

Special Director's Meeting Minutes
State Human Resources, Office of Financial Management
June 13, 2019

Opening

The State Human Resources (SHR) special Director's meeting was called to order at 8:30 a.m. on Thursday, June 13, 2019, and located at OFM, State HR; RAAD Building, 5th Floor, Room 512; 128 10th Avenue SW, Olympia, WA 98501.

The results of this meeting are summarized below. Items modified after the first printing and publishing of the Director's meeting agenda notice (20-Day Notice), appeared in a revised agenda publication available at the meeting. All other items were adopted as printed on the Director's meeting agenda or revised agenda unless otherwise noted below.

Present

Staff:

- Franklin Plaistowe, Assistant Director of the State Human Resources (State HR) Division
- Mindy Portschy, Classification and Compensation Specialist, State HR

Logistics and Information

This publication and related materials are available on the Internet at the following web address:
<http://hr.ofm.wa.gov/meetings/directors-meetings>

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Introduction

Franklin Plaistowe, State HR Assistant Director: The Thursday, June 13, 2019 special State HR Director's meeting came to order at 8:30 a.m. Franklin Plaistowe, Assistant Director for State Human Resources with the Office of Financial Management (OFM), chaired the meeting. Franklin stated he would be taking action on all the items presented.

Section A: Previous Minutes Approval

Mindy Portschy, Classification and Compensation Specialist: The first item of business was the adoption of the Thursday, May 9, 2019 Director's meeting minutes. Staff recommended final adoption as printed.

During the May 9, 2019 Director's meeting proceedings, the May 10, 2019 effective date for compensation items 15 and 16 was incorrect. The correct effective date is May 16, 2019 for items 15 and 16 for the record. This oversight has been corrected in the May 9, 2019 Director's meeting minutes.

Audrey Ulrich, Department of Veteran's Affairs, HR Operations Manager, Olympia Human Resources: Verified if the revised exhibit items or removed exhibit items would be reflected in the June 13, 2019 special Director's meeting minutes.

Franklin Plaistowe, State HR Assistant Director: Franklin confirmed any revised or removed exhibit items would be reflected in the June 13, 2019 Director's meeting minutes. Hearing no comments, the May 9, 2019 Director's meeting minutes were adopted as presented, with an effective date of June 14, 2019.

Section B: Exempt Compensation

None.

Section C: Classification

Mindy Portschy, Classification and Compensation Specialist: In section C of the revised agenda were items 1 through 5. Staff recommended adoption as presented with an effective date of June 14, 2019.

- Item 1 156A Assistant State Auditor 1
- Item 2 156B Assistant State Auditor 2
- Item 3 156C Assistant State Auditor 3
- Item 4 156D Assistant State Auditor 4
- Item 5 156E Assistant State Auditor 5

Franklin Plaistowe, State HR Assistant Director: Early on, Franklin suggested hearing the exhibit items in subgroups and slightly out-of-order due to the lengthy revised agenda, largely as a result of the 2019-2021 Collective Bargaining Negotiations. Hearing no comments or concerns, items 1 through 6 were adopted as presented.

Mindy Portschy, Classification and Compensation Specialist: In section C of the revised agenda, were items 6 through 151 as a result of the 2019-2021 Collective Bargaining Negotiations effective July 1, 2019; and the IT Professional Structure exhibit items 152 through 163 effective July 1, 2019.

There were revisions to the following exhibits since the initial agenda web posting on May 22, 2019: item 74 was withdrawn; items 76, 77, 96, 100, 137, 138, and 140 were revised and effective July 1, 2019.

There were errors with item 75, a non-represented job class: a) the job title should have read "Physician Assistant, Certified, Advanced RN Practical Lead," and the word "Teamsters" *should have been omitted*, and b) the proposed correct salary range should have been "range 80N" *and not* "Teamsters 78N".

