**SAMPLE POSITION REVIEW DECISION**

**(Reallocation denied)**

To: (Incumbent)

From: (Your Name), Human Resource Consultant

Date: (Current Date)

Subject: Position Review Determination

On (date), we received your Position Review Request (PRR) form to review the allocation of your Information Technology Specialist 4 position. You believe the Information Technology Specialist 5 best describes your position. I had separate meetings with you and your supervisor (name and title) on (date) to discuss your position and clarify your duties and responsibilities. I later determined further clarification was needed on the percentage of time you spent on each job duty over the six month time period considered in the review. I met with you and (Mr./Ms./supervisor’s name) on (date) to collect that information.

**Allocation Decision**

I examined the Information Technology Specialist 4 and the Information Technology Specialist 5 classifications. Based on my review of these classes, information in your PRR and Position Description (PD), and information subsequently provided by you and your supervisor, I have determined the Information Technology Specialist 4 best describes the overall duties and responsibilities of your position. Therefore, your position remains appropriately allocated to that classification.

## Position Review Request Summary

In the (same date as in first sentence) PRR, you detailed the job duties and tasks you are assigned. These duties are the same as identified on the PD. (Mr./Ms./supervisor’s name) confirmed these duties and provided some clarifications.

In question 4 of your PRR, the major job duties and estimated percentage of time you identified are listed below:

**NOTE:** Use chart or bullet points to describe the major duties listed on the PRR form.

**Classification Comparisons**

The Information Technology Specialist 4 classification is similar to the Information Technology Specialist 5. The significant differences identified between the definitions of these classifications are as follows:

|  |  |
| --- | --- |
| **Information Technology Specialist 4** | **Information Technology Specialist 5** |
| Senior-level | Expert-level |
| Evaluate and resolve complex tasks | Perform highly-complex tasks |
| Team or project leader | Provide project management leadership |

**NOTE:** When comparing levels, the above chart isn’t required; however, it’s very helpful as it provides part of the rationale. It’s especially helpful if the incumbent files a request for a director’s review.

The current Office of the State Human Resource Director’s *Glossary – Classification* document was used to define the terms senior, expert, complex and highly complex. The definitions are as follows:

***Level of Work.*** *Each level listed is typically a separate class with a separate title, salary, and different work performed.*

* ***Entry*** *- Performs beginning level work under close or direct supervision. Incumbents typically work within narrowly established guidelines and parameters. Duties are often repetitive and routine and decision-making is limited. Clear work directions and parameters are provided and outcomes are reviewed by higher levels.*
* ***Journey*** *- Fully competent and qualified in all aspects of a body of work and given broad/general guidance. Individuals can complete work assignments to standard under general supervision. Also referred to as the working or fully-qualified level.*
* ***Senior*** *-**The performance of work requiring the consistent application of advanced knowledge and requiring a skilled and experienced practitioner to function independently. Senior-level work includes devising methods and processes to resolve complex or difficult issues that have broad potential impact. These issues typically involve competing interests, multiple clients, conflicting rules or practices, a range of possible solutions, or other elements that contribute to complexity. The senior-level has full authority to plan, prioritize, and handle all duties within an assigned area of responsibility. Senior-level employees require little supervision and their work is not typically checked by others.*
* ***Expert*** *- Within the context of the class series, has the highest level of responsibility and extensive knowledge based on research and experience in a specific area. Resolves the most complex, critical, or precedent-setting issues that arise. Positions act as a resource and provide guidance on specialized technical issues. Although an employee may be considered by their peers as an expert or “go-to” person at any level, for purposes of allocation, the term is typically applied to an employee in a higher class level who has gained expertise through progression in the series.*

***Complexity of Work.*** *Refers to the scope, variety and difficulty of the duties, responsibilities, and skills required to perform the work. Complexity is categorized as:*

* ***Basic*** *– Performs clear-cut tasks under close or direct supervision with little choice as to which rules and procedures to follow or materials or equipment to use.*
* ***Routine*** *– Performs several related and repetitive tasks that require some judgment regarding the rules and procedures to follow or the materials or equipment to use.*
* ***Complex*** *– Independently uses a wide variety of rules, processes, materials and equipment to complete work assignments that require specialized knowledge or skills. Decisions are made independently regarding which rules, processes, materials, and equipment to use in order to effectively accomplish work assignments.*
* ***Highly/Most Complex*** *– Responsibilities include extensive research and analysis of systems, facts, figures, or similar information to determine the nature and scope of problems that need to be solved. Develops new policies, procedures, or techniques to address problems not covered by existing written procedures or manuals.*

**Position Analysis**

My analysis included determining how many of the tasks you performed were at the senior level and considered to be complex, and how many were at the expert level and considered to be highly complex. My analysis of the percentage of time you spent on each task shows the majority of your time was on complex tasks requiring a senior level ability (more specific detail would be provided here showing how this determination was made…). This combination of complexity and level of work is found in and best defined by the Information Technology Specialist 4 classification.

