

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

Meeting Date: November 8, 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 – August 9, 2018

Section B: Exempt Compensation

Item 1	B1625 Director, Administrative Services, AL TSA - DSHS	B1-B2
Item 2	B4041 Safety, Quality and Enterprise Risk Assurance Manager - DOT	B3-B4
Item 3	B4118 Deputy Secretary, Transportation - DOT	B5-B6
Item 4	B4195 Alaska Way Viaduct Program Administrator - DOT	B7-B8
Item 5	B6254 Assistant Director of CI Financial Operations – DOC.....	B9-B10
Item 6	B7011 Regional Administrator, Field Operations - DCYF.....	B11-B12
Item 7	B7016 Director of Provider Supports - DCYF	B13-B14
Item 8	B7522 Chief of Administrative Services – CTS.....	B15-B16
Item 9	B7912 Information Services Director – LCB	B17-B18
Item 10	B8126 Division Director, Behavioral Health and Recovery – HCA	B19-B20

Abolishment

Item 11	B2350 Superintendent, Frances Haddon Morgan Center - DSHS.....	B21-B22
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Section C: Classification

Item 12	503A Actuarial Analyst 1	C1
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Section D: Compensation

Item 13	General Government January 1, 2019 Base Range Salary Increases	D1
Item 14	V Salary Schedule, 2018-2019 Certificated Teachers Salary Rate Adjustment ...	D2-D3

Section E: Rule Amendments

Rules Item 1	Veteran’s In-State Service Shared Leave Pool Documentation	E1
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Website Information

This publication and other State Human Resources Director's meeting related information is available at <http://hr.ofm.wa.gov/meetings/directors-meetings>.

Proposal Package Submittals

All proposal packages should be routed to your assigned classification analyst. Classification and compensation email address classandcomp@ofm.wa.gov.

Meeting Coordinator

For question and concerns, contact the Meeting Coordinator at classandcomp@ofm.wa.gov.

Individuals with Disabilities

If you are a person with a disability and require accommodation for attendance, contact the Meeting Coordinator no later than the first Thursday of the month.

Alternate Publication Formats

This publication will be made available in alternate formats upon request.

What is a Revision

When changes occur to an exhibit after the original Director's meeting agenda has been posted to the State HR website, a *revised exhibit* is created which reflects the most up-to-date information proposed for adoption. The revised exhibit appears in a separate Revised Agenda that will be available on the day of the meeting.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 1	
Requester (Agency/Institution) Department of Social and Health Services	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B1625 Director, Administrative Services, ALTSA - DSHS	Proposed EMS Band/Rate EMS Band III (\$66,804 – \$119,076)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(3) "...Governor's Pool involving substantial responsibility for the formulation of basic agency or executive policy..."
Effective Date 11/9/2018	

Scope

The Director, Administrative Services reports directly to the Assistant Secretary of the Aging and Long-Term Support Administration within the Department of Social and Health Services. This exempt class is responsible for directing and overseeing legislative review, communications, media inquiries, public disclosure, and diversity and inclusion strategies for ALTSA. This exempt class is responsible for leading the administration in strategic planning initiatives to achieve the immediate and long-term goals of the administration. In the absence of the Assistant Secretary, this exempt class has full delegated authority to act on their behalf.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Explanation

DSHS is requesting the establishment of an exempt class, Director, Administrative Services. This exempt class will manage program areas, which are a result of the agency's restructure of AL TSA and the expansion of the programs and services offered. The establishment of this exempt class will help streamline business operations and improve efficiencies by having program managers over each area of responsibility, such as legislation and public disclosure, reporting up through this exempt class. State HR staff reviewed and supports RCW 41.06.070(3) – Governor's Pool as this exempt class is responsible for the formulation of basic agency policy.

State HR staff reviewed the position description provided for this exempt class and determined a rating of C3W-748, which meet the EMS Band III level.

