

# Director's Meeting Agenda

State Human Resources

Office of Financial Management

Meeting Date: Thursday, May 17, 2018  
Meeting Time: 8:30 a.m.  
Location: Capitol Court Building  
1110 Capitol Way South, Suite 120  
Conference Room 110  
Olympia, Washington 98501-2251  
Limited Parking  
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 8, 2018

## Section B: Exempt Compensation

Item(s) 1	B1241 Director, Office of Columbia River – ECY .....	B1-B2
Item(s) 2	B1242 Director, Office of Chehalis Basin – ECY .....	B3-B4
Item(s) 3	B5721 Communications Director – CTS .....	B5-B6
Item(s) 4	B7001 Deputy Secretary, Operations – DCYF .....	B7-B8
Item(s) 5	B7002 Deputy Secretary, Programs – DCYF .....	B9-B10
Item(s) 6	B7003 Human Resource Director – DCYF .....	B11-B12
Item(s) 7	B7004 Chief Information Officer – DCYF .....	B13-B14
Item(s) 8	B7005 Chief Financial Officer – DCYF .....	B15-B16
Item(s) 9	B7006 Director of Legislative Affairs – DCYF .....	B17-B18
Item(s) 10	B7008 Director of Tribal Relations – DCYF .....	B19-B20
Item(s) 11	B7009 Director of Communications – DCYF .....	B21-B22
Item(s) 12	B7010 Director of Early Learning Programs – DCYF .....	B23-B24
Item(s) 13	B7012 Director of Family Support Programs – DCYF .....	B25-B26
Item(s) 14	B9528 IT Policy and Management Consultant – CTS .....	B27-B28
Item(s) 15	B9529 Enterprise Solutions Accessibility Architect – CTS .....	B29-B30

## Section C: Classification

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Item(s) 20	422E Labor Relations Adjudicator/Mediator 1 .....	C9-C11
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**Abolishment(s)**

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Section D: Compensation

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Item(s) 28	WSU Basic Shift Premium Rate for Non-Union Veterinary Specialists .....	D4

Section E: Rule Amendments – None

**Website Information**

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**Proposal Package Submittals**

All proposal packages should be routed to your assigned classification analyst. Classification and compensation email address [classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov).

**Meeting Coordinator**

For question and concerns, contact the Meeting Coordinator at [classandcomp@ofm.wa.gov](mailto: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**

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**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.

<b>Item 1</b>	
<b>Requester (Agency/Institution)</b> Department of Ecology (ECY)	<b>Analyst</b> Tricia Mackin
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> B1241 Director, Office of Columbia River - ECY	<b>Current EMS Band/Rate</b> EMS Band IV (\$78,504 - \$135,264)
<b>Proposed Code/Title</b> N/A	<b>Proposed EMS Band/Rate</b> N/A
<b>Current RCW Exemption (indicate number and description)</b> RCW 41.06.070(1) (v) "In each agency with fifty or more employees: Deputy agency heads..."	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.070(3) Governor's Pool "involving directing and controlling program operations of an agency..."
<b>Effective Date</b> 5/18/2018	

### Scope

Implements provisions of the Columbia River Basin Water Management Act (RCW 90.90). Specifically, this positions' mission is to aggressively pursue development of new water supplies throughout the central and eastern Washington for both in-stream and out-of-stream uses and to oversee development of policies that effectively achieve that mission. Makes decisions on a regular basis regarding various water supply and development activities and projects including conducting strategic planning and coordinating with tribal, federal, state, and local agencies and entities.

### Explanation

State Human Resources is requesting an exemption change as this position no longer meets the criteria for RCW 41.06.070(1)(v) because they direct and control program operations, it now falls under the Governor's Pool exemption, RCW 41.06.070(3). This exempt class was reviewed when Ecology submitted request to establish a new exempt class for the Director, Office of Chehalis Basin. This request is housekeeping in nature.

## Section B: Exempt Compensation

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There is no cost associated with this request.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Policy	<b>Date of Exempt Position Description on File</b> 5/17/2017
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> 1
<b>Workforce Indicator</b> 80148587 At-Will Governor's Pool	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 2</b>	
<b>Requester (Agency/Institution)</b> Department of Ecology (ECY)	<b>Analyst</b> Tricia Mackin
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B1242 Director, Office of Chehalis Basin - ECY	<b>Proposed EMS Band/Rate</b> EMS Band IV (\$78,504 - \$135,264)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.070(3) Governor's Pool "involving directing and controlling program operations of an agency..."
<b>Effective Date</b> 5/18/2018	

### Scope

Reporting to the agency director, this position will direct and implement provisions of the Office of Chehalis Basin (RCW 43.21A.730-733). Specifically, this position's mission is to aggressively pursue implementation of an integrated strategy, while administering funding for long-term flood damage reductions and aquatic species restoration in the Chehalis River Basin. This position will be responsible for determining timing and content of information provided to the Chehalis Basin Board such as strategy adoption, priority and scale of actions to implement the Chehalis Basin Strategy, and progress tracking and revision roles. The position will also oversee the development of policies that will effectively achieve that mission. Makes decisions regarding flood hazard reduction, habitat recovery and development activities and major projects including, conducting strategic planning and serving as the primary liaison with the Chehalis River Basin Flood Authority, tribal, federal, state, and local agencies and entities. Serves as the primary legislative liaison for the Office of Chehalis Basin.

## 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.

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### Explanation

The Department of Ecology is requesting the establishment of an exempt Director, Office of Chehalis Basin at the EMS IV level based on a need to implement the Office of Chehalis Basin, established in Chapter 194, laws of 2016 (RCW 43.21A.730-733).

State Human Resources scored this exempt class at C5Y (948), which meets the EMS Band IV level. OFM Budget has reviewed their fiscal impact statement and verified the agency can absorb all costs associated with this establishment.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Policy	<b>Date of Exempt Position Description on File</b> 5/5/2017
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> 0
<b>Workforce Indicator</b> 80148587 At-Will Governor's Pool	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 3</b>	
<b>Requester (Agency/Institution)</b> Consolidated Technology Services	<b>Analyst</b> Susan Miles
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B5721 Communications Director - CTS	<b>Proposed EMS Band/Rate</b> EMS Band III (\$65,496 - \$116,736)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.070 (1) (v) "In each agency with fifty or more employees....Division Director..."
<b>Effective Date</b> 5/18/2018	

### Scope

Reporting to the Chief Financial Officer, the Communications Director directs and manages the agency's communications and marketing programs. Advises the agency's executive leadership team, and guides development, review and implementation of strategic communications plans. Acts as key spokesperson for the agency and is responsible for oversight of media relations, public involvement, graphic design and marketing materials, internal communications, video production, and design and content of the agency's website.

## 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.

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### Explanation

Consolidated Technology Services (CTS) is requesting to establish an exempt class, Communications Director - CTS. This is a result of the legislature passing Engrossed Second Substitute Senate Bill 5315, relating to the alignment of the Consolidated Technology Services. This bill transferred the Office of the Chief Information Officer (OCIO) from the Office of Financial Management to Consolidated Technology Services on July 1, 2015. Staff reviewed the updated position description and evaluated the work with a score of C3W (748), which is within the EMS Band III level. A Fiscal Impact Statement has been reviewed and approved by OFM Budget for this action.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 7/13/2017
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> 0
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 4</b>	
<b>Requester (Agency/Institution)</b> Department of Children, Youth and Families	<b>Analyst</b> Brett Alongi
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7001 Deputy Secretary of Operations – DCYF	<b>Proposed EMS Band/Rate</b> EMS Band V (\$95,328 - \$154,908)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.0971 “this chapter does not apply . . . to the . . . deputy . . . secretaries . . .”
<b>Effective Date</b> 7/1/2018	

### Scope

The Deputy Secretary of Operations reports directly to the Secretary of the Department of Children, Youth and Families (DCYF) and is responsible for directing and overseeing the core infrastructure of DCYF. This exempt class is responsible for creating and implementing major administrative and agency policies. This exempt class provides leadership and direction to the Human Resources, Information Technology, Finance, Service to Providers, Licensing, Continuous Quality Assurance and Improvement and Business Services Divisions. This exempt class is responsible for providing the leadership, accountability, strategic oversight and tools to support and develop the leaders of DCYF.

## 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.

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### 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 created. This exempt class will act on behalf of the Secretary to ensure departments are strategically aligned with the mission, vision, values and goals of DCYF.

State HR staff evaluated the position description with a score of E5Y (1410) which meets the EMS Band V level.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 2/6/2018
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 5</b>	
<b>Requester (Agency/Institution)</b> Department of Children, Youth and Families	<b>Analyst</b> Brett Alongi
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7002 Deputy Secretary of Programs – DCYF	<b>Proposed EMS Band/Rate</b> EMS Band V (\$95,328 - \$154,908)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.0971 “this chapter does not apply . . . to the . . . deputy . . . secretaries . . .”
<b>Effective Date</b> 7/1/2018	

### Scope

The Deputy Secretary of Programs reports directly to the Secretary of the Department of Children, Youth and Families (DCYF) and is responsible for directing and overseeing agency services and programs for children, youth and families. This exempt class is responsible for creating and implementing major agency policies. This exempt class provides direct leadership for positions responsible for Child Welfare Field Operations, Family Support, Early Learning, Out of Home Care and Adolescent Programs. This exempt class is responsible for providing the leadership, strategic oversight, tools and support to external providers, such as child care facilities, foster care providers and group homes, which DCYF depends on to provide services to children and families.

## 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.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the DCYF will be created effective July 1, 2018. This exempt class will act on behalf of the Secretary to ensure departments are strategically aligned with the mission, vision, values and goals of DCYF.

State HR staff evaluated the position description with a score of E5Y (1410) which meets the EMS Band V level.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 2/6/2018
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 6</b>	
<b>Requester (Agency/Institution)</b> Department of Children, Youth and Families	<b>Analyst</b> Brett Alongi
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7003 Human Resource Director – DCYF	<b>Proposed EMS Band/Rate</b> EMS Band IV (\$78,504 - \$135,264)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.0971 “this chapter does not apply . . . to the . . . assistant . . . secretaries . . .”
<b>Effective Date</b> 7/1/2018	

### Scope

The Human Resource Director reports directly to the Deputy Secretary of Operations within the Department of Children, Youth and Families (DCYF) and is a member of the DCYF executive leadership team. This exempt class is responsible for participating in determining the agency’s long term strategic direction and strategic planning process and is responsible for leading, directing, developing and overseeing the delivery of statewide comprehensive human resource programs. This exempt class is responsible for all human resource (HR) operations to include oversight and direction of classification and compensation, recruitment and selection, labor relations, employment investigations, employee engagement, training and development, wellness, equity, diversity and inclusion, and strategic workforce planning. In addition, this exempt class will have considerable influence in the development, application and ensured compliance of DCYF agency policies.

## 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.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the DCYF will be created effective July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide strategic direction and leadership on all agency wide HR programs. As DCYF transitions as a new agency, this position will manage the numerous and complex HR issues associated with a new agency to include HR policy and procedure development, organizational design and change management.

State HR staff evaluated the position description with a score of D4X-976, which meets the EMS Band IV level.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 1/5/2018
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 7</b>	
<b>Requester (Agency/Institution)</b> Department of Children, Youth and Families	<b>Analyst</b> Brett Alongi
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7004 Chief Information Officer – DCYF	<b>Proposed EMS Band/Rate</b> EMS Band III (\$65,496 - \$116,736)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> DCYF enabling statute: RCW 41.06.0971 “this chapter does not apply . . . to the . . . assistant . . . secretaries . . .”
<b>Effective Date</b> 7/1/2018	

### Scope

The Chief Information Officer (CIO) reports directly to the Deputy Secretary of Operations of the Department of Children, Youth and Families (DCYF) and is a member of the DCYF executive leadership team. The CIO is responsible for the development of policies, processes and procedures, which govern the security, privacy, disaster recovery and IT portfolio management of major IT strategies and investments. This exempt class is responsible for determining strategic and operational plans to deliver IT services, which support the mission and priorities of the agency.