Results of the 2019-2021 Collective Bargaining Agreements

- Item 6 109K Management Analyst 3
- Item 7 109L Management Analyst 4
- Item 8 109M Management Analyst 5
- Item 9 112J Forms and Records Analyst 2
- Item 10 112J Forms and Records Analyst 2 - Teamsters
- Item 11 112K Forms and Records Analyst 3
- Item 12 112K Forms and Records Analyst 3 - Teamsters
- Item 13 120B Apprenticeship Consultant 2
- Item 14 120C Apprenticeship Consultant 3
- Item 15 120D Apprenticeship Consultant 4
- Item 16 125A Data Consultant 1
- Item 17 125B Data Consultant 2
- Item 18 125C Data Consultant 3
- Item 19 125D Data Consultant 4
- Item 20 125G Technical Training Consultant

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- Item 21 125M Operations Research Specialist
- Item 22 155D Revenue Auditor 4
- Item 23 155E Revenue Auditor Supervisor
- Item 24 162E Medical Program Specialist 1
- Item 25 162F Medical Program Specialist 2
- Item 26 162G Medical Program Specialist 3
- Item 27 164E UI Specialist 1
- Item 28 164F UI Specialist 2
- Item 29 164G UI Specialist 3
- Item 30 164H UI Specialist 4
- Item 31 164I UI Specialist 5
- Item 32 164J UI Specialist 6
- Item 33 165G Financial Services Specialist 1
- Item 34 165H Financial Services Specialist 2
- Item 35 165I Financial Services Specialist 3
- Item 36 165J Financial Services Specialist 4
- Item 37 165K Financial Services Specialist 5
- Item 38 168L DDS Adjudicator 4
- Item 39 168M DDS Adjudicator 4
- Item 40 175E Tax Policy Specialist 1
- Item 41 175F Tax Policy Specialist 2
- Item 42 175G Tax Policy Specialist 3
- Item 43 175H Tax Policy Specialist 4
- Item 44 178E Support Enforcement Technician
- Item 45 178F Support Enforcement Officer 1
- Item 46 178G Support Enforcement Officer 2
- Item 47 178H Support Enforcement Officer 3
- Item 48 178I Support Enforcement Officer 4
- Item 49 178K Child Support Program Administrator
- Item 50 178N Child Support Program Manager
- Item 51 181A Administrative Hearings Specialist
- Item 52 181B Administrative Hearings Supervisor
- Item 53 182A Medical Program Assistant
- Item 54 183A Medical Coding Specialist
- Item 55 184A Grain Warehouse Examiner
- Item 56 184B Grain Warehouse Examiner Senior
- Item 57 198F Graphic Designer
- Item 58 198G Graphic Designer Senior
- Item 59 198H Graphic Designer Supervisor
- Item 60 261A Library & Archival Professional 1
- Item 61 261B Library & Archival Professional 2
- Item 62 261C Library & Archival Professional 3
- Item 63 261D Library & Archival Professional 4
- Item 64 261E Library & Archival Professional - Manager
- Item 65 262I Library and Archives Paraprofessional 1

