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Washington Management Service

Financial Manager's Advisory Council (FMAC)
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Overview

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- Statewide Controls
 - Statewide Control Point – 7.5%
- WMS Work Groups
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Background

	WMS Timeline
1995	WMS receives national award from the National Center for Public Productivity at Rutgers University.
2001	Joint Legislative Audit Review Committee (JLARC) review regarding WMS completed. Final report issued in early 2002.
2002	DOP completes comprehensive study as follow up to JLARC report. Results: 407 positions identified for removal from WMS and 130 positions identified for abolishment.
2005	Governor's Mid Management Reform Initiative requires cutting 1,000 manager positions in state government by June 20, 2007 (majority of cuts were WMS positions).
2007	DOP implements agency and enterprise control points to manage growth of WMS. DOP monitors agency usage and agencies report in their GMAP HRM reports.
2009	DOP FY10 Agency Priority to review the state's management services (WMS and Exempt) and develop options to better manage both services.

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Definition of WMS Manager

- In accordance with RCW 41.06.022, a manager or managerial employee is defined as the incumbent of a position that:
 - (1) Formulates statewide policy or directs the work of an agency or agency subdivision;
 - (2) Administers one or more statewide policies or programs of an agency or agency subdivision;
 - (3) Manages, administers, and controls a local branch office of an agency or an agency subdivision, including the physical, financial, or personnel resources;

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Definition of WMS Manager (cont'd)...

- (4) Has substantial responsibility in personnel administration, legislative relations, public information, or the preparation and administration of budgets; or
- (5) Functions above the first level of supervision and exercises authority that is not merely routine or clerical in nature and requires the consistent use of independent judgment.

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Statewide Controls

- Enterprise wide WMS cap – 7.5%
- In December 2009, Eva Santos, Director of DOP, asked HR Directors to assist with the following task:

"To develop and recommend a uniform, enterprise-wide process for the inclusion and band placement of Washington Management Service (WMS) positions. The process will be employed by all agencies utilizing WMS positions and will be in accordance with RCW 41.06.022 and 41.06.500. The ultimate goal is to improve accountability, transparency, and consistency of the WMS as a whole."

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Administrative Process Workgroup

- Chaired by Jan Smallwood, HR Director, Dept. of Licensing + reps from 11 agencies
- Key recommendations:
 - Updated WACs (requiring at least three people be on agency WMS committee, plus one member from another agency, and requiring an approved procedure on inclusion/evaluation process, inclusion of audits and statewide reporting on WMS activities)
 - Administrative process training for all evaluation committee members
 - Updated WMS Position Description Form
 - Updates to the Job Value Assessment Chart

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Inclusion Criteria Workgroup

- Chaired by Katherine Deuel, HR Director, Dept. of Health + reps from 11 state agencies
- Key recommendations:
 - Documented guidance on inclusion criteria
 - Clarification on inclusion criteria for evaluators
 - Glossary of key terms
 - Separate and distinct WMS handbook (separate from Exempt)
 - Updated Position Description form (separate from Exempt)

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Next Steps

- Presentations to Deputies/Cabinet in October
- Adopt rule changes at November DOP Director's meeting
- Present Job Value Assessment Chart recommendation to DOP Director and through HR governance process
- Updates to the WMS Position Description Form
- Training for WMS Coordinators - target November 2010
- Training for Agency WMS Committee members – December through March
- WMS Inclusion and Evaluation Procedure created by agencies with DOP approval

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Questions?

- More information available on the DOP website:

<http://www.dop.wa.gov/strategichr/SharedServices/Pages/ManagementReform.aspx>