## 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.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide IT services that support the strategic direction and leadership on agency IT matters.

State HR staff evaluated the position description with a score of C4X-800, which meets the EMS Band III level.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 1/5/2018
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 8</b>	
<b>Requester (Agency/Institution)</b> Department of Children, Youth and Families	<b>Analyst</b> Brett Alongi
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7005 Chief Financial Officer – DCYF	<b>Proposed EMS Band/Rate</b> EMS Band III (\$65,496 - \$116,736)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> DCYF enabling statute: RCW 41.06.0971 “this chapter does not apply . . . to the . . . assistant . . . secretaries . . .”
<b>Effective Date</b> 7/1/2018	

### Scope

The Chief Financial Officer (CFO) reports directly to the Deputy Secretary of Operations of the Department of Children, Youth and Families (DCYF) and is a member of the DCYF executive leadership team. The CFO provides strategic financial leadership and direction for DCYF and is responsible for the overall financial management of the agency. Areas of responsibility include but are not limited to budget development, accounting, contracting, cost allocation, forecasting and audits. This exempt class is responsible for ensuring the agency manages resources, which comply with state and federal requirements.

## 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.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide strategic direction and leadership on agency financial matters.

State HR staff evaluated the position description with a score of B4Y-692, which meets the EMS Band III level.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 1/5/2018
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 9</b>	
<b>Requester (Agency/Institution)</b> Department of Children, Youth and Families	<b>Analyst</b> Brett Alongi
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7006 Director of Legislative Affairs – DCYF	<b>Proposed EMS Band/Rate</b> EMS Band IV (\$78,504 - \$135,264)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.070 (1)(v) “in each agency with fifty or more employees . . . principle policy assistants . . .”
<b>Effective Date</b> 7/1/2018	

### Scope

The Director of Legislative Affairs reports directly to the Secretary of the Department of Children, Youth and Families (DCYF). This exempt class is responsible for establishing and maintaining relationships and communication between DCYF and legislators, elected officials, government agencies, citizen groups and other stakeholders to promote effective policy development and partnerships. This exempt class is responsible for collaborating with agency executives to establish the direction and implementation of the legislative strategy. Other primary responsibilities include tracking legislation, which impact the agency and representing the agency in legislative hearings.

## 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.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created on July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide strategic direction and leadership regarding legislative affairs.

State HR staff evaluated the position description with a score of D4X-976, which meets the EMS Band IV level.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 1/5/2018
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> N/A

## 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.

<b>Item 10</b>	
<b>Requester (Agency/Institution)</b> Department of Children, Youth and Families	<b>Analyst</b> Brett Alongi
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7008 Director of Tribal Relations – DCYF	<b>Proposed EMS Band/Rate</b> EMS Band III (\$65,496 - \$116,736)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.070 (1)(v) “in each agency with fifty or more employees . . . principle policy assistants . . .”
<b>Effective Date</b> 7/1/2018	

### Scope

The Director of Tribal Relations reports directly to the Secretary of the Department of Children, Youth and Families (DCYF) and is responsible for working with the 29 federally recognized sovereign tribal nations. This exempt class is responsible for influencing agency strategy, policy and government-to-government agreements to ensure DCYF accomplishes the goal of eliminating child and youth outcome disparities based on race and ethnicity. This exempt class is responsible for planning, developing, and executing strategies to improve services to and collaborate with tribes in the areas of early learning, child welfare and juvenile justice and rehabilitation. This exempt class serves as the agency’s senior policy advisor to the DCYF Secretary on matters regarding tribal relations.

## 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.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the DCYF will be created effective July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide strategic direction and leadership regarding tribal relations and policy. State HR staff evaluated the position description with a score of C3X (768) which meets the EMS Band III level.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Policy	<b>Date of Exempt Position Description on File</b> 1/5/2018
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 11</b>	
<b>Requester (Agency/Institution)</b> Department of Children, Youth and Families	<b>Analyst</b> Brett Alongi
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7009 Director of Communications - DCYF	<b>Proposed EMS Band/Rate</b> EMS Band III (\$65,496 - \$116,736)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description )</b> RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ."
<b>Effective Date</b> 7/1/2018	

### Scope

The Director of Communications reports directly to the Department of Children, Youth and Families (DCYF) Secretary and is a member of the executive leadership team. This exempt class is responsible for managing and providing leadership for the development and implementation of DCYF communications strategies and programs. It is incumbent on this exempt class to ensure communication strategies are managed appropriately and issues are addressed with accuracy, honesty and timeliness to maintain agency credibility. This exempt class has additional responsibilities to coordinate and collaborate with key agency executives to develop and deploy outreach initiatives.

## 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.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide strategic direction and leadership on agency communication matters.

State HR staff evaluated the position description with a score of C3W-748, which meets the EMS Band III level.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 4/17/2018
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 12</b>	
<b>Requester (Agency/Institution)</b> Department of Children, Youth and Families	<b>Analyst</b> Brett Alongi
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7010 Director of Early Learning Programs - DCYF	<b>Proposed EMS Band/Rate</b> EMS Band II (\$56,472 - \$103,632)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description )</b> RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ."
<b>Effective Date</b> 7/1/2018	

### Scope

The Director of Early Learning Programs reports directly to the Deputy Secretary of Programs for Children and Families within the Department of Children, Youth and Families (DCYF). This exempt class is responsible for the delivery of services to children and their families to promote school readiness. This exempt class is accountable for providing program oversight, leadership and support to child and family centered programs, which include Early Childhood Education and Assistance Programs, Working Connections Childcare and the Headstart Collaboration Office. Leads and manages program areas, which are directly tied to closing the opportunity gap, and increases school readiness for Washington State children.

## 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.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. The establishment of the Director of Early Learning Programs provides leadership for the delivery of services to children and their families to provide physical, social and developmental learning programs.