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

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/8/2018	
Management Type Management	Date of Exempt Position Description on File 3/30/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 2	
Requester (Agency/Institution) Department of Transportation (DOT)	Analyst Tricia Mackin
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B4041 Safety, Quality and Enterprise Risk Assurance Manager – DOT	Current EMS Band/Rate EMS Band IV (\$80,076 - \$137,964)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) RCW 41.06.079 "...Department of Transportation... up to six additional new administrators..."	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (3)"...Governor's pool involving substantial responsibility for the formulation of basic agency or executive policy..."
Effective Date 11/9/2018	

Scope

Reporting to the Assistant Secretary, Multimodal Development and Delivery this exempt class identifies and recommends best practices for implementation of transportation safety, quality, and enterprise risk management policies, procedures and processes in the planning, programming, development and delivery, and operation of projects and facilities including all modes of transportation. This exempt class will ensure consistent application of safety, quality and risk management principles across the agency and will work with headquarters and regional staff to update policy, standards, manuals, procedures and plans to improve and strengthen the safety, quality and enterprise risk assurance processes.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Explanation

This action is housekeeping in nature, State HR is requesting an exemption change as this position no longer meets the criteria for RCW 41.06.079. This exempt class involves substantial responsibility for the formulation of executive policy and it now falls under the Governor's Pool exemption, RCW 41.06.070 (3). The effective date of this action is November 9, 2018.

SHR reviewed the position description and this exempt class still meets the EMS Band IV level. There is no cost associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/8/2018	
Management Type Policy	Date of Exempt Position Description on File 9/20/2017
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 3	
Requester (Agency/Institution) Department of Transportation	Analyst Melissa Bovenkamp
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B4118 Deputy Secretary, Transportation - DOT	Current EMS Band/Rate EMS Band V (\$97,236 - \$158,004)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) RCW 41.06.070(3) – "...Governor's Pool...directing and controlling program operations of an agency or major administrative division..."	Proposed RCW Exemption (indicate number and description) RCW 41.06.079 "In addition to the exemptions set forth in RCW 41.06.070, the provisions of this chapter shall not apply in the department of transportation to ...a deputy secretary..."
Effective Date 11/9/2018	

Scope

Reporting to the Secretary of the Department of Transportation (DOT), the Deputy Secretary, Transportation - DOT, is responsible for providing executive-level direction for administration of DOT. Responsible for the development and implementation of policy and operating procedures within DOT, in cooperation and coordination with the Secretary and Assistant Secretaries. Ensures plans and projects are implemented and executed to achieve legislative, strategic, and departmental goals, such as furthering economic development and job creation, carbon emission reduction strategies, intermodal connections, practical design and Lean practices to improve departmental effectiveness and efficiency.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Explanation

The Department of Transportation (DOT) is requesting a statutory exemption change to RCW 41.06.079 as this class is the agency's deputy secretary. Currently the exemption for this class is under RCW 41.06.070(3) – Governor's Pool. This exemption change to the agency's enabling statute is a more appropriate exemption for this class.

This class recently underwent administrative review and approval for a minor scope and title change in July 2018. The scope of the class has not changed since then and it retains the JVAC rating of E6Z-1750, EMS Band V. The incumbent's salary will remain the same. There is no fiscal impact with this action.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/8/2018	
Management Type Management	Date of Exempt Position Description on File 9/21/2017
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 4	
Requester (Agency/Institution) Department of Transportation	Analyst Melissa Bovenkamp
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B4195 - Alaska Way Viaduct Program Administrator - DOT	Proposed EMS Band/Rate EMS Band V (\$97,236 - \$158,004)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(3) – "...Governor's Pool...directing and controlling program operations of an agency or major administrative division..."
Effective Date 11/9/2018	

Scope

Reporting to the Deputy Assistant Secretary of Mega Projects, the Alaska Way Viaduct Program Administrator manages, directs and controls all aspects of the AWV program. This includes establishing and implementing program management policy, developing and implementing strategic program delivery initiatives; and developing and sustaining effective internal and external partnerships to successfully meet program objectives. This position is responsible for working with legislators and legislative staff, other elected officials and key stakeholders to resolve policy and funding issues, develop transportation system plans, financial strategies and agreements, environmental streamlining initiatives, and implement innovative construction methodologies.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Explanation

The Department of Transportation (DOT) is requesting the establishment of an exempt class, Alaska Way Viaduct Program Administrator under the RCW 41.06.070(3) – Governor’s Pool as it will have responsibility for directing and controlling program operations for a major administrative division. Through a reorganization of their Region/Division operations, DOT has created the Mega Programs organization that comprises all of the major state transportation projects. The AWV Program is one of these major transportation projects.

