

Director's Meeting Agenda  
 State Human Resources  
**Office of Financial Management**

Meeting Date: August 8, 2019  
 Meeting Time: 8:30 a.m.  
 New Location: Office of Financial Management  
 State Human Resources  
 RAAD Building, 5th Floor, R512  
 128 10th Avenue SW  
 Olympia, Washington 98504  
 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 – June 13, 2019

Section B: Exempt Compensation

Item 1	B0420 Deputy Director – Agriculture .....	B1-B2
Item 2	B1587 Deputy Division Director, BHR - HCA .....	B3-B4
Item 3	B2530 Deputy Director – DAHP .....	B5-B6
Item 4	B3664 Deputy Director – DFI.....	B7-B8
Item 5	B3911 Director, On Campus Programs – SFB .....	B9-B10
Item 6	B5884 Admin Dir, Office of State Efficiency & Environ Perform – COM.....	B11-B12
Item 7	B5934 Program Fiscal and Contracts Coordinator - PSP .....	B13-B14
Item 8	B5936 Special Assistant to the Director - PSP .....	B15-B16
Item 9	B5937 Program Management Analyst – PSP.....	B17-B18
Item 10	B5938 Regional Plan Update Lead - PSP .....	B19-B20
Item 11	B5939 Monitoring Network Coordinator – PSP.....	B21-B22
Item 12	B9536 Policy and Portfolio Section Manager - CTS .....	B23-B24

Abolishments

Item 13	B4180 Transportation District Administrator 1 .....	B25
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Section C: Classification

Item 14	286B Licensed Practical Nurse.....	C1
Item 15	291F Physician Asst, Certified/Adv RN Pract – Lead <span style="border: 1px solid blue; padding: 2px;">Final Adoption</span> .....	C2-C3
Item 16	383E Community Corrections Assistant <span style="border: 1px solid blue; padding: 2px;">Final Adoption</span> .....	C4-C5
Item 17	385R Juvenile Rehabilitation Security Manager <span style="border: 1px solid blue; padding: 2px;">Final Adoption</span> .....	C6
Item 18	427G Natural Resource Police Officer.....	C7
Item 19	568M Agricultural Commodity Inspector 5.....	C8-C9

## Section D: Compensation

### Targeted Increase

Item 20	354I Classification Counselor 3 – Teamsters .....	D1
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### Special Pay Requests

Item 21	Central Washington University - 387G Campus Police Sergeant .....	D2
Item 22	University of Washington .....	D3
	▪ 312G Dietetic Technician	
	▪ 312I Dietetic Technician Supervisor	
Item 23	University of Washington .....	D4-D5
	▪ 360E Genetics Counselor 1	
	▪ 360F Genetics Counselor 2	
	▪ 360G Genetics Counselor Lead	
	▪ 360H Genetics Counselor Supervisor	

## Section E: Rule Amendments

Rules Item 1	Location Based Premium Pay .....	E1
Rules Item 2	Foster Parent Shared Leave Pool Cleanup .....	E2
Rules Item 3	Reasonable Accommodation – Expression of Breast Milk in the Workplace .....	E3

### 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](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

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.

<b>Item 1</b>	
<b>Requester (Agency/HE Institution)</b> Office of Financial Management	<b>Analyst</b> Barb Ursini
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input checked="" 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 checked="" type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> B0420 Deputy Director – Agriculture	<b>Current EMS Band/Rate</b> EMS Band IV (\$84,120 - \$144,948)
<b>Proposed Code/Title</b> B0420 Deputy Director – AGR	<b>Proposed EMS Band/Rate</b> EMS Band V (\$102,156 - \$165,996)
<b>Current RCW Exemption (indicate number and description)</b> RCW 41.06.084 "...provisions of this chapter shall not apply in the Department of Agriculture to...the deputy director..."	<b>Proposed RCW Exemption (indicate number and description)</b> N/A
<b>Effective Date</b> 8/9/2019	

### Scope

The Deputy Director reports to the Director of the Department of Agriculture and advises the Director on all departmental activities. Provides executive leadership for planning, organizing, and coordinating the administration and management of the Department. Serves as the Administrative Division Director including the fiscal and personnel offices, legal services and public information. Supervises Assistant Directors of the Chemical and Plant Services, Commodity Inspection, Dairy and Food and Livestock Services divisions. Provides oversight for development of new and revised rules for implementation by the Director.

The Deputy Director acts on behalf of and in place of the Director during absences and frequent out of state/country travels. Serves as the Department’s legislative liaison including drafting and reviewing proposed legislation, providing testimony to legislative committees and implementing changes throughout the department. This position represents the Director at committees, conferences, and meeting with individuals, industry groups and the general public to include representing the Department at statewide and national events.

## 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 Office of Financial Management has initiated this request after a review discovered the records for B0420 Deputy Director – Agriculture were outdated, incomplete, and did not meet the requirements set forth under RCW 41.06.070. State Human Resources worked in conjunction with the Department of Agriculture to develop a scope to reflect the work currently being performed; minor title change; and reviewed the updated position description with a JVAC score of E5Z-1539, placing this class within EMS Band V. OFM Budget has reviewed their fiscal impact statement and verified 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> 8/8/2019	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 6/3/2019
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> 1
<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 2</b>	
<b>Requester (Agency/HE Institution)</b> State Health Care Authority	<b>Analyst</b> Mindy Portschy
<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> B1587 Deputy Division Director, BHR - HCA	<b>Proposed EMS Band/Rate</b> EMS Band III (\$70,176 - \$125,100)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> 41.05.021 (1) State Health Care Authority: "The director may employ a deputy director, and such assistant directors as may be needed..."
<b>Effective Date</b> 8/9/2019	

### Scope

This Deputy Division Director reports to the director of the Division of Behavioral Health and Recovery. This exempt class is responsible for administering community mental health, substance use and substance abuse service delivery systems that serve children and adults, who are experiencing severe and persistent mental illness and/or alcohol or drug problems or are at risk of developing alcohol or drug problems. This includes serving the 29 federally recognized tribes and six recognized American Indian organizations.

