exempt class B5430. State HR Staff reviewed the updated position description for this class, dated January 8, 2020. It meets the EMS statutory exemption RCW 74.18.050 Appointment of Personnel "The director may appoint such personnel as necessary... who are assigned substantial responsibility for formulating agency policy ..."

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.

Staff evaluated the position at C3X-768 which falls within EMS Band III and is the current JVAC rating for the exempt class.

These changes will not have a budgetary impact, so no FIS is required.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/14/2020	
Management Type Management	Date of Exempt Position Description on File 1/8/2020
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 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 8	
Requester (Agency/HE Institution) Department of Services for the Blind	Analyst Shawn Flanagan
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 B5440 Senior Financial Officer - DSB	Current EMS Band/Rate EMS Band III (\$70,176-\$125,100)
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 each agency with fifty or more employees... assistant directors..."	Proposed RCW Exemption (indicate number and description) RCW 74.18.050 "The director may appoint such personnel as necessary... who are assigned substantial responsibility...formulating agency policy ..."
Effective Date 5/15/2020	

Scope

Reporting to the Executive Director, the Senior Financial Officer is responsible for the fiscal operations of the entire agency as well as the formulation and implementation of agency fiscal policy. Provides financial leadership, control, and oversight for the Department of Services for the Blind and effective fiscal operations for the Independent Living, Vocational Rehabilitation, Youth Services, and Business Enterprise programs within the agency. As a member of the Executive Management Team, collaborates with Executive Management to interpret, develop, revise and implement policy and procedure to align agency activities with strategic direction and current legislation.

Explanation

The Department of Services for the Blind has requested an exemption change to exempt class B5440. State HR Staff reviewed the updated position description for this class, dated January 8, 2020. It meets the EMS statutory exemption RCW 74.18.050 Appointment of Personnel "The director may appoint such personnel as necessary... who are assigned substantial responsibility for formulating agency policy ..."

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.

Staff evaluated the class at C3X-768 which falls within EMS Band III and is the current JVAC rating for the exempt class.

These changes will not have a budgetary impact, so no FIS is required.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/14/2020	
Management Type Management	Date of Exempt Position Description on File 1/8/2020
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 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.

Emergency

Item 8a	
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 Band III (\$70,176 – \$125,100)
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 5/15/2020	

Scope

~~The Senior Policy 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.~~

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 May 15, 2020.

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.

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

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/14/2020	
Management Type Management	Date of Exempt Position Description on File 5/13/2013
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 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 9 (A- D)					
Agency Department of Early Learning			Analyst Brett Alongi		
Action Abolishment			Effective Date 5/15/2020		
	Exempt "B" Code	Current Title	Current Salary Band	RCW Exemption	Number of Approved Positions
A)	B2125	Assistant Director, Outcomes & Accountability - DEL	EMS Band III	RCW 43.215.030(2)	1
B)	B9201	Service Area Manager	EMS Band III	RCW 43.215.030(2)	3
C)	B9205	Assistant Director, Parent Education & Support	EMS Band III	RCW 43.215.030(2)	1
D)	B9240	Chief Financial Officer – DEL	EMS Band III	RCW 43.215.030(2)	1

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 established effective July 1, 2018. The entirety of the Department of Early Learning was consolidated into DCYF effective July 1, 2018, and the exempt classes listed above will need to be abolished as a result.

**This information is entered into the
Human Resources Management System (HRMS) and CC Jobs.**

Director's Meeting Date
5/14/2020

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 10 (A- D)	
Agency Department of Social and Health Services	Analyst Brett Alongi
Action Abolishment	Effective Date 5/15/2020

	Exempt "B" Code	Current Title	Current Salary Band	RCW Exemption	Number of Approved Positions
A)	B2134	Chief, Federal Funding/SSI	EMS Band II	41.06.070 (3) Governor's Pool	1
B)	B2137	Chief, Office of Foster Care Licensing	EMS Band II	41.06.070 (3) Governor's Pool	1
C)	B2139	Chief of Budget, Contracts & Cost Allocation - DSHS	EMS Band II	41.06.070 (3) Governor's Pool	1
D)	B2422	Children Services Regional Administrator	EMS Band III	41.06.070 (3) Governor's Pool	6