The AWV Program Administrator position currently exists but is part of an exempt class, B4180, targeted for abolishment. DOT has had multiple reorganizations within the last few years and is working with State HR to ensure the agency’s exempt B-codes are current. As a part of this effort, the agency requests moving the current AWV Program Administrator position, work and incumbent from EMS Band V class B4180, currently titled, “Transportation District Administrator 1,” to this newly established EMS class.

State HR staff evaluated this class with a rating of D5Z-1256, still placing it as EMS Band V. A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director’s Meeting Date 11/8/2018	
Management Type Management	Date of Exempt Position Description on File 7/24/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 5	
Requester (Agency/Institution) Department of Corrections	Analyst Marty Graf
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B6254 Assistant Director of CI Financial Operations - DOC	Proposed EMS Band/Rate EMS Band III (\$66,804-\$119,076)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.071 "...all management and sales staff of correctional industries."
Effective Date 11/9/2018	

Scope

Reporting to the Assistant Secretary of Correctional Industries, the Assistant Director of CI Financial Operations is responsible for the development, implementation and oversight of the CI operating budget. This exempt class provides leadership in budget and financial management services and holds responsibility for strategic budgeting and financial planning guidance, as well as ensuring Correctional Industries manages its resources in compliance with state and federal requirements. Serving as a key member of the Extended Leadership Team, the Corporate Management Team and CI Executive Leadership, this exempt class provides financial projections, expenditure monitoring and financial assessments to the Assistant Secretary of CI and the other Assistant Directors within CI. This exempt class utilizes forward-looking modeling and activity-based analysis to provide financial insight into CI's business and financial performance.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Explanation

The Department of Corrections – Correctional Industries, is requesting the establishment of an exempt class, Assistant Director of CI Financial Operations – DOC, at the EMS Band III level. The duties of this new class were previously included in B6930, Industries Manager 5, which is in EMS Band II. However, due to a change in duties, the position now meets EMS Band III, which necessitates the establishment of this EMS class. Because the duties are being moved out of B6930, it will be reduced by one position.

The agency and State Human Resources staff reviewed the proposed scope and position description and find that it meets the exemption under RCW 41.06.071 "...all management and sales staff of correctional industries" as this position is management within CI.

State Human Resources scored this exempt class at C3X (768), which meets EMS Band III. OFM Budget has reviewed the agency's Fiscal Impact Statement and verified the agency can absorb all costs associated with this establishment.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/8/2018	
Management Type Management	Date of Exempt Position Description on File 11/16/2017
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 6	
Requester (Agency/Institution) Department of Children, Youth, and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7011 Regional Administrator, Field Operations - DCYF	Proposed EMS Band/Rate EMS Band III (\$66,804 - \$119,076)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) DCYF enabling statute: RCW 41.06.0971 "this chapter does not apply . . . to the . . . regional secretaries . . ."
Effective Date 11/9/2018	

Scope

The Regional Administrator, Field Operations reports to the Assistant Secretary of Field Operations of the Department of Children, Youth, and Families. The positions within this exempt class are responsible for planning, organizing, directing, evaluating and monitoring child welfare activities within six (6) operational regions throughout the state. The positions within this exempt class are responsible for developing and maintaining strong partnerships with a variety of external service providers, which include, but are not limited to courts, law enforcement, school districts, tribal leaders and advocacy organizations. The positions within this exempt class provide leadership within the assigned region to ensure continuous quality improvement, risk mitigation and service consistency in support of the agency mission and values as well as Governor mandated 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.

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 July 1, 2018. Positions within this exempt class will work to ensure service delivery supports the needs of the customer and strategies are aligned with the vision of the department. Staff supports use of the DCYF enabling statute, RCW 41.06.0971, which included regional secretaries.

A fiscal impact statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

State HR staff evaluated the position descriptions with a score of C3X-768, which meets the EMS Band III level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/8/2018	
Management Type Management	Date of Exempt Position Description on File 8/23/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 6

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 7	
Requester (Agency/Institution) Department of Children, Youth, and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7016 Director of Provider Supports - DCYF	Proposed EMS Band/Rate EMS Band IV (\$80,076 - \$137,964)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ."
Effective Date 11/9/2018	

Scope

The Director of Provider Supports, reports to the Deputy Secretary of Operations and Infrastructure of the Department of Children, Youth, and Families. This exempt class is responsible for the development and implementation of policies and services in support of providers who ensure the safety and well-being of children and families. This exempt class is accountable for ensuring providers have access to the resources needed to guarantee the safety of children and their families and to promote school readiness. In order to meet these goals, this exempt class directs the background check unit, Native American Inquiry Request, Relative Search Units and maintaining eligibility and federal funding from resources such as social security, Foster Children’s Trust Fund and Title IV – E, which is a federal foster care program.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth, and Families was created effective July 1, 2018. This exempt class will work to ensure service delivery supports the needs of both external service providers and those that rely on these services. Staff supports the use of RCW 41.06.070 (1)(v) as this exempt class identified as a division director.