The Deputy Division Director provides overall coordination with the director, section managers, research and planning staff and other senior staff on strategic planning, policy development, performance measures, operations, service delivery, and other issues affecting the division. In the absence of the Director, this position has full executive authority to act on behalf of the director.

## 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 State Health Care Authority is requesting to establish an exempt class titled Deputy Division Director, BHR - HCA. This body of work transferred from the Department of Social and Health Services to HCA following the legislature passing 2<sup>nd</sup> Engrossed Substitute House Bill 1388, to integrate Behavioral Health within the HCA effective on July 1, 2018.

State HR Staff has reviewed the position description and evaluated the work with a score of C3X/768, which is within EMS Band III. 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> 8/8/2019	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 4/8/2019
<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 3</b>	
<b>Requester (Agency/HE Institution)</b> Department of Archaeology and Historic Preservation	<b>Analyst</b> Melissa Bovenkamp
<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> B2530 Deputy Director - DAHP	<b>Proposed EMS Band/Rate</b> EMS Band II (\$60,516 - \$111,060)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.095 - "In addition to the exemptions under RCW 41.06.070, this chapter does not apply in the department of archaeology and historic preservation to the...deputy director..."
<b>Effective Date</b> 8/9/2019	

### Scope

The Deputy Director-DAHP reports directly to the Director of the Department of Archaeology and Historic Preservation. This exempt class leads and organizes the DAHP's annual work program and federal fiscal requirements. Responsibilities include ensuring the program meets the mandates, qualifications and responsibilities outlined in the National Historic Preservation Act of 1966; other pertinent federal and state statutes, and implementing regulations. In the absence of the Director, manages the agency and functions as the Acting State Historic Preservation Officer.

### Explanation

The Department of Archaeology and Historic Preservation is requesting the establishment of an exempt class, Deputy Director-DAHP, at the EMS Band II level under RCW 41.06.095 which states, "In addition to the exemptions under RCW 41.06.070, this chapter does not apply in the department of archaeology and historic preservation to the...deputy director..."

## 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.

Currently, this work is being performed by a Deputy Director position within WMS Band II. The agency's intent is to abolish the current WMS Band II Deputy Director position and transition the employee into this EMS class, as the work will be transferred to the new EMS position.

DES Small Agency HR Services evaluated this exempt class with a JVAC of C2W-630, EMS Band II. State HR staff evaluated this position as B3W-562, EMS Band II.

The agency can absorb the costs associated with this request and OFM Budget has approved the Fiscal Impact Statement.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 8/8/2019	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 4/25/19
<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 4</b>	
<b>Requester (Agency/HE Institution)</b> Department of Financial Institutions	<b>Analyst</b> Terri Parker
<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> B3664 Deputy Director – DFI	<b>Proposed EMS Band/Rate</b> EMS Band V (\$102,156 - \$165,996)
<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: Deputy agency heads...who report directly to the agency head or deputy agency heads..."
<b>Effective Date</b> 8/9/2019	

### Scope

Reporting to the Director of Financial Institutions, the Deputy Director – DFI is responsible for oversight and management of agency-wide strategic planning, policy, legislative, and risk management functions. Provides analysis and recommendations for agency-wide policy and strategic direction to the DFI Director. Manages day-to-day operational and policy matters with authority to negotiate policy and legislative outcomes on behalf of the Director. Serves as final authority for agency-wide policy and resource management issues, legislative issues, and in areas where state and federal laws and regulations intersect. Leads and serves as a member of the executive management team. Directly manages and supervises the agency's Policy Director, Regulatory Projects Coordinator, and Human Resources Director. Represents the Director and the agency on statewide committees, with private and public customers on a national and international level, federal regulatory agencies, other state regulatory agencies, and legislators and legislative staff at the state and congressional levels.

## 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 Financial Institutions is requesting to establish exempt class B3664 Deputy Director – DFI in concert with organizational changes made to manage increasingly complex state and federal regulations for consumer and commercial financial services, and related risk management issues. This exempt class meets RCW 41.06.070 (1)(v) exemption as a Deputy Director in an agency of more than fifty employees. State HR evaluated this exempt class as E5X-1330, which meets the EMS Band V level. OFM Budget has reviewed their fiscal impact statement and verified 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> 8/8/2019	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> April 14, 2019
<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/HE Institution)</b> State School for the Blind	<b>Analyst</b> Mindy Portschy
<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> B3911 Director, On Campus Programs - SFB	<b>Proposed EMS Band/Rate</b> EMS Band III (\$70,176 – \$125,100)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> 41.06.070(1)(v): "... do not apply to: In each agency with fifty or more employees: Deputy agency heads, assistant directors or division directors, ...who report directly to the agency head or deputy agency heads."
<b>Effective Date</b> 8/9/2019	

### Scope

Reporting directly to the Superintendent, the Director, On Campus Programs supervises and directs daily educational programs, enforces policies, develops curriculum and has direct oversight of all on-campus programs, admissions and recreation. This classification develops policies and procedures in compliance with state and federal rules, regulations and agency requirements. Policy decisions made by this classification impact development of curriculum and the education of the students served by the SFB. This exempt class evaluates and supervises teaching staff, budget and grant development, data collecting and reporting results and is part of the administrative team for the SFB.