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 established effective July 1, 2018. The Children's Administration of DSHS transitioned into DCYF effective July 1, 2018, and the exempt classes listed above will need to be abolished as a result.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.
Director's Meeting Date 5/14/2020

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 10a (A- E)					
Agency Department of Social and Health Services			Analyst Brett Alongi		
Action Abolishment			Effective Date 5/15/2020		
	Exempt "B" Code	Current Title	Current Salary Band	RCW Exemption	Number of Approved Positions
A)	B1583	Deputy Assistant Secretary, Children's Administration - DSHS	EMS Band III	41.06.070 (1)(v)	1
B)	B1670	Director, Management Services/Research	EMS Band III	41.06.070 (1)(v)	1
C)	B1990	Assistant Secretary, Children, Youth and Family Services	EMS Band IV	41.06.070 (1)(v)	1
D)	B2136	Director, Children's Administration Field Operations Division	EMS Band III	41.06.070 (1)(v)	1
E)	B2138	Director, Children's Administration Division of Program and Policy	EMS Band III	41.06.070 (1)(v)	1

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 established effective July 1, 2018. The Children's Administration of DSHS transitioned into DCYF effective July 1, 2018, and the exempt classes listed above will need to be abolished as a result.

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

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.
Director's Meeting Date 5/14/2020

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 10b (A- G)					
Agency Department of Early Learning			Analyst Brett Alongi		
Action Abolishment			Effective Date 5/15/2020		
	Exempt "B" Code	Current Title	Current Salary Band	RCW Exemption	Number of Approved Positions
A)	B9200	Senior Policy Advisor	EMS Band III	RCW 43.215.030(2)	1
B)	B9203	AD, Licensing and Oversight – DEL	EMS Band III	RCW 43.215.030(2)	1
C)	B9204	AD, Partnership & Collaboration – DEL	EMS Band III	RCW 43.215.030(2)	1
D)	B9210	Deputy Director - DEL	EMS Band IV	RCW 43.215.030(2)	1
E)	B9220	Human Resource Manager – DEL	EMS Band III	RCW 43.215.030(2)	1
F)	B9230	Government & Community Relations Manager – DEL	EMS Band III	RCW 43.215.030(2)	1
G)	B9270	Chief Information Officer - DEL	EMS Band III	RCW 43.215.030(2)	1

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 established effective July 1, 2018. The entirety of the Department of Early Learning was consolidated into DCYF effective July 1, 2018, and the exempt classes listed above will need to be abolished as a result.

This item was adopted on an emergency basis at the February 13, 2020 Director’s meeting and returns for final adoption effective

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.
Director’s Meeting Date 5/14/2020

Section C: Classification

Item 11	
Requester (Agency/HE Institution) Washington State Health Care Authority	Analyst Mindy Portschy
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 162E Medical Program Specialist 1	Current Salary Range/Rate Range 55
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 5/15/2020	

Class Series Concept

Positions in this series support programs within a healthcare or health services unit and work to develop policy, program evaluation, outreach, education, and contract administration. Classes in this series ~~will~~ perform medical coding or perform coding compliance audits; ~~and~~ or provide consultative services to medical providers and/or staff regarding policy or cost containment programs, including, but not limited to medical coding and/or medical compliance.

Explanation

This is a request for class plan maintenance from the Washington State Health Care Authority. The most recent revision to the Medical Program Specialist class series, effective July 1, 2019, modified the class series concept, which inadvertently prevents the Health Care Authority from continuing to use the entire class series, with the exceptions of a handful of positions that truly perform medical coding compliance audits.