Another difference identified between the Information Technology Specialist 4 and Information Technology Specialist 5 was (explain differences…). Because the preponderance of your time was not spent in a project manager role, the Information Technology Specialist 5 classification is not the best fit for your position.

Below are the definitions for the Information Technology Specialist 4 and Information Technology Specialist 5:

#### Information Technology Specialist 4

*Performs analysis, system design, acquisition, installation, maintenance, programming, project management, quality assurance, troubleshooting, problem resolution, and/or consulting tasks for complex computing system, application, data access/retrieval, multi-functional databases or database management systems, telecommunication, project or operational problems.*

*As a senior-level specialist in an assigned area of responsibility and/or as a team or project leader, applies advanced technical knowledge and considerable discretion to evaluate and resolve complex tasks such as planning and directing large-scale projects; conducting capacity planning; designing multiple-server systems; directing or facilitating the installation of complex systems, hardware, software, application interfaces, or applications; developing and implementing quality assurance testing and performance monitoring; planning, administering, and coordinating organization-wide information technology training; acting as a liaison on the development of applications; representing institution-wide computing and/or telecommunication standards and philosophy at meetings; or developing security policies and standards.*

*Incumbents understand the customer's business from the perspective of a senior business person and are conversant in the customer's business language. Projects assigned to this level impact geographical groupings of offices/facilities, and/or regional, divisional, or multiple business units with multiple functions. The majority of tasks performed have wide-area impact, integrate new technology, and/or affect how the mission is accomplished.*

**Information Technology Specialist 5**

*This is the supervisory or expert level. Provides expert consultation and specialized analysis, design, development, acquisition, installation, maintenance, programming, testing, quality assurance, troubleshooting, and/or problem resolution tasks for major organization-wide, high risk/high impact, or mission-critical applications computing and/or telecommunication systems, projects, databases or database management systems; support products, or operational problems.*

*Performs highly-complex tasks such as conducting capacity planning to determine organization-wide needs and make recommendations; designing complex agency- or institution-wide enterprise systems crossing multiple networks, platforms or telecommunication environments; overseeing the daily operations of large-scale or enterprise systems; identifying and resolving operational problems for major high risk systems with centralized, organization-wide functions; testing multi-dimensional applications, providing quality assurance; developing standards or enhancing existing, high risk and impact, mission critical applications; integrating business solutions, or writing feasibility studies and decision packages for high visibility/impact initiatives.*

*Provides leadership and expert consultation for large-scale projects or enterprise systems that often integrate new technology and/or carry out organization-wide information technology functions, or impact other institutions or agencies. Provides project management leadership, technical expertise and demonstrates knowledge of project management practices, principles, and skills.*

*May supervise information technology specialists or function as a recognized expert who is sought out by others in resolving or assessing controversial or precedent-setting issues.*

**Conclusion**

I enjoyed the opportunity to learn more about your job and the contributions that you make to this agency. This allocation decision is not intended to be an evaluation of your capabilities. Rather it is an assessment based solely on a comparison of your position’s duties and responsibilities to the existing classification specifications. The best description of the overall duties and responsibilities of your position continues to be found in the Information Technology Specialist 4 classification.

You may request a Director's review of the results of the position review to the Director of the Office of Human Resources within thirty (30) calendar days of being provided the results of the position review or notice of reallocation.

* The 30-day time period begins on the date the allocation decision is served by personal delivery, deposited in the U.S. mail, or faxed, unless provided via alternate method such as email or campus mail. If provided by *alternate method*, the 30-day time period begins on the date you *receive* the notice (WAC 357-04-105).
* The Director’s review is the first step in the appeal process and your request for review must be received (not postmarked) in the Director’s Review Office within 30 days of service of the position review results or reallocation notice.
* You may file in person, by mail, or by fax (but not by email) to the following address:

Office of the State HR Director

Director’s Review Program

Insurance Building

302 Sid Snyder Ave SW

PO Box 40911

Olympia, Washington 98504-0911

FAX: 360-586-4694

cc: