1. **Where can I find a list of classification/allocation terms?**

The Glossary of Classification Terms is a helpful listing of commonly used classification and allocation terms. You can find the Glossary at this link:

[http://hr.wa.gov/SiteCollectionDocuments/CompensationAndJobClasses/Comp Class HR Pro Tools/Classification**Glossary**.doc](http://hr.wa.gov/SiteCollectionDocuments/CompensationAndJobClasses/Comp%20Class%20HR%20Pro%20Tools/ClassificationGlossary.doc)

1. **What is the classification plan?**

The state classification plan is a list of current state job class titles and approved salary ranges. It is a component of the state compensation plan. See the following link: <http://hr.wa.gov/CompClass/JobClassesSalaries/Pages/ClassifiedJobListing.aspx>

1. **Where can I find the lists of job classes by category?**

This list is helpful as it groups job classes by the type of work they perform. You can find the class titles by category by going to the link listed in #2 above. You will have the ability to search all of the class titles by the category you are looking for.

1. **Where can I find class specifications?**

You can find class specifications by going to the link listed in #2 above. Click on the class title, and the specification for the class will pop up.

1. **What is the difference between a class specification and a position description?**

A class specification is a description of a body of work. It contains the criteria state employers (state agencies and institutions of higher education) use to classify positions. Class specifications typically contain a broader description of work than a position description. They are developed, written, and maintained by the OFM, State Human Resources Division (SHR). A position description describes the duties and responsibilities assigned to a particular position or job*.* It is developed, written, and maintained by the supervisor of the position and the employer’s Human Resources (HR) office.

1. **Where can I find the Washington General Service (WGS) position description form?**

You can find the current position description form at this link:

[http://hr.wa.gov/SiteCollectionDocuments/**Form**s and Publications/DOP **Form**s/**WGSPositionDescription**.doc](http://hr.wa.gov/SiteCollectionDocuments/Forms%20and%20Publications/DOP%20Forms/WGSPositionDescription.doc)

1. **Where can I find the WGS position description guide?**

You can find the WGS position description guide at this link:

[http://hr.wa.gov/WorkforceDataAndPlanning/WorkforcePlanning/Pages/**PositionDescription**Guidance.aspx](http://hr.wa.gov/WorkforceDataAndPlanning/WorkforcePlanning/Pages/PositionDescriptionGuidance.aspx)

1. **Who writes position descriptions?**

Employers must maintain a current position description for each position. Managers or supervisors are generally responsible for writing position descriptions. However, employees may be asked to provide input in the process or to draft a position description for their manager or supervisor’s review. For represented employees, the Classification article in the applicable CBA should be referenced.

1. **When should a position description be reviewed and updated?**

Position reviews should happen when there are substantive and permanent changes in job duties and scope of responsibility of a position. The result of the position review is an updated position description. Position descriptions should also be reviewed and updated as needed prior to establishing performance standards and filling vacancies.

1. **How do I know if this position description is the most current?**

Check with the supervisor of the position to find out. It is the supervisor’s responsibility to keep the position descriptions of his or her subordinates up to date.

1. **Can I allocate a position into a class that has another agency in the class title, such as Audit Specialist – DOT 3; Commerce Specialist; or Speech Pathologist, School for the Deaf/Blind? Can I allocate a position into a class that specifically mentions an agency in the definition, such as “in the Department of Social and Health Services…?”**

Yes, if the class is determined to be a “best fit”. Employers may allocate into ”agency specific” job classes even though the position is notwithin the agency mentioned in the title or definition. What determines an allocation is the work performed, not the location of the work. It is important that employers ensure the overall scope of the position’s duties and responsibilities fit the work described in the class specification, and it fits the intent of the class definition. The work described must be considered in their entirety.

For example, the definition of the class Correctional Records Technician 1 is: “Performs correctional records technical tasks and sentencing structure duties within a correctional records office. Calculates length of incarceration and/or community supervision time under the supervision of a Correctional Records Supervisor.” So if the position does not work in a correctional records office and is not under the supervision of a Correctional Records Supervisor, you may not allocate to this class.

1. **I cannot find a class specification that fully describes the work performed by a position; however, some of the work is defined in a class specification. Can I allocate the position into this classification?**

Yes, if the class is determined to be a “best fit”. Employees can use a classification as long as that class specification best describes the overall scope of the position’s duties. This type of allocation is referred to as a “best fit” because it is not an exact fit but is the best choice given the classes available in the state classification plan. For example, here is the board precedent on best fit:

Appellant asks that his position be reallocated to the CAMPS or the Maintenance Mechanic 3 class on a best fit basis. The best fit concept is used when there isn’t a more appropriate job class that exists. The duties and responsibilities of a position may not encompass the full breadth of the duties and responsibilities described by the classification but the classification best describes the level, scope and diversity of the overall duties and responsibilities of the position. See for example, *Salsberry v. Washington State Parks and Recreation Commission*, PRB Case No. R-ALLO-06-013 (2007) and *Allegri v. Washington State University*, PAB Case No. ALLO-96-0026 (1998).

However, application of the best fit concept is not appropriate when there is a class that specifically includes the majority of the overall duties, the scope, the diversity and the level of responsibility of a position.

1. **What is a desk audit?**

A desk audit is when an agency’s/institution’s HR consultant meets with the incumbent of the position to discuss the work the incumbent performs. Here’s the link to the Desk Audit Overview: <https://ofm.wa.gov/state-human-resources/compensation-job-classes/job-classes-and-salaries/position-allocation-process/step-5-conduct-desk-audit>

1. **I am having a difficult time with an allocation. What can I do?**

Contact your agency or institution’s HR Office.

Agency/institution HR staff can also contact the assigned State HR, Classification and Compensation team for allocation guidance. Here’s the link to the agency/institution consultant assignment listing for the general government agencies and the higher education institutions they serve:

<https://ofm.wa.gov/sites/default/files/public/shr/CompensationAndJobClasses/Contact%20Class%20and%20Comp/CC_AgencyAssignments.pdf>

1. **Where can I find information on SHR’s Classification and Compensation Roundtables?**

You can find information on past and up-coming Class/Comp Roundtables as well as handouts from past sessions at this link:

<http://www.hr.wa.gov/more/Meetings/Pages/ClassificationandCompensationRoundtableMeetings.aspx>

1. **Where do I find information about the Director’s Review process?**

You can find information on **SHR’s** Director Review process at this link:

<http://hr.wa.gov/more/DirectorsReviewsAppeals/DirectorsReviews/Pages/default.aspx>

1. **Where do I find information about the PRB Appeals process?**

You can find information on the Personnel Resources Board allocation appeals process at this link:

<http://hr.wa.gov/more/DirectorsReviewsAppeals/PRBAppeals/Pages/default.aspx>