

Hiring Freeze Exception Report to OFM

Agency: Workforce Training and Education Coordinating Board
 Program: GSF/GFF

Date Approved	Date of Hire	SAP Position Number (8 digits)	Position Title	Job Class Code	Job Class Title	Fund Source	Rationale for Approving Exception
9/9/2024	1/16/2025	71107109	TAP Implementation & Advocacy Manager	WMS02	WMS Band 2	GFS/GFF	If recruitment was already posted and interviews were scheduled on or before December 2, 2024, even if the interviews have not yet occurred or concluded, the hiring may proceed. (As per "Existing Recruitments" #18) This recruitment was approved 9/9/2024 and posted 9/20/2024. First round interviews began 11/8/2024, and second round began 11/22/2024. Emily Persky's second and final interview took place 11/26/2024. After references were checked, Emily was offered the position on 12/9/2024.

Agency Director signature: 

Hiring Freeze Exemption and Exception Evaluation Form

Agencies are encouraged to use a form to process exemption requests. Please feel free to tailor this document to fit your needs.

Note: Both Exemption and Exception requests must have approval from the agency head and this authority cannot be delegated.

Request Information

Date of request: 1/27/2025 Agency: Workforce Training and Education Coordinating Board
Contact name: Eleni Papadakis
Contact phone: (360) 709-4600 Contact email: eleni.papadakis@wtb.wa.gov

Position Information

8-digit HRMS Position number(s): 71107109
Job classification title: TAP Implementation and Advocacy Manager
Job classification code: WMS02 Number of positions with this job classification: 1
How long has the position(s) been vacant: 9/9/2024
Number of incumbents currently in this job classification: 0
Permanent or non-permanent appointment? Permanent Non-Permanent
Budget(s) used to fund this new hire: Operating Capital Transportation
Fund source (account): GFS/GFF

Exemption

Does this position meet the requirements for automatic exemption? Yes No

(If yes, complete the next question then proceed with agency head approval section below. If no, continue filling out the form following the hiring freeze exception process.)

What category of exemption does this position meet? (If unsure, review the [Hiring Freeze Q&A](#)):

- Public Health and Safety Revenue Generating
 100% Federal or 100% Bonds in the Capital Budget
 Other (Explain):

If recruitment was already posted and interviews were scheduled on or before December 2, 2024, even if the interviews have not yet occurred or concluded, the hiring may proceed. (As per "Existing Recruitments" #18)

This recruitment was approved 9/9/2024 and posted 9/20/2024. First round interviews began 11/8/2024, and second round began 11/22/2024. Emily Persky's second and final interview took place 11/26/2024. After references were checked, Emily was offered the position on 12/9/2024.

Exception Process

Exception Process is required if the position does not meet the automatic exemption criteria in the section above.

Position Justification:

What is the critical function of this position, and how is it essential to the agency's mission and operations considering current budget constraints?

This position oversees the implementation of the state's strategic plan for workforce development, meeting the obligations of two federal funding acts and state statute. Funding for the position is about 2/3 federal, Workforce Innovation and Opportunity Act (WIOA), Carl Perkins CTE Act (Perkins V),

Impact of Vacancy:

What are the risks and impacts of not filling this position?

Not meeting federal requirements and slowing or derailing the implementation of the Talent and Prosperity for All (TAP) plan.

Budget and Urgency:

How does filling this position align with current budget constraints? Why is it critical to fill this position immediately rather than waiting until the freeze is lifted? Include any time-sensitive factors.

See above.

Review of Alternatives:

What alternative solutions have been explored and why are they not a viable temporary solution?

There is no available staff capacity at the Workforce Board or its partner agencies.

Hiring Manager Attestation

Please type your full name in the signature fields. **Do not** use E-sign features or insert signature images.

Hiring Manager's Signature (required):



Date: 1/28/25

Agency Head Action

- Approved - Request meets exemption or exception criteria and is critically needed to hire at this time
- Denied - Request does not meet exemption or exception criteria and/or is not critically needed to hire at this time

Please type your full name in the signature fields. **Do not** use E-sign features or insert signature image.

Agency Head Signature (required):



Date:

1/28/25