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- Item 66 262J Library and Archives Paraprofessional 2
- Item 67 262L Library and Archives Paraprofessional 4
- Item 68 262M Library and Archives Paraprofessional 5
- Item 69 281A Health Record Technician 1
- Item 70 281B Health Record Technician 2
- Item 71 291C Physician Assistant, Certified
- Item 72 291D Physician Assistant, Certified - Lead
- Item 73 291E Physician Assistant, Certified/Adv. RN Practitioner
- Item 74 291F Physician Assist., Certified/Adv. RN Pract. – Lead [Withdrawn](#)
- Item 75 291F Physician Assist., Certified/Adv. RN Pract. – Lead – Teamsters
- Item 76 344E Rehabilitation Technician 1 [Revised](#).
- Item 77 344F Rehabilitation Technician 2 [Revised](#)
- Item 78 350B Corrections Specialist 1
- Item 79 350C Corrections Specialist 2
- Item 80 350D Corrections Specialist 3
- Item 81 350E Corrections Specialist Assistant
- Item 82 350F Corrections Specialist 4
- Item 83 351M Social Service Specialist 4
- Item 84 351O Social Service Specialist 1
- Item 85 351P Social Service Specialist 2
- Item 86 351Q Social Service Specialist 3
- Item 87 351R Social Service Specialist 4
- Item 88 352K Psychiatric Social Worker 3
- Item 89 352K Psychiatric Social Worker 3 – Teamsters
- Item 90 358E WorkSource Specialist 1
- Item 91 358F WorkSource Specialist 2
- Item 92 358G WorkSource Specialist 3
- Item 93 358H WorkSource Specialist 4
- Item 94 358I WorkSource Specialist 5
- Item 95 358J WorkSource Specialist 6
- Item 96 383E Community Corrections Assistant [Revised](#)
- Item 97 384D Corrections and Custody Officer 4
- Item 98 389A Park Ranger 1
- Item 99 389B Park Ranger 2
- Item 100 389C Park Ranger 3 [Revised](#)
- Item 101 389D Park Ranger 4
- Item 102 391D Elevator Inspector 3
- Item 103 391M Elevator Inspector Assistant
- Item 104 391N Elevator Inspector 1
- Item 105 391O Elevator Inspector 2
- Item 106 391P Elevator Supervisor/Technical Specialist
- Item 107 396K Assistant Deputy State Fire Marshal
- Item 108 402A Wildland Fire Operations Technician 1
- Item 109 402B Wildland Fire Operations Technician 2
- Item 110 402C Wildland Fire Operations Technician 3

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- Item 111 402D Wildland Fire Operations Technician 4
- Item 112 402E Wildland Fire Program Coordinator 1
- Item 113 402F Wildland Fire Program Coordinator 2
- Item 114 481C IT Support Technician 1
- Item 115 481D IT Support Technician 2
- Item 116 516N Natural Resource Scientist 4
- Item 117 520E Fish Hatchery Technician
- Item 118 520F Fish Hatchery Specialist 1
- Item 119 520G Fish Hatchery Specialist 2
- Item 120 520H Fish Hatchery Specialist 3
- Item 121 520I Fish Hatchery Specialist 4
- Item 122 521H Natural Resource Worker 2
- Item 123 521P Forest Crew Supervisor 1
- Item 124 521Q Forest Crew Supervisor 2
- Item 125 523S Natural Resource Specialist 1
- Item 126 523T Natural Resource Specialist 2
- Item 127 523U Natural Resource Specialist 3
- Item 128 523V Natural Resource Specialist 4
- Item 129 523W Natural Resource Specialist 5
- Item 130 567A Grain Sampler/Weigher
- Item 131 567B Grain Inspector 1
- Item 132 567C Grain Inspector 2
- Item 133 567D Grain Inspector 3
- Item 134 567E Grain Inspector Supervisor
- Item 135 568G Agricultural Commodity Inspector 1
- Item 136 568I Agricultural Inspector 1
- Item 137 568J Agricultural Inspector 2 [Revised](#)
- Item 138 568K Agricultural Inspector 3 [Revised](#)
- Item 139 568L Agricultural Inspector 4
- Item 140 568M Agricultural Commodity Inspector 5 [Revised](#)
- Item 141 596P Maintenance Technician 1
- Item 142 596R Maintenance Technician 3
- Item 143 596S Maintenance Lead Technician
- Item 144 596T Maintenance Supervisor
- Item 145 596X Highway Maintenance Worker 4
- Item 146 599A Avalanche Forecast & Control Specialist 1
- Item 147 599B Avalanche Forecast & Control Specialist 2
- Item 148 599D Avalanche Forecast & Control Specialist 4
- Item 149 652R Marine Boat/Tug Operator
- Item 150 652S Marine Operations Supervisor
- Item 151 653P Ferry Operator Assistant