### Explanation

During a review of exempt files related to codes used in error within the Human Resources Management System, it was identified exempt classification B3930 was mistakenly abolished in 2015. Due to miscoding in HRMS, B3930 was not identified as having an incumbent appointed to the classification and was therefore abolished, in error. B3930 was the Director, On-Campus Programs 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 State School for the Blind is requesting establishment of the Director, On-Campus Programs – SFB. This position reports directly to the Superintendent and provides leadership, supervises and directs daily education programs, enforces policies, leads curriculum development, staff development, and student and parent development.

The agency provided a current position description and evaluated it with a JVAC score of C5X/828, which is within EMS Band III.

State HR Staff has reviewed the position description and evaluated the work with a score of C4X/800, which is within EMS Band III. 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> 8/8/2019	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 5/14/2019
<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/HE Institution)</b> Department of Commerce	<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> B5884 Administrative Director, Office of State Efficiency and Environmental Performance - COM	<b>Proposed EMS Band/Rate</b> EMS Band III (\$70,176 - \$125,100)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 43.330.040 (2) (d) "Appoint such deputy directors, assistant directors, and up to seven special assistants..."
<b>Effective Date</b> 8/9/2019	

### Scope

The Administrative Director, Office of State Efficiency and Environmental Performance reports directly to the Assistant Director of the State Energy Office within the Department of Commerce. This exempt class provides leadership, strategic direction and support for multi-agency efforts to help state government achieve requirements related to energy policy, energy efficiency and environmental performance. Reporting to the Governor at regular intervals, they serve as the administrator for the Governing Council of executive partners representing multi-agencies statewide to identify the most cost-effective opportunities and improve the energy efficiency of state government operations; adopt and implement standards, measures and tools; recommend changes in policies, practices and procedures.

## 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 Governor's Executive Order 18-01 the Department of Commerce is requesting the establishment of an exempt class, Administrative Director, Office of State Efficiency and Environmental Performance. This exempt class serves as the Governing Council Administrator, guiding and supporting the work of the Office of State Efficiency and Environmental Performance to support state government in achieving requirements related to energy policy, energy efficiency and environmental performance. This exempt class will coordinate with the Office of the Governor to recommend changes in policies, practices and procedures.

State Human Resources scored this exempt class at C3X-768, which meets the EMS Band III level. A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming 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> 8/8/2019	
<b>Management Type</b> Policy	<b>Date of Exempt Position Description on File</b> 4/10/2019
<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/HE Institution)</b> Puget Sound Partnership	<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> B5934 Program Fiscal and Contracts Coordinator - PSP	<b>Proposed EMS Band/Rate</b> EMS Band I (\$45,840 - \$93,516)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.098 "...this chapter shall not apply... to all professional staff."
<b>Effective Date</b> 8/9/2019	

### Scope

Reporting to the Fiscal Division Manager, the Program Fiscal and Contracts Coordinator is responsible for consultation on agency-wide fiscal and contract activities and will lead key agency-wide assignments that impact assigned programs. Responsible to develop and maintain financial reports, monitor and control expenditures, process journal vouchers, establish and control encumbrances and accruals, and reviews invoice allocations. Accountable to lead budget development and allotment adjustments for assigned programs, and leads contract planning and execution and management. Provides technical assistance, performs grant accounting, tracks performance against federal grants and agreements, documents business processes, conducts research, and participates in improving business processes and tools. This position presents information and recommendations to the Executive Director, division directors, and Fiscal Division Manager for use in planning and decision-making.

## 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

Puget Sound Partnership is requesting the establishment of an exempt Program Fiscal and Contracts Coordinator class. This request is based on organizational changes to meet their business needs. Staff reviewed the position description and evaluated it with a JVAC score of A2X-452, which meets the EMS Band I level. The exempt class was developed in support of agency requirement that professional positions be classified as exempt per RCW 41.06.098. OFM Budget has reviewed the agency's Fiscal Impact Statement and verified the agency can absorb all costs associated with this establishment effective 7/1/2019.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 8/8/2019	
<b>Management Type</b> N/A	<b>Date of Exempt Position Description on File</b> 3/13/2019
<b>EEOC Code</b> 42 Professionals	<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/HE Institution)</b> Puget Sound Partnership	<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> B5936 Special Assistant to the Director - PSP	<b>Proposed EMS Band/Rate</b> EMS Band II (\$60,516 - \$111,060)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.098 "...this chapter shall not apply to all professional staff."
<b>Effective Date</b> 8/9/2019	

### Scope

Reporting to the Executive Director, the Special Assistant to the Director is responsible to provide consultation as the environmental policy expert to the executive leadership team to influence decisions related to the organization's mission and vision. Accountable to ensure and present technical and policy research, situational understanding, and strategic considerations. Represents the agency as a participant in workgroups and activities related to special topics such as oil spill prevention and response, invasive species control and the impacts of vessel traffic. Provides transboundary dialogue with interactions with internal teams, federal agencies, Governor's Policy Office, Government of Canada, and leadership of other organizations to align and focus recovery efforts to meet stated goals and strategies. Serves as a liaison to support collaboration, remove barriers, and develop productive paths to resolve potentially different goals and values.

## 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

Puget Sound Partnership is requesting the establishment an exempt Special Assistant to the Director class with two positions. This request is based on organizational changes to meet their business needs to support Executive Order 18-02 for Southern Killer Whale Recovery and Task Force. The second position is temporarily funded by the legislature to support protection of the Puget Sound environment and species. Staff reviewed the position descriptions and evaluated them with a JVAC score of B3X-586, which meets the EMS Band II level. OFM Budget has reviewed the agency's Fiscal Impact Statement and verified the agency can absorb all costs associated with this establishment of these positions.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 8/8/2019	
<b>Management Type</b> Consultant	<b>Date of Exempt Position Description on File</b> 01/14/2019
<b>EEOC Code</b> 42 Professionals	<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> 2

## 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/HE Institution)</b> Puget Sound Partnership	<b>Analyst</b> Marty Graf
<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> B5937 Program Management Analyst – PSP	<b>Proposed EMS Band/Rate</b> EMS Band I (\$45,840-\$93,516)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.098 "...the provisions of this chapter shall not apply in the Puget Sound partnership...to all professional staff."
<b>Effective Date</b> 8/9/2019	

### Scope

Reporting to the Adaptive Systems Manager, the Program Management Analyst will coordinate the development, piloting and implementation of program evaluation studies that assess programs at state agencies and other protection and restoration programs. The position in this exempt class will research and develop program evaluation methodology, including what data will be collected and how it will be used. It will also establish common criteria upon which programs will be evaluated. The position in this exempt class will direct studies pertaining to program operations by developing the scope, methodology and timetables for project completion. It will conduct research, analysis and evaluation and prepare project reports and summaries, to include a narrative, statistics, tables and graphs.

