

Information Technology Professional Structure Rule Questions Received

1. **Why is it necessary to create two new definitions for job family and level instead of using existing definitions for class and class series?** New definitions are necessary because there are distinct differences between the current class structure and the new IT professional structure. The main difference is the allocating criteria- it is necessary to make a distinction between these to ensure clarity moving forward in the allocation process. The current class allocating criteria is class series concept, definition and distinguishing characteristics. Within the new ITPS the allocating criteria is the inclusion/exclusion criteria, job family descriptors and competency levels that are distinctly different from the current structure.
2. **The proposed definition of job level (WAC 357-01-197) is the measure of complexity of work performed. How will complexity be defined?** Complexity is defined in the Office of Financial Management State Human Resources Glossary of Classification Terms.
3. **Regarding proposed WAC 357-13-058 What is the requirement for employers to develop procedures which address inclusion in the Information Technology Professional Structure and evaluating positions for placement within the structure, the following questions were received:**
 - A) **Does the procedure have to go through the State HR process and is there a time frame? Does it require SHR approval like process and policy?** No, the proposed WAC does not require the procedure is approved by State HR. However, employers will be asked to provide their documented procedures to State HR.
 - B) **Can a senior IT Manager participate?** Yes, a senior IT Manager can participate.
 - C) **Instead of referencing “the tool” in WAC, should the official name be used?** For purposes of WAC, it has been decided to address the tool as “the tool.” If the tool name ever changes, we will not be required to make the change in WAC.
 - D) **What is the minimum number of individuals who must participate on the ITPS Committee?** Per WAC 357-13-058(2)(b), Inclusion, determination and position evaluation must be performed by a committee of three or more people.
 - E) **Why are three individuals required to do one allocation?** Another item identified through the pilot was that HR staff found having an IT expert as part of the allocation process was crucial to having more accurate allocation determinations. Lessons learned from the use of committees for Washington Management Service (WMS) placement is that a minimum of three trained evaluators ensures a more accurate determination. Because of these and other factors, this is one of the proposed requirements moving forward with implementation.
 - F) **Professional HR staff have been allocating positions for years and engage technical experts as need. Making this a requirement is overly burdensome. RCW 41.06.150 (6) states “Rules adopted under this section by the director shall provide for local administration and management by the institutions of higher education and related boards, subject to periodic audit and review by the director.”** The intention is not to take away from the rights provided in this RCW. We are stating that this is how

inclusion, evaluation and re-evaluations will be handled in the new ITPS. As far as the employee initiated review process, nothing will change for the employee. The only difference is that the allocation determination will be based on the review of the evaluation committee made up of at least three staff (the ITPS Coordinator, an IT Manager and at least one other HR Professional and/or IT Manager) rather than an individual HR staff. This process has been part of the recommendation since the pilot stage and has been communicated throughout the process. As for whether or not agencies will be ready July 1, 2019. OFM, State HR is doing everything possible to provide agencies and HE Institutions with the training, tools and resources they will need once this process has been decentralized.

- G) Subsection (2)(c) requires that a copy of the signed IT position description form must be attached to the evaluation results within the tool. What happens when an employer uses an electronic position description?** An option is to save the position description as a PDF and attach it electronically. **RCW 41.06.150 (6) “Rules adopted under this section by the director shall provide for local administration and management by the institutions of higher education and related boards, subject to periodic audit and review by the director.”** This new structure and the process that will be required as part of the process does not limit your ability to administer and manage your HR programs. The reason employers are required to attach the PD is because of the Director audit/review component.

4. WAC 357-28-215, states that “Employees within the Information Technology Professional Structure designated as and performing all the duties of a supervisor and identified as entry, journey or senior specialist must receive a five percent supervisory pay differential in addition to their base pay as long as they meet the definition of supervisor.”
The following questions were received:

- A) Why does the proposed WAC state five percent, not two steps?** Best practice is that a supervisor should be paid a minimum of five percent above their subordinate. The supervisory pay differential will be calculated on the basic pay screen in HRMS using a wage type and is not part of the employee’s basic pay. Additionally, a supervisor at step M would not be able to receive a two-step increase.
- B) What definition of supervisor are we referring to?** The definition of supervisor in the Classification and Compensation Glossary of Terms. Since the January rules meeting, a decision was made to add a definition of supervisor in chapter 357-01 WAC to mirror what is in the C&C Glossary of Terms.
- C) In order to qualify for the five percent supervisor pay differential, does a supervisor have to be in a position for a certain period of time?** The five percent supervisory differential applies to permanent and non-permanent supervisors. There are no timeframe requirements for the 5%.

5. Are in-training appointments allowed for ITPS positions? Yes, there is still the ability for in-training plans in the new ITPS. The criteria for in-training plans for the ITPS are in development. The goal is the development of enterprise standards for in-training positions to ensure consistent and equitable progression.