A fiscal impact statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

State HR staff evaluated the position description with a score of C5Y-948, which meets the EMS Band IV level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/8/2018	
Management Type Management	Date of Exempt Position Description on File 8/23/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 8	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Nichole Gottbreht
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7522 Chief of Administrative Services - CTS	Proposed EMS Band/Rate EMS Band IV (\$80,076 - \$137,964)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1)(V)...In each agency with fifty or more employees: Deputy agency heads...who report directly to the agency head.
Effective Date 11/9/2018	

Scope

The Chief of Administrative Services reports directly to the Director of Consolidated Technology Services and is a member of the CTS executive management team. This exempt class provides overall leadership, guidance and strategic direction for the agency's internal operations. This class oversees the planning, implementing, managing and controlling of all financial, legal, human resources, facilities, communication and performance management activities within the agency. This exempt class works with the Director in managing the day-to-day internal operations for the agency and establishes administrative policies and procedures and acts on behalf of the Director in their absence.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Explanation

CTS is requesting the establishment of an exempt class, the Chief of Administrative Services under RCW 41.06.070(1)(V). This position will manage the financial, legal, human resources, facilities operations and strategy and communications programs. This establishment is based on a reorganization within the agency.

State HR staff reviewed the position description for this exempt class and determined a rating of D4Y-1012, which meets the EMS Band IV level.

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

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/8/2018	
Management Type Management	Date of Exempt Position Description on File 8/2/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 9	
Requester (Agency/Institution) Washington State Liquor And Cannabis Board (LCB)	Analyst Terri Parker
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input checked="" type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B7912 Information Services Director	Current EMS Band/Rate EMS Band IV (\$80,076 - \$137,964)
Proposed Code/Title B7912 Chief Information Officer – LCB	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) RCW 41.06.070(3) Governor’s Pool “...controlling operations of...a major administrative division...”	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1)(v) “In each agency with 50 or more employees:...division directors...”
Effective Date 11/9/2018	

Scope

~~Manages the Information Services Division of the Liquor Control Board. Directs, plans, prioritizes and coordinates the information technology services including local area networks and a retail sales network covering over 300 stores and contracted vendors. Develops long and short-range plans to achieve desired goals and objectives for user and agency informational requirements.~~

The Chief Information Officer reports to the Washington State Liquor and Cannabis Board Deputy Director and manages the Information Technology Services Division. The CIO leads strategic planning, has authority over the agency’s technology roadmap and related policies, and directs operational priorities to ensure technology services align with business needs. Responsibilities include budget development, direct management of the cyber and data security programs and oversight of program service delivery, resource allocation, IT procurements, and contract and vendor management. The CIO serves as a member of the agency management team, is the appointing

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.

authority for the Information Technology Services Division, and represents the agency with external partners in the public and private sectors.

Explanation

The Washington State Liquor and Cannabis Board requests a title change and minor scope change for B7912 Chief Information Officer. This request is a result of organizational changes and to accurately describe the work of this exempt class. In addition to these changes, State HR staff recommends a statutory exemption change to RCW 41.06.070(1)(v) as this position is a division director.

Staff reviewed the position description and scored this exempt class at D4X (976) which is the current score and meets the EMS Band IV level. There is no cost associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/8/2018	
Management Type Management	Date of Exempt Position Description on File 6/15/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 10	
Requester (Agency/Institution) Health Care Authority (HCA)	Analyst Kris Brophy
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B8126 Division Director, Behavioral Health and Recovery - HCA	Proposed EMS Band/Rate EMS Band IV (\$80,076 – \$137,964)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1)(v) "In an agency with fifty or more employees...assistant directors..."
Effective Date 11/9/2018	