### Explanation

RCW 90.71.340, 350, and 370 require the Partnership to analyze information and report on the progress of Puget Sound recovery actions in order to determine whether expected results have been achieved. The establishment of this exempt class is in response to a 2017 Joint Legislative Audit and Review Committee audit finding that highlighted specific accountability tasks as key parts of the Partnership's statute that the Partnership has not fully addressed, in particular, they noted a lack of non-compliance evaluations. The analysis, evaluation, and reporting required by statute is not possible without full information about the ongoing programs of other state agencies and partners the position in this exempt class will provide.

## 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 agency was unable to establish this exempt class in 2017 due to lack of funding. The agency has been provided funding, effective July 1, 2019, to establish this exempt class. 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> 8/8/2019	
<b>Management Type</b> Consultant	<b>Date of Exempt Position Description on File</b> 4/15/2019
<b>EEOC Code</b> 42 Professionals	<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 10</b>	
<b>Requester (Agency/HE Institution)</b> Puget Sound Partnership	<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> B5938 Regional Plan Update Lead - PSP	<b>Proposed EMS Band/Rate</b> EMS Band I (\$45,840 - \$93,516)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.098 "...this chapter shall not apply...to all professional staff."
<b>Effective Date</b> 8/9/2019	

### Scope

The Regional Plan Update Lead reports to the Salmon Recovery Manager and responsible for reviewing and updating the current Puget Sound Salmon Recovery Plan. This exempt class works with internal partners, federal, state, tribal, Puget Sound lead entities, Salmon Science Advisory Group and the Salmon Recovery Council to review current strategies, identify the most effective actions for Chinook Salmon recovery based on the latest science, identify gaps and revise and update as needed. This exempt class will provide recommendations and develop the scope for major work tasks and schedules.

### Explanation

The Puget Sound Partnership is requesting the establishment of an exempt class, Regional Plan Update Lead. This exempt class will coordinate updates to the Puget Sound Salmon Recovery Plan, provide support for adaptive management of local watershed chapters, and advance regional work on salmon and ecosystem recovery to meet obligations under the federal Endangered Species Act. The update of the Recovery Plan will serve as a guide to future recovery investments in habitat protection and restoration. This exempt class serves as project lead and principle consultant collaborating and soliciting input from programs within the agency, federal, state, tribal, local and regional partners.

## 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.

State Human Resources scored this exempt class at B1W-494, which meets the EMS Band I level. A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming 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> 8/8/2019	
<b>Management Type</b> Policy	<b>Date of Exempt Position Description on File</b> 3/20/2019
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> 1
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 0

## 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/HE Institution)</b> Puget Sound Partnership	<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> B5939 Monitoring Network Coordinator - PSP	<b>Proposed EMS Band/Rate</b> EMS Band I (\$45,840 - \$93,516)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.098 "...this chapter shall not apply...to all professional staff."
<b>Effective Date</b> 8/9/2019	

### Scope

The Monitoring Network Coordinator reports to the Monitoring Lead and is responsible for coordinating collaborative monitoring and assessment efforts and product development within the Puget Sound Ecosystem Monitoring Program. This exempt class coordinates with state and federal agencies, tribes, citizen scientists, local governments and non-profits to provide vetted scientific information about ecosystem conditions, progress toward recovery and effectiveness of actions. This exempt class is responsible for supporting PSEMP objectives, identifying strategic linkages to partnership planning processes, implementing strategies and measures, building relationships with providers and users of monitoring information that support ecosystem recovery and protection programs.

### Explanation

The Puget Sound Partnership is requesting the establishment of an exempt class, Monitoring Network Coordinator. This exempt class will coordinate efforts for the Puget Sound Ecosystem Monitoring Program to improve multi-agency, cross-jurisdictional monitoring to track changes in ecosystem status and conditions, evaluate effectiveness of management actions and strategies, improve the efficiency and cost-effectiveness of environmental monitoring and provide scientifically defensible and publically available data and results to inform decision makers, scientists and the public.

## 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.

State Human Resources scored this exempt class at A1W-422, which meets the EMS Band I level. A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming 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> 8/8/2019	
<b>Management Type</b> Policy	<b>Date of Exempt Position Description on File</b> 3/12/2019
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> 1
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 0



## 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/HE 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> B9536 Policy and Portfolio Section Manager - CTS	<b>Proposed EMS Band/Rate</b> EMS Band IV (\$84,120 - \$144,948)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description-)</b> RCW 41.06.094 "...shall not apply in the consolidated technology services agency to up to twelve positions in the planning component involved in policy development..."
<b>Effective Date</b> 8/9/2019	

### Scope

Reporting to the Deputy Chief Information Officer, Policy and Portfolio Section Manager oversees the day-to-day operations of the Policy and Portfolio Section of the Office of the Chief Information Officer, as described in RCW 43.105. The functions of this team include the management of the state's portfolio management program, including the Technology Business Management Program. This exempt class oversees the creation of policy, standards and processes associated with major project determination, project approval and oversight, project quality assurance, and related oversight policy. Responsible to oversee the development, collection and reporting of performance measures. Accountable for the oversight of major projects, including administration of the technology pool and the financing limitation certification process within the biennial and supplemental budgets.