State HR staff evaluated the position description with a score of B3X-586, which meets the EMS Band II level.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 4/18/2018
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 13</b>	
<b>Requester (Agency/Institution)</b> Department of Children, Youth and Families	<b>Analyst</b> Brett Alongi
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7012 Director of Family Support Programs - DCYF	<b>Proposed EMS Band/Rate</b> EMS Band II (\$56,472 - \$103,632)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description )</b> RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ."
<b>Effective Date</b> 7/1/2018	

### Scope

The Director of Early Learning Programs reports directly to the Deputy Secretary of Programs for Children and Families within the Department of Children, Youth and Families (DCYF). This exempt class is responsible for providing program oversight, leadership and support to child and family centered programs with the purpose of ensuring children enter kindergarten ready to learn. Programs include Early Childhood Intervention and Prevention Services, Early Support for Infants and Toddlers and the Healthiest Next Generation initiative. This exempt class is responsible for program design and renewal with the intent of producing measurable improvements and outcomes for children and families in the communities they live in.

## 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.

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### Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. The establishment of the Director of Family Support Programs provides leadership for the delivery of services to children and their families to provide physical, social and developmental learning programs.

State HR staff evaluated the position description with a score of B3X-586, which meets the EMS Band II level.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 4/17/2018
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 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.

<b>Item 14</b>	
<b>Requester (Agency/Institution)</b> Consolidated Technology Services	<b>Analyst</b> Brett Alongi
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B9528 - IT Policy and Management Consultant - CTS	<b>Proposed EMS Band/Rate</b> EMS Band III (\$65,496 - \$116,736)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description )</b> RCW 41.06.94 - . . . shall not apply in the consolidated technology services agency to up to twelve positions . . . involved in policy development . . .
<b>Effective Date</b> 5/18/2018	

### Scope

Reporting to the Deputy Director of Consolidated Technology Services (CTS), positions in the IT Policy and Management Consultant exempt class will develop statewide policy to ensure the effective and appropriate management of all major information technology (IT) investments. Positions are responsible for providing agencies with sound advice and guidance on all applicable statewide IT policies as well as monitoring for compliance with these policies. They will also ensure agencies are compliant with statewide IT policies. This exempt class has the authority to determine which IT investments are major and must be brought under the oversight of CTS. Positions review agency submitted IT investment plans and have authority to determine the health of IT investments, which identifies level of risk, viability and agency readiness to implement. Positions submit recommendations to Deputy Director for final approval.

## 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.

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### Explanation

Consolidated Technology Services is requesting to establish an exempt class titles IT Policy and Management Consultant. This is a result of the legislature passing Engrossed Second Substitute Senate Bill 5315, relating to the alignment of the Consolidated Technology Services. This bill transferred the Office of the Chief Information Officer (OCIO) from the Office of Financial Management to Consolidated Technology Services on July 1, 2015. Staff reviewed the updated position description and evaluated the work with a score of C2X(704), which is within the EMS Band III level. A Fiscal Impact Statement has been reviewed and approved by OFM Budget for this action.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Policy	<b>Date of Exempt Position Description on File</b> 7/13/2017
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 5

## 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.

<b>Item 15</b>	
<b>Requester (Agency/Institution)</b> Consolidated Technology Services	<b>Analyst</b> Nichole Gottbreht
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B9529 Enterprise Solutions Accessibility Architect - CTS	<b>Proposed EMS Band/Rate</b> EMS Band III (\$65,496 - \$116,736)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.070(1)(aa) . . . employees of the consolidated technology services agency. . .that perform information technology customer relations management . . .
<b>Effective Date</b> 5/18/2018	

### Scope

Reporting to the Deputy Director of Consolidated Technology Services (CTS), the Enterprise Solutions Accessibility Architect develops and maintains statewide policies, standards and IT investments related to accessibility architecture. This exempt class is the accessibility expert for the state and independently identifies and decides new technology opportunities and determines the technical design and architectures needed to support new services.

## 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.

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### Explanation

Consolidated Technology Services is requesting to establish an exempt class titled Enterprise Solutions Accessibility Architect. This is a result of the legislature passing Engrossed Second Substitute Senate Bill 5315, relating to the alignment of the Consolidated Technology Services. This bill transferred the Office of the Chief Information Officer (OCIO) from the Office of Financial Management to Consolidated Technology Services on July 1, 2015. Staff reviewed the updated position description and evaluated the work with a score of C4X (800), which is within the EMS Band III level. A Fiscal Impact Statement has been reviewed and approved by OFM Budget for this action.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> Policy	<b>Date of Exempt Position Description on File</b> 7/13/2017
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 1

## Section C: Classification

Item 16	
<b>Requester (Agency/Institution)</b> Employment Security Department (ESD)	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> N/A	<b>Current Salary Range/Rate</b> N/A
<b>Proposed Class Code/Title</b> 180A Paid Family & Medical Leave Specialist 1	<b>Proposed Salary Range/Rate</b> 46 (\$39,312 - \$52,788)
<b>Effective Date</b> 5/18/2018	

### **Class Series Concept**

This series is responsible for review and analysis of information obtained through source documents and client/customer interviews to ensure compliance with the Paid Family & Medical Leave (PFML) standards. Positions in this series are responsible for verifying employers' financial records and beneficiaries' medical documentation. These positions collect and process PFML premiums from employers, perform claims processing, audit employers for compliance, investigate employers and beneficiaries for fraud and represent the agency through the administrative hearings process.

### **Definition**

This is the entry level in-training classification for the professional PFML series. Under close supervision, performs basic and routine professional duties related to PFML insurance programs and services.

### **Distinguishing Characteristics**

Incumbents serve in a training capacity in which they receive on-the-job instruction and classroom training in order to develop a working knowledge of first-level professional PFML assignments, including processing basic and routine claims, conducting interviews, reviewing applications and documents to determine initial eligibility for PFML benefit(s) and collecting premiums from employers participating in the PFML program.

Incumbents are gaining proficiency in procedures. Tasks are typically recurring and limited in scope. Assignments require basic analysis of a variety of applicable state and federal laws, regulations and policies. Scope of work is within established PFML standards.