Scope

The Behavioral Health and Recovery Division Director provides executive leadership, overall direction, and strategic vision to the state and agency for the community behavioral health system. Works with tribal governments and a variety of stakeholders including the Governor's office, other state agencies, and federal partners. Major responsibilities include working with other HCA divisions to organize, direct, and manage statewide contracts for services to provide treatment for substance use disorders. Develops policies for the public community mental health service delivery system through contracts with regional administrative entities – Behavioral Health Organizations, which provides crisis, community hospital, and outpatient mental health services. Plans and implements prevention and early intervention programs, and provides information/education services and research activities for mental health and substance use disorder services. Additionally, the Behavioral Health and Recovery Division Director oversees the agency's Tobacco Prevention and Control and Problem Gambling Prevention and Treatment programs.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

This class serves as the Single State Agency representative for the administration of the state mental health and substance use disorder programs on behalf of the HCA. This includes administration of federal grants and representing the HCA in national associations.

Explanation

Health Care Authority is requesting to establish exempt class B8126, Division Director, Behavioral Health and Recovery - HCA. This class provides executive leadership, overall direction and strategic vision to the state and agency for the community behavioral health system and includes responsibility for administering the agency's community mental health, substance abuse disorder, and problem gambling service delivery systems. It has long-term and strategic impacts on the citizens of Washington State, related to serving children and adults, and their family members, experiencing severe and persistent mental illness, alcohol or drug problems. It is essential in strategic planning for the division and is the community-based behavioral health authority statewide.

State HR staff conducted a JVAC rating of D4Y-1012 on the position description, and supports placing this exempt class at the EMS Band IV level. OFM Budget approved the submitted Fiscal Impact Statement, confirming the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/8/2018	
Management Type Management	Date of Exempt Position Description on File N/A
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

Item 11	
Requester (Agency/Institution) Department of Social and Health Services	Analyst Yvonne Poe
Primary Action (check all that apply) <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B2350 Superintendent, Frances Haddon Morgan Center	Current EMS Band/Rate EMS Band II (\$57,600 - \$105,708)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) RCW 41.06.070(3) – Governor’s Pool – “directing and controlling program operations of an agency or a major administrative division...”	Proposed RCW Exemption (indicate number and description) N/A
Effective Date 11/9/2018	

Explanation

The Department of Social and Health Services is requesting the abolishment of exempt class B2350-Superintendent, Frances Haddon Morgan Center. In May 2011, the Washington State Legislature directed former Division of Developmental Disabilities (DDD) to close one of five state-operated residential institutions. The Frances Haddon Morgan Center closed in December 2011, but State HR did not officially abolish this exempt classification.

Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

The Office of Financial Management, State Human Resources supports abolishment of this exempt class. There is no cost associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/8/2018	
Management Type Management	Date of Exempt Position Description on File 1/27/1994
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) N/A

Section C: Classification

Item 12	
Requester (Agency/Institution) Office of Financial Management	Analyst Barb Ursini
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 503A Actuarial Analyst 1	Current Salary Range/Rate 46 (\$40,104 - \$53,844)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 11/9/2018	

Definition

Under close supervision performs basic actuarial calculations for property and casualty, life and disability, or health care insurance.

~~Distinguishing Characteristics~~

~~Under close supervision performs basic actuarial calculations for property and casualty, life and disability, or health care insurance.~~

Explanation

The Actuarial Analyst 1 job class specification was inadvertently adopted without a "Definition" section. A sentence was removed from the "Distinguishing Characteristics" and moved to the "Definition" section where it is more appropriate. The remainder this job class specification remains unchanged.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/8/2018	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 0

Section D: Compensation

Item 13 (a- d)				
Action			Effective Date	
Base Range Salary Adjustments			January 1, 2019	
	Class Code	Job Title	Current Salary Range	Proposed Salary Range
a)	285X	Clinical Nurse Specialist – Teamsters	75N	76N
b)	291F	Physician Assistant Certified/Advanced Registered Nurse Practitioner Lead - Teamsters	73N	74N
c)	285F	Registered Nurse 2 - Teamsters	63N	64N
d)	285G	Registered Nurse 3 -Teamsters	67N	68N

Explanation

Resulting from the 2017- 2019 Collective Bargaining Negotiations and Budget Process, these classes are receiving base salary increases on January 1, 2019.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.
Director's Meeting Date 11/8/2018

Section D: Compensation

Item: 14

PROPOSED V-RANGE SALARY SCHEDULE

The 2018-2019 Certificated Teaching Salary rate adjustment on the following page is proposed for adoption. The effective date of the salary schedule was September 1, 2018.