Although the HCA does not utilize the Medical Program Specialist 1, they do utilize the MPS2 and MPS 3, which are impacted by the class series concept. The proposed change will allow HCA to continue to use the MPS classification series. Currently, there are 97 positions allocated to the Medical Program Specialist series, 57 of which are at HCA. The remaining 40 are within the Department of Corrections and the Department of Labor & Industries. State HR staff did consult with the additional 2 agencies prior to finalizing the class series concept revisions.

Section C: Classification

The proposed revisions are not expected to have a financial impact to agencies or incumbents.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/14/2020	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 46 Office and Clerical	Number of Position(s) Affected 3

Section C: Classification

Item 12	
Requester (Agency/HE Institution) Military Department	Analyst Shelby Sheldon
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 355S Youth Academy Counseling & Coordination Specialist 1	Current Salary Range/Rate Range 38
Proposed Class Code/Title N/A	Proposed Salary Range/Rate Range 42
Effective Date 5/15/2020	

Explanation

The Military Department has requested a four range (approximately 10%) base salary increase for the Youth Academy Counseling & Coordination Specialist 1 job class due to recruitment and retention issues over the last three fiscal years. The YACCS1 positions are non-represented and are responsible for supporting the needs of seventy-five youth cadets and mentors for each new class.

OFM Budget has approved the fiscal impact statement and the agency can absorb all cost associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/14/2020	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 7

Section C: Classification

Item 13			
Action Base Range Salary Adjustments		Effective Date July 1, 2020	Analyst Melissa Bovenkamp
Class Code	Job Title	Current Salary Range	Proposed Salary Range
652R	Marine Vessel Operator	53	54

Explanation

Resulting from the 2019 - 2021 Collective Bargaining Negotiations and Budget Process, the Marine Vessel Operator job class is receiving a base range salary increase on July 1, 2020.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.
Director's Meeting Date 5/14/2020

Section D: Compensation

Higher Education Special Pay Exhibit

Item 14				
Requester (HE Institution) University of Washington		Analyst Shelby Sheldon		
Action <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision		Effective Date 5/16/2020		
WAC 357-28-025 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.				
Class Title(s)	Class Code(s)	Current Salary Range or Special Pay Range	Proposed Special Pay Range	Proposed Special Pay Increase
Vascular Technologist	299F	U4-E6	D5-N6	9.4%
Vascular Technologist Lead	299G	B5-L6	K5-U6	9.3%
Vascular Technologist Supervisor	299H	L5-V6	U5-E7	9.3%

Category (select all that apply):

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

Explanation

The University of Washington is requesting a special pay increase for the Vascular Technologist, Vascular Technologist Lead, as well as the Vascular Technologist Supervisor. The basis for this request is effective operations and has been substantiated by data from the Milliman 2019 Health Care Salary Survey. The data is from January 1, 2019 and has been aged to March 1, 2020 at an annual rate of three (3) percent.

This special pay request increases each job class by approximately nine (9) percent, but would not exceed the market average. The approximate nine (9) percent increase will better align UW to the market, which will aide in the efforts to recruit and retain highly skilled and critical positions. UW states that this request does not have a salary impact. UW is requesting an effective date of May 16, 2020.

Internal Use Only
Director's Meeting Date 5/14/2020

Section D: Compensation

Item 15		
Action	Effective Date	Analyst
Shift Premium Rate	5/15/2020	Shawn Flanagan

Non-Represented Employees

Basic Shift Premium: In accordance with the criteria outlined in WAC 357-28-190 employees who meet the criteria to receive shift premium will receive \$1.00 an hour for full-time employees who when they are regularly scheduled to work at least one (1), but not all, day, evening and night shifts.

Explanation

The intent of shift premium rules is to pay all employees, both full-time and part-time, the amounts specified in the compensation plan. This aligns with WAC 357-28-190. The compensation plan's shift premium rate exhibit approved June 13, 2019, and effective July 1, 2019, inadvertently stated the rates were specific to full-time employees. The above language corrects this error and adds clarity.

Internal Use Only

Director's Meeting Date
5/14/2020

Section E: Rule Amendments

No rules amendments for this period.