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Item 152 IT Application Development

- 482AD IT App Development-Entry
- 483AD IT App Development-Journey
- 484AD IT App Development-Senior/Specialist
- 485AD IT App Development-Expert
- 486AD IT App Development-Manager
- 487AD IT App Development-Senior Manager

Item 153 IT Architecture

- 483A IT Architecture-Journey
- 484A IT Architecture-Senior/Specialist
- 485A IT Architecture-Expert
- 486A IT Architecture-Manager
- 487A IT Architecture-Senior Manager

Item 154 IT Business Analysis

- 482BA IT Business Analyst-Entry
- 483BA IT Business Analyst-Journey
- 484BA IT Business Analyst-Senior/Specialist
- 485BA IT Business Analyst-Expert
- 486BA IT Business Analyst-Manager
- 487BA IT Business Analyst-Senior Manager

Item 155 IT Customer Support

- 482CS IT Customer Support-Entry
- 483CS IT Customer Support-Journey
- 484CS IT Customer Support-Senior/Specialist
- 486CS IT Customer Support-Manager

Item 156 IT Data Management

- 482DM IT Data Management-Entry
- 483DM IT Data Management-Journey
- 484DM IT Data Management-Senior/Specialist
- 485DM IT Data Management-Expert
- 486DM IT Data Management-Manager
- 487DM IT Data Management-Senior Manager

Item 157 IT Network and Telecommunications

- 482NT IT Network and Telecommunications-Entry
- 483NT IT Network and Telecommunications-Journey
- 484NT IT Network and Telecommunications-Senior/Specialist
- 485NT IT Network and Telecommunications-Expert
- 486NT IT Network and Telecommunications-Manager
- 487NT IT Network and Telecommunications-Senior Manager

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Item 158 IT Policy and Planning

- 482PP IT Policy & Planning-Entry
- 483PP IT Policy & Planning-Journey
- 484PP IT Policy & Planning-Senior/Specialist
- 485PP IT Policy & Planning-Expert
- 486PP IT Policy & Planning-Manager
- 487PP IT Policy & Planning-Senior Manager

Item 159 IT Project Management

- 482PM IT Project Management-Entry
- 483PM IT Project Management-Journey
- 484PM IT Project Management-Senior/Specialist
- 485PM IT Project Management-Expert
- 486PM IT Project Management-Manager
- 487PM IT Project Management-Senior Manager

Item 160 IT Quality Assurance

- 482QA IT Quality Assurance-Entry
- 483QA IT Quality Assurance-Journey
- 484QA IT Quality Assurance-Senior/Specialist
- 485QA IT Quality Assurance-Expert
- 486QA IT Quality Assurance-Manager
- 487QA IT Quality Assurance-Senior Manager

Item 161 IT Security

- 483S IT Security-Journey
- 484S IT Security-Senior/Specialist
- 485S IT Security-Expert
- 486S IT Security-Manager
- 487S IT App Development-Senior Manager

Item 162 IT Systems Administration

- 482SA IT System Administration-Entry
- 483SA IT System Administration-Journey
- 484SA IT System Administration-Senior/Specialist
- 485SA IT System Administration-Expert
- 486SA IT System Administration-Manager
- 487SA IT System Administration-Senior Manager

Item 163 IT Vendor Management

- 482VM IT Vendor Management-Entry
- 483VM IT Vendor Management-Journey
- 484VM IT Vendor Management-Senior/Specialist
- 485VM IT Vendor Management-Expert
- 486VM IT Vendor Management-Manager

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Franklin Plaistowe, State HR Assistant Director: Due to the lengthy agenda exhibit items, Franklin suggested breaking up topics into subgroups and slightly out-of-order as the meeting proceeded.

Section C - Testimony

Item 6 109K Management Analyst 3

Item 7 109L Management Analyst 4

Item 8 109M Management Analyst 5

Item 9 112J Forms and Records Analyst 2

Amy Spiegel, Washington Federation of State Employees, Director of Negotiations: Referencing the full job classifications, there were concerns with the desirable qualifications as written.