By statute RCW 72.40.028 Washington State Center for Childhood Deafness and Hearing Loss and the School for the Blind are required to set their salaries according to: "...salaries paid to other certificated employees of similar background and experience in the school district in which the program of facility is located", which is the Vancouver School District No. 37.

Their schedule is subject to any adjustment made to the Vancouver School District No. 37 Professional Salary Schedule.

Please contact Mindy Portschy at 360-407-4178 or Mindy.Portschy@ofm.wa.gov if you have any questions on this item.

Section D: Compensation

2018-2019 VSD #37 Certificated Teaching Salary Rates - 180 days
Effective September 1, 2018

Annual dollars are rounded to whole dollar.

RANGE	YEARS																
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
BA + 0 (annual)	44,373	44,970	45,539	46,126	46,701	47,295	47,906	48,978	50,549	50,549	50,549	50,549	50,549	50,549	50,549	50,549	50,549
Monthly (12 mo/yr)	3,697.75	3,747.50	3,794.92	3,843.83	3,891.75	3,941.25	3,992.17	4,081.50	4,212.42	4,212.42	4,212.42	4,212.42	4,212.42	4,212.42	4,212.42	4,212.42	4,212.42
Daily (180 days/yr)	246.52	249.83	252.99	256.26	259.45	262.75	266.14	272.10	280.83	280.83	280.83	280.83	280.83	280.83	280.83	280.83	280.83
Hourly (1440 hrs/yr)	30.81	31.23	31.62	32.03	32.43	32.84	33.27	34.01	35.10	35.10	35.10	35.10	35.10	35.10	35.10	35.10	35.10
BA + 15 (annual)	45,572	46,185	46,766	47,364	47,994	48,594	49,176	50,268	51,909	53,609	53,609	53,609	53,609	53,609	53,609	53,609	53,609
Monthly (12 mo/yr)	3,797.67	3,848.75	3,897.17	3,947.00	3,999.50	4,049.50	4,098.00	4,189.00	4,325.75	4,467.42	4,467.42	4,467.42	4,467.42	4,467.42	4,467.42	4,467.42	4,467.42
Daily (180 days/yr)	253.18	256.58	259.81	263.13	266.63	269.97	273.20	279.27	288.38	297.83	297.83	297.83	297.83	297.83	297.83	297.83	297.83
Hourly (1440 hrs/yr)	31.65	32.07	32.48	32.89	33.33	33.75	34.15	34.91	36.05	37.23	37.23	37.23	37.23	37.23	37.23	37.23	37.23
BA + 30 (annual)	46,813	47,443	48,037	48,649	49,286	49,899	50,526	51,636	53,309	55,078	56,868	56,868	56,868	56,868	56,868	56,868	56,868
Monthly (12 mo/yr)	3,901.08	3,953.58	4,003.08	4,054.08	4,107.17	4,158.25	4,210.50	4,303.00	4,442.42	4,589.83	4,739.00	4,739.00	4,739.00	4,739.00	4,739.00	4,739.00	4,739.00
Daily (180 days/yr)	260.07	263.57	266.87	270.27	273.81	277.22	280.70	286.87	296.16	305.99	315.93	315.93	315.93	315.93	315.93	315.93	315.93
Hourly (1440 hrs/yr)	32.51	32.95	33.36	33.78	34.23	34.65	35.09	35.86	37.02	38.25	39.49	39.49	39.49	39.49	39.49	39.49	39.49
BA + 45 (annual)	48,058	48,742	49,436	50,093	50,780	51,476	52,181	53,381	55,199	57,036	58,968	60,956	62,880	62,880	62,880	62,880	62,880
Monthly (12 mo/yr)	4,004.83	4,061.83	4,119.67	4,174.42	4,231.67	4,289.67	4,348.42	4,448.42	4,599.92	4,753.00	4,914.00	5,079.67	5,240.00	5,240.00	5,240.00	5,240.00	5,240.00
Daily (180 days/yr)	266.99	270.79	274.64	278.29	282.11	285.98	289.89	296.56	306.66	316.87	327.60	338.64	349.33	349.33	349.33	349.33	349.33
Hourly (1440 hrs/yr)	33.37	33.85	34.33	34.79	35.26	35.75	36.24	37.07	38.33	39.61	40.95	42.33	43.67	43.67	43.67	43.67	43.67
BA + 90 MA + 0 (annual)	53,199	53,791	54,386	54,951	55,542	56,143	56,760	57,914	59,731	61,566	63,500	65,487	67,553	69,692	71,894	73,763	75,238
Monthly (12 mo/yr)	4,433.25	4,482.58	4,532.17	4,579.25	4,628.50	4,678.58	4,730.00	4,826.17	4,977.58	5,130.50	5,291.67	5,457.25	5,629.42	5,807.67	5,991.17	6,146.92	6,269.83
Daily (180 days/yr)	295.55	298.84	302.14	305.28	308.57	311.91	315.33	321.74	331.84	342.03	352.78	363.82	375.29	387.18	399.41	409.79	417.99
Hourly (1440 hrs/yr)	36.94	37.35	37.77	38.16	38.57	38.99	39.42	40.22	41.48	42.75	44.10	45.48	46.91	48.40	49.93	51.22	52.25
MA + 45* (annual)	57,193	57,826	58,409	58,963	59,581	60,169	60,765	61,977	63,851	65,784	67,772	69,853	71,989	74,178	76,522	78,511	80,081
Monthly (12 mo/yr)	4,766.08	4,818.83	4,867.42	4,913.58	4,965.08	5,014.08	5,063.75	5,164.75	5,320.92	5,482.00	5,647.67	5,821.08	5,999.08	6,181.50	6,376.83	6,542.58	6,673.42
Daily (180 days/yr)	317.74	321.26	324.49	327.57	331.01	334.27	337.58	344.32	354.73	365.47	376.51	388.07	399.94	412.10	425.12	436.17	444.89
Hourly (1440 hrs/yr)	39.72	40.16	40.56	40.95	41.38	41.78	42.20	43.04	44.34	45.68	47.06	48.51	49.99	51.51	53.14	54.52	55.61
MA + 90 (annual)	59,767	60,382	60,994	61,612	62,249	62,889	63,498	64,788	66,763	68,796	70,883	73,026	75,260	77,545	79,918	81,996	83,635
Monthly (12 mo/yr)	4,980.58	5,031.83	5,082.83	5,134.33	5,187.42	5,240.75	5,291.50	5,399.00	5,563.58	5,733.00	5,906.92	6,085.50	6,271.67	6,462.08	6,659.83	6,833.00	6,969.58
Daily (180 days/yr)	332.04	335.46	338.86	342.29	345.83	349.38	352.77	359.93	370.91	382.20	393.79	405.70	418.11	430.81	443.99	455.53	464.64
Hourly (1440 hrs/yr)	41.50	41.93	42.36	42.79	43.23	43.67	44.10	44.99	46.36	47.78	49.22	50.71	52.26	53.85	55.50	56.94	58.08