## Section C: Classification

### Explanation

The Employment Security Department (ESD) is requesting to establish a new class series as a result of Engrossed Substitute Senate Bill 5975 related to Paid Family and Medical Leave. The bill establishing the Paid Family and Medical Leave Insurance Program (PFML), which will provide up to 16 weeks of leave for those wanting to take time off to care for a new infant or care for a family member. Depending on their earnings, employees will receive up to 90 percent of their wage or salary or up to \$1,000 per week. Washington joins California, New Jersey, Rhode Island and New York in making sure working families have the ability to care for their families and loved ones without jeopardizing their economic security.

OFM Budget has reviewed their fiscal impact statement and verified the agency can absorb all costs associated with this establishment. The effective date of this action is May 18, 2018.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 42 Professionals	<b>Number of Position(s) Affected</b> 0

## Section C: Classification

<b>Item 17</b>	
<b>Requester (Agency/Institution)</b> Employment Security Department (ESD)	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> N/A	<b>Current Salary Range/Rate</b> N/A
<b>Proposed Class Code/Title</b> 180B Paid Family & Medical Leave Specialist 2	<b>Proposed Salary Range/Rate</b> 50 (\$43,344 - \$58,284)
<b>Effective Date</b> 5/18/2018	

### **Class Series Concept**

This series is responsible for review and analysis of information obtained through source documents and client/customer interviews to ensure compliance with the Paid Family & Medical Leave (PFML) standards. Positions in this series are responsible for verifying employers' financial records and beneficiaries' medical documentation. These positions collect and process PFML premiums from employers, perform claims processing, audit employers for compliance, investigate employers and beneficiaries for fraud and represent the agency through the administrative hearings process.

### **Definition**

This is the journey level classification for the professional Paid Family & Medical Leave (PFML) Specialist series. Under general direction, processes and adjudicates complex claims related to PFML insurance programs and services.

### **Distinguishing Characteristics**

Incumbents work independently and provide professional PFML services. Work performed is complex and positions at this level make decisions and judgments within established PFML standards.

## Section C: Classification

### Explanation

The Employment Security Department (ESD) is requesting to establish a new class series as a result of Engrossed Substitute Senate Bill 5975 related to Paid Family and Medical Leave. The bill establishing the Paid Family and Medical Leave Insurance Program (PFML), which will provide up to 16 weeks of leave for those wanting to take time off to care for a new infant or care for a family member. Depending on their earnings, employees will receive up to 90 percent of their wage or salary or up to \$1,000 per week. Washington joins California, New Jersey, Rhode Island and New York in making sure working families have the ability to care for their families and loved ones without jeopardizing their economic security.

OFM Budget has reviewed their fiscal impact statement and verified the agency can absorb all costs associated with this establishment. The effective date of this action is May 18, 2018.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 42 Professionals	<b>Number of Position(s) Affected</b> 35

## Section C: Classification

Item 18	
<b>Requester (Agency/Institution)</b> Employment Security Department (ESD)	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> N/A	<b>Current Salary Range/Rate</b> N/A
<b>Proposed Class Code/Title</b> 180C Paid Family & Medical Leave Specialist 3	<b>Proposed Salary Range/Rate</b> 54 (\$47,820 - \$64,296)
<b>Effective Date</b> 5/18/2018	

### **Class Series Concept**

This series is responsible for review and analysis of information obtained through source documents and client/customer interviews to ensure compliance with the Paid Family & Medical Leave (PFML) standards. Positions in this series are responsible for verifying employers' financial records and beneficiaries' medical documentation. These positions collect and process PFML premiums from employers, perform claims processing, audit employers for compliance, investigate employers and beneficiaries for fraud and represent the agency through the administrative hearings process.

### **Definition**

This is the senior, specialist or lead worker for the professional Paid Family & Medical Leave (PFML) Specialist series. Reviews appeal requests, represents the agency in the appeal process and makes recommendations to management on appeal cases. These positions serve the majority of the time in one of the following capacities:

1. Designated lead worker for an assigned unit of PFML Specialists
2. Designated trainer
3. Designated business compliance auditor and/or investigator

### **Distinguishing Characteristics**

As the senior, specialist or lead worker, performs assignments that require in-depth knowledge to make decisions on complicated issues. These assignments often require proactive intervention and have wide or precedent setting impact. Provides advice and consultation to agency management, lower level professional staff and peers. Handles or oversees the division's most sensitive, complex or critical PFML issues. Provides advice and guidance and/or leads professional or other staff.

## Section C: Classification

### Explanation

The Employment Security Department (ESD) is requesting to establish a new class series as a result of Engrossed Substitute Senate Bill 5975 related to Paid Family and Medical Leave. The bill establishing the Paid Family and Medical Leave Insurance Program (PFML), which will provide up to 16 weeks of leave for those wanting to take time off to care for a new infant or care for a family member. Depending on their earnings, employees will receive up to 90 percent of their wage or salary or up to \$1,000 per week. Washington joins California, New Jersey, Rhode Island and New York in making sure working families have the ability to care for their families and loved ones without jeopardizing their economic security.

OFM Budget has reviewed their fiscal impact statement and verified the agency can absorb all costs associated with this establishment. The effective date of this action is May 18, 2018.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 42 Professionals	<b>Number of Position(s) Affected</b> 15

## Section C: Classification

<b>Item 19</b>	
<b>Requester (Agency/Institution)</b> Department of Social and Health Services	<b>Analyst</b> Yvonne Poe
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 283E Long Term Care Surveyor	<b>Current Salary Range/Rate</b> 53
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> N/A
<b>Effective Date</b> 5/18/2018	

### Definition

~~Within Nursing Home Services in the Department of Social and Health Services, conducts surveys of long term care facilities, including facilities which serve residents with developmental disabilities. Evaluates Intermediate Care Facilities for the Mentally Retarded (ICF-MR), and/or nursing homes for conformity to federal and state standards.~~

Positions conduct quality assurance and monitoring activities such as surveys, licensing, and investigates complaints at licensed and certified long term care facilities including but not limited to: Nursing Homes (NH), Assisted Living Facilities (ALF), Adult Family Homes (AFH), Enhanced Services Facilities (ESF), Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID), and the Certified Community Residential Support (CCRS) to ensure compliance to federal and state standards.