### Explanation

Consolidated Technology Services is requesting the establishment of an exempt Policy and Portfolio Section Manager class. This is due to 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 from the Office of Financial Management to Consolidated Technology Services on July 1, 2015.

## 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.

Staff reviewed the position description and evaluated it with a JVAC score of D4X-976, which meets the EMS Band IV level. OFM Budget has reviewed their fiscal impact statement and verified there is no impact associated with this request; the agency can absorb all associated costs.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 8/8/2019	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 3/4/2019
<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/HE Institution)</b> Department of Transportation	<b>Analyst</b> Melissa Bovenkamp
<b>Primary Action (check all that apply)</b> <input checked="" type="checkbox"/> Abolishment <input 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> B4180 Transportation District Administrator 1	<b>Current EMS Band/Rate</b> EMS Band V (\$102,156 - \$165,996)
<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 41.06.079 "...up to six transportation district administrators..."	<b>Proposed RCW Exemption (indicate number and description)</b> N/A
<b>Effective Date</b> 8/9/2019	

### Explanation

The Department of Transportation requests abolishment of EMS B4180. The agency had been operating with two classes, EMS B4190 and EMS B4180 with virtually the same scope. In a previous action, the four remaining positions in EMS B4180 were moved to EMS B4190. State HR supports the agency's request to abolish EMS B4180.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 8/8/2019	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> N/A
<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 C: Classification

<b>Item 14</b>	
<b>Requester (Agency/HE Institution)</b> Office of Financial Management	<b>Analyst</b> Mindy Portschy
<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 checked="" 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> 286B Licensed Practical Nurse	<b>Current Salary Range/Rate</b> 53
<b>Proposed Class Code/Title</b> 286B Licensed Practical Nurse 2	<b>Proposed Salary Range/Rate</b> N/A
<b>Effective Date</b> 7/1/2019	

### Explanation

An error was discovered following the adoption of June 13, 2019 Special Director's meeting revised agenda for job classification title within Section D: Compensation, Item K5, 286B, Licensed Practical Nurse.

The job classification title should read Licensed Practical Nurse 2, not Licensed Practical Nurse. No salary is impacted due to this error and this is housekeeping in nature.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 8/8/2019	
<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> 270

## Section C: Classification

### Final Adoption

<b>Item 15</b>	
<b>Requester (Agency/HE Institution)</b> Office of Financial Management	<b>Analyst</b> Mindy Portschy
<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 checked="" 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> 291F Physician Assistant, Certified/Advanced Registered Nurse Practitioner - Lead	<b>Current Salary Range/Rate</b> 74N
<b>Proposed Class Code/Title</b> 291F Advanced Registered Nurse Practitioner- Lead	<b>Proposed Salary Range/Rate</b> 80N
<b>Effective Date</b> 7/1/2019	

### **Class Series Concept:**

~~Positions in this series assess and manage a wide variety of illnesses, abnormalities and health care problems.~~

### **Definition**

As a health professional ultimately accountable for patient care, leads medical staff in a clinical area and acts as a unit liaison and provides the full spectrum of medical/behavioral health care services to patients, including that includes performing physical examinations, establishing diagnoses and determining appropriate treatment or referral for medical problems. All treatment and care provided is within the scope of the applicable ARNP practice and licensure, and under the general guidance of an attending physician. Specialties include, but are not limited to: women's health, pediatrics, adult health, family health, geriatrics, public/community health, emergency care, critical care, diabetes management and/or psychiatric/mental health.

### **Distinguishing Characteristics**

This is the lead worker level of the series. Positions are designated with lead responsibility to regularly assign, instruct, and check the work of other Advanced Registered Nurse Practitioners. A physician assistant is distinguished from other licensed medical classifications by the incumbent's qualification to perform those limited medical functions prescribed and allowable under RCW 18.71A. Advanced Registered Nurse Practitioner specialties include women's health care, pediatrics, adult health, family health, geriatrics, and psychiatric health mental;

## Section C: Classification

~~Treats patients for conditions such as hypertension, fractures, and sexually transmitted diseases. Performs thorough physical examinations and carries out a treatment or case management plan to include referral to other health professionals, patient education, or prescribing medicine and prophylaxis, reviews patient profiles and interpretation of findings on the basis of general medical knowledge.~~

### Explanation

This is a request from the Office of Financial Management for class plan maintenance, to include revisions to distinguishing characteristics, title and definition, the removal of the class series concept and the removal of language specific to the Physician Assistant, Certified. Previously, this classification included language pertaining to the Physician Assistant, Certified - Lead with that of the Advanced Registered Nurse Practitioner - Lead. It was determined the scope and accountability of the health professionals is different enough they should be separated. The revision of this classification will provide clarity and distinction to the work performed. These changes are a result of the 2019-2021 Collective Bargaining Negotiations and Budget Process.

This was item 75 on the June 13, 2019 Special Director's meeting. In error, it had referenced Teamsters on the proposed class code/title and proposed salary range. This item was adopted on an emergency basis at the June 13, 2019 Special Director's meeting, with an effective date of July 1, 2019. The correct exhibit returns now for final adoption.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 8/8/2019	
<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> N/A

## Section C: Classification

### Final Adoption

<b>Item 16</b>	
<b>Requester (Agency/Institution)</b> Department of Corrections	<b>Analyst</b> Brett Alongi
<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> 383E Community Corrections Assistant	<b>Current Salary Range/Rate</b> 36
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> 39
<b>Effective Date</b> 8/9/2019	

#### **Definition**

~~Within the Department of Corrections, Division of Community Corrections~~Under the direction of a Community Corrections professional performs assigned technical and/or administrative casework functions, which require program knowledge and independent judgment under the direction of a Community Corrections professional.

