



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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STATE HUMAN RESOURCES

HR DIRECTIVE 14HR-02

Effective: January 6, 2014

APPROVED: Glen Christopherson, Assistant Director

WHO: Applies to all state agencies

WHAT: GOVERNOR'S POOL EXEMPT POSITION REQUEST PROCEDURES

WHY:

Working with the Governor's Office, State Human Resources (SHR) is streamlining the procedures for requesting an exempt position under RCW 41.06.070(3) - Governors' Pool. Current practice is for agencies to send a letter to the Governor's Office and a package of information to SHR. The submission to both stakeholders is not always done simultaneously, creating confusion and duplication of work and resulting in delays of processing the request.

ACTION REQUIRED: Centralized Submission of Governor's Pool Position Requests

Agencies are now required to direct all requests for exempt positions under [RCW 41.06.070\(3\)](#) to classandcomp@ofm.wa.gov.

New Request Procedures:

1. Agency submits the following documentation to SHR via classandcomp@ofm.wa.gov e-mail:
 - a. Cover memo or e-mail with business justification for request.
 - b. Complete exempt package for adoption through the State Human Resources Director's public meeting process. For assistance in completing a package, agencies should contact their [assigned SHR Class & Comp Analyst](#).

Request must show that the position has substantial responsibility for:

- the formulation of basic agency or executive policy, or
- directing and controlling program operation of an agency or major administrative division thereof, or
- act as a senior expert in enterprise IT infrastructure, engineering and systems.

2. SHR reviews requests, consults with agency and submits request with recommendation to Governor's Office for review.
3. Governor's Office reviews and communicates decision to SHR.
4. SHR notifies agency of decision. Approved requests are finalized and placed on the State Human Resources Director's Public Meeting agenda as required by statute.

SHR Contact:

Angie Hogenson, Classification & Compensation Program Manager
Angie.Hogenson@ofm.wa.gov, (360) 902-9804

Additional Information, References and Resources:

- [Exempt From Civil Service Law](#)
- [Exempt Information and Proposal Requirements](#)
- [Exempt Banding Guidelines](#)
- [RCW 41.06.070; Exemptions](#)
- [Fiscal Impact Statement Instructions](#)
- [Exempt Position Description](#)
- [Exempt Job Value Assessment Evaluator's Handbook](#)