### Explanation

This request is from the Department of Social and Health Services for class plan maintenance to revise the specification definition. Changes will better reflect the work being performed and will include any new federal requirements. These changes are a result of the 2017-2019 Collective Bargaining Negotiations and Budget Process.

This item was heard and adopted on an emergency basis at the February 8, 2018 Director's meeting and returns for final adoption at the May 17, 2018 Director's meeting with an effective date of May 18, 2018.

## Section C: Classification

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 42 Professionals	<b>Number of Position(s) Affected</b> 53

## Section C: Classification

<b>Item 20</b>	
<b>Requester (Agency/Institution)</b> Public Employment Relations Commission	<b>Analyst</b> Kris Brophy
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 422E Labor Relations Adjudicator/Mediator 1	<b>Current Salary Range/Rate</b> 69 (\$69,240 - \$93,156)
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> N/A
<b>Effective Date</b> 5/18/2018	

### **Class Series Concept**

Positions in this series serve as the presiding officer in their roles as a mediator, examiner, hearing officer, or arbitrator. Acting under the delegated authority of the Executive Director, positions use professional labor relations skills to perform a variety of adjudication or mediation functions to improve relationships between labor and public employers throughout the state.

~~Positions in this class series perform labor relation skills to improve relationships between labor and public employers while serving as neutral and impartial leader.~~ Positions in this series serve as a neutral and impartial leaders and use by utilizing creative means and approaches to help parties resolve disputes and manage conflict. Work performed in this series impacts the continued provision of public service.

### **Definition**

~~Performs entry-level labor relations skills adjudication or mediation work to resolve labor management disputes as a presiding officer, mediator and arbitrator to prevent or minimize work stoppages. Implement statutory procedures for resolution of labor management disputes involving employers and unions throughout the state.~~

## Section C: Classification

### Distinguishing Characteristics

This is the first working-level of the series professional staff position in the Public Employment Relations Commission.

In a learning capacity working under general supervision, observes and at times works with higher level Labor Relations Adjudicator Mediator (LRAM) staff and completes a variety of progressively-complex work assignments to support the labor relations adjudication or mediation functions for the agency. Positions are assigned hearings, mediations, and writing assignments, and perform increasingly complex assignments to work toward independently handling a full caseload as a presiding officer.

As part of this progression, positions work with all case types and Occasionally handles is assigned cases which would typically be handled by a Labor Relations Adjudicator/Mediator 2. While the responsibility and knowledge and skill requirements of an LRAM 1 may be equivalent to a LRAM 2 in some situations, the LRAM 1 will not be expected to perform the complexity in their caseload that is handled by higher-level LRAM staff.

Cases handled by the Labor Relations Adjudicator/ Mediator 1 generally have characteristics such as:

- Little little anticipated media attention with a single issue to resolve coverage; and
- Bargaining units of 35 employees or less;
- Mminimal threat of disruption to public services;
- Less than five million dollars at issue;
- Controlling precedents exist;
- Other similar characteristics.

The Labor Relations Adjudicator/Mediator 1 works independently under the general supervision of the Labor Relations Adjudicator/Mediator 3.

### Explanation

This is a request from the Public Employment Relations Commission to update their agency unique class series, Labor Relations Adjudicator/Mediator (LRAM) to address class plan maintenance. The agency states the class series specifications need updating to reflect the scope of work performed currently by LRAM staff.

Revisions include revising and adding language to the existing LRAM 1 specification to reflect the work performed in a learning capacity by positions at this level.

State Human Resources supports the agency's request to revise the current LRAM 1 class specification to help meet the agency's needs based on class plan maintenance.

## Section C: Classification

This is an agency unique class and the agency can absorb all costs associated with this request.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> May 17, 2018	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 42 Professionals	<b>Number of Position(s) Affected</b> 3

## Section C: Classification

Item 21	
<b>Requester (Agency/Institution)</b> Public Employment Relations Commission	<b>Analyst</b> Kris Brophy
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 422F Labor Relations Adjudicator/Mediator 2	<b>Current Salary Range/Rate</b> 73 (\$76,464 - \$102,828)
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> N/A
<b>Effective Date</b> 5/18/2018	

### Class Series Concept

See Labor Relations Adjudicator/Mediator 1.

### Definition

Independently performs advanced labor relations adjudication/mediation work skills as a the presiding officer, in their role as a mediator, examiner, hearing officer, and arbitrator and trainer to prevent or minimize work stoppages. Implements statutory procedures for resolution of extremely complex, financially significant and sensitive labor-management disputes ~~involving employers and unions throughout the state.~~

### Distinguishing Characteristics

This is the second working senior-level professional staff position in the Public Employment Relations Commission of the series.

Under general direction, as a fully qualified Labor Relations Adjudicator/Mediator, resolves situations or cases that include highly-complex, controversial, unique or politically sensitive issues which can attract significant media interest such as a school district strike or other clear threat of disruption to public services or those requiring multi-day hearings involving multiple issues.

~~Cases handled by the Labor Relations Adjudicator/Mediator 2 have characteristics such as:-~~

- ~~• Significant media interest;~~
- ~~• Large units of government, bargaining units of more than 35 to over 1,000 employees;~~
- ~~• Threat of disruption to public services;~~
- ~~• Dollar volumes over five million at issue;~~
- ~~• Clear elements of controversy in the issues involved;~~

## Section C: Classification

- ~~Absence of controlling precedents;~~
- ~~Other similar characteristics.~~

~~Positions independently handle a full caseload and are As a recognized and accepted expert in as a skilled labor relations professional. Positions at this level incumbents of this class advise and assist and mentor the work of lower level LRAMs classes as required. They also perform specialty assignments from the Executive Director with agency-wide administrative functions.~~

### Explanation

This is a request from the Public Employment Relations Commission to update their agency unique class series, Labor Relations Adjudicator/Mediator (LRAM) to address class plan maintenance. The agency states the class series specifications need updating to reflect the scope of work performed currently by LRAM staff.

Revisions include revising and adding language to the existing LRAM 2 specification to reflect the work performed at the journey level of this series.