#### **Distinguishing Characteristics**

Incumbents in this class are distinguished from those in the Community Corrections Officer series by their restriction from making any decisions regarding offenders that would result in a significant change being made in the case. This would include, but is not limited to, any decision that would invoke a loss of liberty, search or seizure.

Positions at this level work under general supervision, and have extensive contact with individuals under community supervision and outside entities, such as Judges, Prosecuting Attorneys, Defense Teams and Law Enforcement. Unusual problems, probable outcomes and solutions are presented to higher levels for resolution. Incumbents assist higher-level staff with developing and coordinating community corrections casework activities.

## Section C: Classification

### Explanation

This is a request from the Department of Corrections for a three (3) range base salary increase based on inequities for the non-represented Community Corrections Assistant classification. This request is a result of an administrative oversight during the 2019-2021 Collective Bargaining Negotiations and Budget Process where class plan maintenance and a base salary increase was applied to the Community Corrections Assistant – WFSE, but not to the non-represented Community Corrections Assistant job class. It was the intent of the agency to apply these changes to both the represented and non-represented job classifications.

The salary increase will address the inequities between this classification and the new Corrections Specialist Assistant, which was adopted at the June 13, 2019 Special Director's meeting. The updates to the definition and distinguishing characteristics provide clarity to the duties being performed by this classification.

A fiscal impact statement was submitted and approved by OFM Budget, confirming 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> 8/8/2019	
<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> 1



## Section C: Classification

### [Final Adoption](#)

<b>Item 17</b>	
<b>Requester (Agency/HE Institution)</b> Office of Financial Management –SHR	<b>Analyst</b> Marty Graf
<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 type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 385R Juvenile Rehabilitation Security Manager	<b>Current Salary Range/Rate</b> <del>50</del> 47
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> <del>52</del> 49
<b>Effective Date</b> 7/1/2019	

### Explanation

As a result of the 2019-2021 Collective Bargaining Negotiations and Budget Process, the Juvenile Rehabilitation Security Manager classification represented by the Washington Federation of State Employees is proposed for revisions. An error was discovered following the adoption of this classification at the June 13, 2019 Special Director’s Meeting. A two (2) range (approximately 5 percent) increase was negotiated for this classification. However, the proposed salary range listed in Section D: Compensation of the agenda was incorrectly identified as range 52. The correct salary is 49.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director’s Meeting Date</b> 8/8/2019	
<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> 2

## Section C: Classification

<b>Item 18</b>	
<b>Requester (Agency/HE Institution)</b> Department of Natural Resources	<b>Analyst</b> Marty Graf
<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 type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 427G Natural Resource Police Officer	<b>Current Salary Range/Rate</b> Range 59 (\$57,948-\$77,952)
<b>Proposed Class Code/Title</b> 387R Natural Resource Police Officer	<b>Proposed Salary Range/Rate</b> N/A
<b>Effective Date</b> 8/9/2019	

### Explanation

The Department of Natural Resources has requested a change to the occupational category for the Natural Resource Police Officer class. Currently, it is in the legal services occupational category. DNR has requested it be moved to the protective services occupational category, which is in line with other law enforcement classes. Positions in the NR Police Officer class perform commissioned law enforcement duties as uniformed law enforcement officers who are required to carry firearms. They must complete the Criminal Justice Training Commission Basic Law Enforcement Academy or equivalent from another state and enforce state laws on DNR owned land.

The class code determines the occupational category to which a class is assigned. Prior to the establishment of the Natural Resource Police Officer class, these positions were allocated to the Natural Resource Investigator class. The class code assigned to the Natural Resource Police Officer class was aligned with the Natural Resource Investigator class (427H), which inadvertently placed them into the Legal Services occupational category. This request rectifies the unintentional occupational category placement.

This action has no fiscal impact. Therefore, no Fiscal Impact Statement is required.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 8/8/2019	
<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> 11

## Section C: Classification

Item 19	
<b>Requester (Agency/HE Institution)</b> Office of Financial Management	<b>Analyst</b> Terri Parker
<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 type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 568M Agricultural Commodity Inspector 5	<b>Current Salary Range/Rate</b> 53 (\$49,932 - \$67,248)
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> N/A
<b>Effective Date</b> 8/9/2019	

### Class Series Concept

See AGRICULTURAL COMMODITY INSPECTOR 1

### Definition

This is the expert level of the series, designated as an audit specialist, certified seed specialist, or international export specialist. Positions serve as a subject matter expert for assigned area and advise program management and industry customers on related activities.

### Distinguishing Characteristics

In the ~~Auditor~~ audit specialist role, provides services to produce suppliers throughout the production and supply chain. Performs specialized audits as requested by producers for voluntary compliance with Good Agricultural Practices (GAP) and Good Handling Practices (GHP). Requires approval from federal partners to participate in required auditor training.

In the certified seed specialist role, serves as designated liaison with federal partners and industry stakeholders. Works with industry to ensure proper pollination, isolation and varietal contamination measures are in place in an effort to protect the integrity of Washington State's seed industry. Must be certified as an Authorized Official Sampler.

In the ~~Export Specialist~~ international export specialist role, serves as a designated liaison with federal partners and industry stakeholders. Works with foreign inspection programs, federal counterparts, and industry to ensure proper fumigation, packing procedures and documentation to prevent rejection of commodities internationally. Must possess specific licensure, such as fumigation license, and demonstrate successful completion of training through federal partners.