*MA + 45 pay line: Employees on BA+135 prior to September 4, 2018 will be grandfathered at MA+45. Employees hired after September 4, 2018 with BA+135 will be placed at BA+90.

Substitute Teachers: \$134.00 daily (4 or more hours per day)
\$85.80 half day (less than 4 hours per day)
\$36.00 per hour extra pay

Section E: Rule Amendments

ITEM #1

Staff note: We are proposing to clarify WAC 357-31-805, which addresses what documentation an employee seeking shared leave under the Veterans' In-State Service Shared Leave Pool may be required to submit. A current member would not have a "DD Form 214" therefore other forms of documentation need to be allowed.

AMENDATORY SECTION

WAC 357-31-805 What documentation may an employee seeking shared leave under the veterans' in-state service shared leave pool be required to submit? Employees seeking shared leave under the veterans' in-state service shared leave pool must provide a veterans affairs benefits summary letter from the U.S. Department of Veterans Affairs and a copy of "DD Form 214" or a letter from their command indicating the employee is a current member of the uniformed services and verifying that:

(1) The employee (~~has~~) is attending medical appointments or treatments for a service connected injury or disability including U.S. Department of Veterans Affairs compensation and pension examinations; or

(2) The employee is a spouse of a veteran who requires assistance while attending medical appointments or treatments for a service connected injury or disability including U.S. Department of Veterans Affairs compensation and pension examinations.