State Human Resources supports the agency's request to revise the current LRAM 2 class specification to help meet the agency's needs based on class plan maintenance.

This is an agency unique class and the agency can absorb all costs associated with this request.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> May 17, 2018	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 42 Professionals	<b>Number of Position(s) Affected</b> 16

## Section C: Classification

Item 22	
<b>Requester (Agency/Institution)</b> Public Employment Relations Commission	<b>Analyst</b> Kris Brophy
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 422G Labor Relations Adjudicator/Mediator 3	<b>Current Salary Range/Rate</b> 79 (\$88,656 - \$119,220)
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> 76 (\$82,344 - \$110,724)
<b>Effective Date</b> 5/18/2018	

### Class Series Concept

See Labor Relations Adjudicator/Mediator 1.

### Definition

~~Within the Public Employment Relations Commission are 1) expert professionals supervising a team of Labor Relations Adjudicators/Mediators (LRAMs); OR 2) expert professionals~~ Senior specialist level Labor Relations Adjudicator/Mediator responsible for agency-wide program(s) as designated by the Executive Director.

### Distinguishing Characteristics

~~1) Supervises, advises, instructs, and assists the work of lower level LRAMs. As a resource for policy formulation, disseminates, explains, implements and enforces agency policies in dealings with staff and clientele. Supervises a team of professional staff who take the lead in preventing and minimizing the disruption of public services by the impartial, timely and expert resolution of labor-management disputes. Manages processing of cases filed with the agency and participates directly in the review, formulation, dissemination and implementation of agency policy as part of the Commission's management team.~~

~~OR~~

This is the senior specialist level of the series.

## Section C: Classification

Under administrative direction, these positions have responsibility for one or more of the following agency wide programs:

- Unfair Labor Practice complaints;
- Representation and Unit Clarification petitions;
- Appeals

~~2)Implements and enforces agency policy and formal precedent by making preliminary rulings on all unfair labor practice complaints and non-association cases filed. Provides guidance to LRAMs on unfair labor practice litigation issues, and serves as a resource on policy formulation concerning the fair and objective litigation of unfair labor practice claims. Participates directly in the review, formulation, dissemination and implementation of agency policy as part of the Commission's management team.~~

### Explanation

This is a request from the Public Employment Relations Commission (PERC) to update their agency unique class series, Labor Relations Adjudicator/Mediator (LRAM) to address class plan maintenance. The agency states the class series specifications need updating to reflect the scope of work performed currently by LRAM staff.

PERC is requesting revisions to the current Labor Relations Adjudicator/Mediator 3 (LRAM 3) classification, as the current specification does not meet the agency's business needs. Revisions include removing supervisory responsibility from the existing LRAM 3 specification and placing that portion of work to a new Labor Relations Adjudicator/Mediator 4 supervisor level class. Revisions also include updating the LRAM 3 language to reflect specific, specialist-level responsibility for coordinating one or more assigned program areas.

In addition, given the removal of supervisory responsibility at this level, the agency is requesting a base salary range of 76 to prevent compression issues with the new LRAM 4 class.

State Human Resources supports the agency's request to revise the current LRAM 3 class specification to help meet the agency's needs based on class plan maintenance and a base salary range of 76 to avoid compression at the proposed new LRAM 4 level.

This is an agency unique class and the agency can absorb all costs associated with this request.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> May 17, 2018	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 42 Professionals	<b>Number of Position(s) Affected</b> 3

## Section C: Classification

<b>Item 23</b>	
<b>Requester (Agency/Institution)</b> Public Employment Relations Commission	<b>Analyst</b> Kris Brophy
<b>Actions</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> N/A	<b>Current Salary Range/Rate</b> N/A
<b>Proposed Class Code/Title</b> 422H Labor Relations Adjudicator/Mediator 4	<b>Proposed Salary Range/Rate</b> 79 (\$88,656 - \$119,220)
<b>Effective Date</b> 5/18/2018	

### **Class Series Concept**

See Labor Relations Adjudicator/Mediator 1.

### **Definition**

Supervises a team of Labor Relations Adjudicators/Mediators (LRAMs).

### **Distinguishing Characteristics**

Under administrative direction and acting independently under the delegated authority of the Executive Director, has responsibility for supervising a team of LRAM staff who provide resolution services to labor-management disputes.

As part of the agency's management team, oversees the processing of cases filed with the agency and participates directly in the review, formulation, dissemination and implementation of agency policy. As a resource for policy formulation, positions disseminate, explain, implement and enforce agency policies in dealings with staff and clientele.

## Section C: Classification

### Explanation

This is a request from the Public Employment Relations Commission (PERC) to update their agency unique class series, Labor Relations Adjudicator/Mediator (LRAM) to address class plan maintenance. The agency states the class series specifications need updating to reflect the scope of work performed currently by LRAM staff.

The agency's proposal expands the LRAM classifications into a four-level series. PERC is requesting creation of a Labor Relations Adjudicator/Mediator 4 (LRAM 4) classification to meet the agency's need of having a designated supervisory level class as part of the agency's management team.

State Human Resources supports the agency's request to establish a new LRAM 4 class specification to meet the agency's needs based on class plan maintenance, and establishing the base salary at range 79 to maintain current alignment of the series for positions having supervisory responsibility and to avoid compression with lower level classes within the series.

This is an agency unique class and the agency can absorb all costs associated with this request.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> May 17, 2018	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 42 Professionals	<b>Number of Position(s) Affected</b> 2

## Section C: Classification

<b>Item 24</b>	
<b>Requester (Agency/Institution)</b> Washington State Patrol (WSP)	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 457F Commercial Vehicle Officer 2	<b>Current Salary Range/Rate</b> 44SP (\$42,924 - \$57,564)
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> N/A
<b>Effective Date</b> 5/18/2018	

### Explanation

Washington State Patrol (WSP) is no longer using the Commercial Vehicle Officer 2 classification and requested abolishment. Effective July 2007 changes occurred to the Commercial Vehicle Division, these changes are a result of contract bargaining between the agency and the bargaining unit. As a result, the Commercial Vehicle Officers (CVO) will be sent through the arming procedures and required training to become Commercial Vehicle Enforcement Officers (CVEO).