~~In the Certified Seed Specialist role, serves as designated liaison with federal partners and industry stakeholders. Works with industry to ensure proper pollination, isolation and varietal contamination measures are in place in an effort to protect the integrity of Washington State's seed industry. Must be certified as an Authorized Official Sampler.~~

## Section C: Classification

Positions hold all licenses and certifications required by the United States Department of Agriculture (USDA) and international certifications agencies for commodities within assigned geographic area and designated specialty functions.

### Explanation

This is class plan maintenance to provide uniform references to the specialty roles in this classification. These changes are proposed by State HR. There is no cost impact.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 8/8/2019	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 43 Technicians	<b>Number of Position(s) Affected</b> 35

Section D: Compensation

**Salary Range Increases**  
2019-2021 Agreement

<b>Item 20</b>		<b>Analyst:</b> Barb Ursini	
<b>Action</b> Base Range Salary Adjustment		<b>Effective Date</b> July 1, 2019	
<b>Class Code</b>	<b>Job Title</b>	<b>Current Salary Range</b>	<b>Proposed Salary Range</b>
354I	Classification Counselor 3 –Teamsters	49	50

**Explanation**

This is a result of the 2019-21 Collective Bargaining Negotiations and Budget Process. The Classification Counselor 3 - Teamsters job class was inadvertently left off the Base Range Salary Adjustments item adopted at the June 13, 2019 Special Director's meeting with an effective date of July 1, 2019.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>
<b>Director's Meeting Date</b> 08/08/2019

Section D: Compensation

**Higher Education  
Special Pay Request  
Exhibit**

<b>Item 21</b>				
<b>Requester (Higher Education Institution)</b> Central Washington University		<b>Analyst</b> Brett Alongi		
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision		<b>Effective Date</b> 8/9/2019		
<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.				
<b>Class Title(s)</b>	<b>Class Code(s)</b>	<b>Current Salary Range or Special Pay Range</b>	<b>Proposed Special Pay Range</b>	<b>Proposed Special Pay Increase</b>
Campus Police Sergeant	387G	56	66	10 ranges (approximately 25 percent)

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

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

**Explanation**

State HR staff **supports** the request from Central Washington University to provide a ten (10)-range special pay increase to two (2) Campus Police Sergeants from salary range 56 to salary range 66, based on inversion with the subordinate Campus Police Officer. As a result of collective bargaining for the 2019-21 biennium between the Washington Federation of State Employees and CWU, the CPO will be moved from a salary range 51 to salary range 62 (11-range increase), creating an inversion issue with the supervisory Campus Police Sergeant job classification. CWU submitted an FIS and OFM budget has approved, stating the institution can absorb the costs associated with this request.

<i>Internal Use Only</i>
<b>Director's Meeting Date</b> 8/8/2019

Section D: Compensation

**Higher Education  
Special Pay Request  
Exhibit**

<b>Item 22</b>				
<b>Requester (Higher Education Institution)</b> University of Washington		<b>Analyst</b> Brett Alongi		
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision		<b>Effective Date</b> 8/16/2019		
<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.				
<b>Class Title(s)</b>	<b>Class Code(s)</b>	<b>Current Salary Range or Special Pay Range</b>	<b>Proposed Special Pay Range</b>	<b>Proposed Special Pay Increase</b>
Dietetic Technician	312G	A2-E3	E2-L3	7.2%
Dietetic Technician Supervisor	312I	H2-O3	O2-V3	7.2%

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

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

**Explanation**

The University of Washington is requesting special pay increases for the job classes identified above. The basis for this request is effective operations, substantiated by data provided by Milliman Inc. Northwest Health Care Salary Survey.

State HR staff supports this special pay request, which would increase the median monthly pay for these job classes by approximately seven (7) percent, but would not exceed the market average. Currently, UW is in the process of hiring a Dietetic Technician and this increase will aid in UW's efforts to remain competitive and to recruit and retain highly skilled individuals. UW has certified the funding does not include tuition dollars and they have identified local funds to support these health care special pay salary increases. UW is requesting an effective date of August 16, 2019.

<b>Internal Use Only</b>	
<b>Director's Meeting Date</b> 8/8/2019	

Section D: Compensation

**Higher Education  
Special Pay Request  
Exhibit**

<b>Item 23</b>				
<b>Requester (Higher Education Institution)</b> University of Washington		<b>Analyst</b> Brett Alongi		
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision		<b>Effective Date</b> 8/16/2019		
<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.				
<b>Class Title(s)</b>	<b>Class Code(s)</b>	<b>Current Salary Range or Special Pay Range</b>	<b>Proposed Special Pay Range</b>	<b>Proposed Special Pay Increase</b>
Genetics Counselor 1	360E	B4-I5	L4-S5	10.4%
Genetics Counselor 2	360F	N4-U5	X4-E6	10.5%
Genetics Counselor Lead	360G	V4-C6	F5-M6	10.5%
Genetics Counselor Supervisor	360H	H5-R6	RS-B7	10.5%

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

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

**Explanation**

The University of Washington is requesting special pay increases for the job classes identified above. The basis for this request is effective operations, substantiated by data provided by UW from the Milliman Inc. Northwest Health Care Salary Survey.



## Section D: Compensation

State HR staff supports this special pay request, which would increase the median monthly pay for these job classes by approximately ten and one half (10.5) percent, but would not exceed the market average. This increase will aid in UW's efforts to remain competitive and to recruit and retain highly skilled individuals. UW has certified the funding does not include tuition dollars and they have identified local funds to support these health care special pay salary increases. UW is requesting an effective date of August 16, 2019.

*Internal Use Only*

**Director's Meeting Date**

8/8/2019

## Section E: Rule Amendments

### **ITEM #1 – Location Based Premium Pay**

**Staff note:** The states Operating Budget for fiscal years 2019-2021 (Chapter 415, Laws of 2019 or Engrossed Substitute House Bill 1109), provides for two location based premium pays for non-represented employees. Section 207 of this bill provides for a location based premium pay to an employee who is assigned to work on McNeil Island at the Special Commitment Center. Section 950 of this bill provides funding for a five percent premium pay for non-represented employees working in King County excluding non-represented employees at the University of Washington. We are proposing the following amendments to reflect these changes.

Staff is proposing permanent adoption effective September 23, 2019.

### **NEW SECTION**

**WAC 357-28-203 When must an employee receive location based premium pay?** Location based premium pay at the rate specified in the compensation plan must be paid when an employee is:

(1) Assigned to work on McNeil Island at the special commitment center and for each day the employee is physically working on the island. Days in paid status not working on the island will not qualify for premium pay; and

(2) Assigned to a permanent duty station in King County.

(a) This subsection does not apply to employees who are employed by the University of Washington.

(b) When an employee is no longer permanently assigned to a King County duty station they will not be eligible for location based premium pay.

### **NEW SECTION**

**WAC 357-58-141 When must a Washington management service (WMS) employee receive location based premium pay?** Location based premium pay at the rate specified in the compensation plan must be paid when a WMS employee is:

(1) Assigned to work on McNeil Island at the special commitment center and for each day the employee is physically working on the island. Days in paid status not working on the island will not qualify for premium pay; and

(2) Assigned to a permanent duty station in King County. When an employee is no longer permanently assigned to a King County duty station they will not be eligible for location based premium pay.

## Section E: Rule Amendments

### **ITEM #2– Foster Parent Shared Leave Pool Cleanup**

**Staff Note:** Chapter 470, Laws of 2019 (Substitute Senate Bill 5955) was passed during the 2019 legislative session with an effective date of July 28, 2019. This bill addresses various provisions within the Department of Children, Youth, and Families. Section 6 of this bill amends RCW 41.04.674 which removes the requirement for the Office of Financial Management to adopt rules and policies governing the donation and use of shared leave from the foster parent stated leave pool in consultation with the Department of Social and Health Services and requires OFM to adopt rules and policies governing the donation and use of shared leave from the FPSP with the Department of Children, Youth, and Families. We are proposing the following rule amendments to reflect this change.

Staff is proposing permanent adoption effective September 23, 2019.

#### **AMENDATORY SECTION**

**WAC 357-31-840 Who shall administer the foster parent shared leave pool?** The department of ~~((social and health services))~~ children, youth, and families, in consultation with office of financial management, shall administer the foster parent shared leave pool.

#### **AMENDATORY SECTION**

**WAC 357-31-885 May employees donating leave for the purpose of the foster parent shared leave pool direct the donation to a specific individual?** Leave donated under this section is donated to the foster parent shared leave pool and cannot be directed to a specific individual. Foster parent shared leave is withdrawn from the pool by eligible employees according to priorities established by the department of ~~((social and health services))~~ children, youth, and families. All employees who donate must specifically direct their leave donation to the foster parent shared leave pool.

#### **AMENDATORY SECTION**

**WAC 357-31-920 When an employer and/or the department of ~~((social and health services))~~ children, youth, and families has determined that abuse of the foster parent shared leave pool has occurred will the employee be required to repay the shared leave drawn from the pool?** Employers and/or the department of ~~((social and health services))~~ children, youth, and families must investigate any alleged abuse of the foster parent shared leave pool and on a finding of wrongdoing the employee may be required to repay all of the shared leave received from the foster parent shared leave pool. The only time an employee will have to repay leave credits is when there is a finding of wrongdoing.

## Section E: Rule Amendments

### **ITEM #3 – Reasonable Accommodation – Expression of Breast Milk in the Workplace**

**Staff note:** Chapter 134, Laws of 2019 (Substitute House Bill 1930) passed during the 2019 legislative session with an effective date of July 28, 2019. This bill amends RCW 43.10.005 to expand the definition of pregnancy to include the employee's need to express breast milk and adds subsection 1(viii) to expand the definition of reasonable accommodation to state an employer must provide "reasonable break time for an employee to express breast milk for two years after the child's birth each time the employee has need to express the milk and providing a private location, other than a bathroom, if such a location exists at the place of business or worksite, which may be used by the employee to express breast milk. If the business location does not have a space for the employee to express milk, the employer shall work with the employee to identify a convenient location and work schedule to accommodate their needs. We are proposing the following rule amendment to reflect this change.

Staff is proposing permanent adoption effective September 23, 2019.

#### **AMENDATORY SECTION**

**WAC 357-26-035 What actions must an employer take to provide reasonable pregnancy accommodation?** (1) An employer must provide employees who are pregnant or have a pregnancy-related health condition a reasonable accommodation for reasons as required in RCW 43.10.005, ; which includes the following:

- ~~(a) Providing more frequent, longer, or flexible restroom breaks;~~
  - ~~(b) Modifying a no food or drink policy;~~
  - ~~(c) Providing seating or allowing an employee to sit more frequently if the job requires standing;~~
  - ~~(d) Job restructuring, part-time or modified work schedules, reassignment to a vacant position, or acquiring or modifying equipment, devices, or an employee's work station;~~
  - ~~(e) Providing a temporary transfer to a less strenuous or less hazardous position;~~
  - ~~(f) Providing assistance with manual labor and limits on lifting;~~
  - ~~(g) Scheduling flexibility for prenatal visits; and~~
  - ~~(h) Any further pregnancy accommodation an employee may request and to which an employer must give reasonable consideration in consultation with information provided on pregnancy accommodation by the department of labor and industries or the employee's attending health care provider.~~
- (2) An employer cannot require an employee who is pregnant or has a pregnancy-related health condition to take leave if another reasonable pregnancy accommodation can be provided.
- (3) The employer is not required to create additional employment that the employer would not otherwise have created, unless the employer does so or would do so for other classes of employees who need accommodation.