On July 27, 2017, WSP notified PTE Local 17 they plan to no longer utilize the CVO 2 and 3 classes and will submit proposal to SHR, SHR Labor Relations was included on the memo. WSP currently has five incumbents in the CVO 1 class and they are not requesting to abolish the 1 level at this time.

The Office of Financial Management, State Human Resources, recommends final adoption of this abolishment for the Commercial Vehicle Officer 2 classification. The effective date is May 18, 2018.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 44 Protective Service Workers	<b>Number of Position(s) Affected</b> 0

## Section C: Classification

<b>Item 25</b>	
<b>Requester (Agency/Institution)</b> Washington State Patrol (WSP)	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 457G Commercial Vehicle Officer 3	<b>Current Salary Range/Rate</b> 50SP (\$49,644 - \$66,768)
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> N/A
<b>Effective Date</b> 5/18/2018	

### Explanation

Washington State Patrol (WSP) is no longer using the Commercial Vehicle Officer 3 classification and requested abolishment. Effective July 2007 changes occurred to the Commercial Vehicle Division, these changes are a result of contract bargaining between the agency and the bargaining unit. As a result, the Commercial Vehicle Officers (CVO) will be sent through the arming procedures and required training to become Commercial Vehicle Enforcement Officers (CVEO).

On July 27, 2017, WSP notified PTE Local 17 they plan to no longer utilize the CVO 2 and 3 classes and will submit proposal to SHR, SHR Labor Relations was included on the memo. WSP currently has five incumbents in the CVO 1 class and they are not requesting to abolish the 1 level at this time.

The Office of Financial Management, State Human Resources, recommends final adoption of this abolishment for the Commercial Vehicle Officer 3 classification. The effective date is May 18, 2018.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/17/2018	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 44 Protective Service Workers	<b>Number of Position(s) Affected</b> 0

## Section D: Compensation

<b>Item 26 (a- u)</b>				
<b>Action</b>			<b>Effective Date</b>	
Base Range Salary Adjustments			July 1, 2018	
	<b>Class Code</b>	<b>Job Title</b>	<b>Current Salary Range</b>	<b>Proposed Salary Range</b>
a)	285X	Clinical Nurse Specialist – Teamsters	74N	75N
b)	351X	Developmental Disabilities Administrator	59	60
c)	351U	Developmental Disabilities Case/Resource Manager	53	55
d)	351V	Developmental Disabilities Outstation Manager	56	57
e)	291F	Physician Assistant Certified/Advanced Registered Nurse Practitioner Lead (Teamsters)	72N	73N
f)	348N	Psychiatric Child Care Counselor 1	40	41
g)	348O	Psychiatric Child Care Counselor 2	43	44
h)	348P	Psychiatric Child Care Counselor 3	46	47
i)	285F	Registered Nurse 2 - Teamsters	62N	63N
j)	285G	Registered Nurse 3 -Teamsters	66N	67N
k)	347F	Residential Rehabilitation Counselor 2	44	45
l)	347G	Residential Rehabilitation Counselor 3	46	47
m)	347H	Residential Rehabilitation Counselor 4	48	49
n)	349F	Social And Health Program Consultant 2	54	56
o)	349G	Social And Health Program Consultant 3	58	60
p)	349H	Social And Health Program Consultant 4	60	62
q)	351J	Social Service Training Specialist	58	60
r)	351O	Social Service Specialist 1	43	45
s)	351P	Social Service Specialist 2	51	53
t)	351Q	Social Service Specialist 3	53	55
u)	351R	Social Service Specialist 4	58	60

### Explanation

Resulting from the 2017-19 Collective Bargaining Negotiations and Budget Process, these classes are receiving incremental increases on July 1, 2018.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>
<b>Director's Meeting Date</b> 5/17/2018

## Section D: Compensation

### Higher Education Special Pay Request

<b>Item 27</b>				
<b>Requester (Higher Education Institution)</b> Washington State University		<b>Analyst</b> Marty Graf		
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision		<b>Effective Date</b> 5/18/2018		
<b>WAC 357-28-025</b> 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
Veterinary Specialist 1	524A	40	42	Approx. 5%
Veterinary Specialist 2	524B	44	50	Approx. 15%
Veterinary Specialist 3	524C	47	53	Approx. 15%

**Category (select all that apply):**

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

**Explanation**

Washington State University (WSU) is requesting a special pay increase for the Veterinary Specialist (VS) 1 through 3. The basis for the request is effective operations, recruitment and retention substantiated by data provided by the institution. This request affects three classifications in a benchmark cluster totaling 40 positions.

The Veterinary Specialist 1-3 classifications are currently approved for special pay as shown in the table above. This special pay has been approved since July 11, 2008.

## Section D: Compensation

The classifications will be assigned to the special pay ranges reflected in the table above. The institution states it can absorb the funding associated with this request. A Fiscal Impact Statement (FIS) has been approved by OFM Budget and the institution has confirmed within the FIS that tuition dollars will not be used to fund this request.

*Internal Use Only*

**Director's Meeting Date**

5/17/2018

## Section D: Compensation

Item: 28

**Office of Financial Management  
State Human Resources  
Basic Shift Premium Rate  
Effective May 18, 2018**

### Non-Represented Employees

In compliance with WAC 357-28-190, Washington State University Veterinary Specialists working the swing or night shifts will receive shift premium pay in the amount of \$2.00 per hour.

### Explanation

This is a shift premium proposal from the Washington State University (WSU) to update the shift premium pay for their non-union Veterinary Specialist positions. This proposal increases the current \$1.00 per hour shift premium to \$2.00 per hour for Veterinary Specialists working the swing or night shifts. The basis for the request is operational necessity due to retention difficulties in the Intensive Care Unit. WSU certifies that no additional funds will be required to fund this special pay package.

The effective date of this shift premium proposal is May 18, 2018.

<i>Internal Use Only</i>
<b>Director's Meeting Date</b> 5/17/2018

## Section E: Rule Amendments

There are no rule amendments during this period.