Item 6: The *positions typically require* language was struck out, leaving the Bachelor's degree as the requirement. The Federation believes this revision would "harm" their members in the positions currently and those transferring to the job class. Preferred language was to not strike out *typically require* or add *equivalent* for experience. The statement was true for all levels in the series; Management Analyst 3, 4, 5.

Franklin Plaistowe, State HR Assistant Director: The concerns were acknowledged but explained the desirable qualifications were not allocating criteria and addressed administratively outside of the public Director's meeting forum.

Marisa McKay, State HR, Class and Comp Manager Director: For the record, State HR has acknowledged WFSE's concerns and feedback. And State HR has engaged in multiple discussions with the Federation and stakeholders to address these concerns leading up to the June 13 Special Director's meeting. The concerns were primarily related to the desirable qualifications and typical work shown in the current job class specifications. Marisa reiterated what Franklin explained earlier, that these job class specification sections were not allocating criteria and therefore addressed outside the formal Director's meeting process.

Item 16 125A Data Consultant 1

Item 17 125B Data Consultant 2

Item 18 125C Data Consultant 3

Item 19 125D Data Consultant 4

Amy Spiegel, Washington Federation of State Employees, Director of Negotiations: The Federation proposed a revision to the Data Consultant 1 definition section to add an "and/or" to read, "...comparing and reporting of data in support of reports, studies, surveys ~~and~~and/or forecast..." The way the current definition language reads, gives the impression the activities are all required—which principle also applied to the 2 and 3 levels.

The WFSE has been actively engaged in conversations with State HR regarding the proposed revisions to the Data Consultant 4 desirable qualifications. The Federation would like language to allow *additional experience* as a substitute for the desired *supervisory experience* to prevent

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an otherwise qualified candidate working their way up through the job class series, from being excluded and not given the opportunity to move into a supervisory role.

Of note, the Federation acknowledged they had sent a few job class specifications concerns to State HR within the past two months, and have been engaged in discussions regarding the suggested job class specification revisions.

In response to Franklin, Amy indicated the Federation was open to ongoing conversations regarding the Data Consultant series post-June 13, 2019 special Director's meeting, so long as they can be assured there would be no barrier to members reallocating on July 1, 2019.

Marisa McKay, State HR, Class and Comp Manager Director: Marisa stated she did not recall receiving recent WFSE concerns regarding the Data Consultant series. Nevertheless, it was gently emphasized State HR provided ample time for multiple sessions of feedback for agencies and unions regarding the negotiated exhibit items appearing on the June 13, 2019 Special Director's meeting agenda, and the same information was shared at the negotiation table. It was not that we disagreed with the Federation's recent suggested job class specifications revisions, it was essentially the timing of the concerns coming to State HR which led right up to the June 13, 2019 special Director's meeting. She reassured the Federation, it was not that we did not necessarily support their suggested revisions.

Responding to Franklin and Amy, she agreed it was important to continue conversations and seek stakeholder feedback to ensure any proposed changes would not create any issues.

Tina Cooley, State HR, Class and Comp Supervisor: Tina shared it has been a long-standing practice in classification work, not to include words such as *and/or*, *such as*, *typically* in the definition. This was because it would make the definition very subjective and difficult, thereby making it difficult to allocate to different levels within the class series. Additionally, this has been the best practice from the Director's Review program, former Department of Personnel, and Office of Financial Management for many, many years. Adding the word "and/or" to the Data Consultant 1 would make it subjective.

Teresa Parsons, Washington Federation of State Employees: Teresa stated the proposed "and/or" for the definition was related to source documents; e.g. "*...in support of reports, studies, surveys, and forecasts,...*" The union was concerned, for example, that members might have experience in all source document components (reports, studies) except one (survey), which would then disqualify them. It was noted "such as" appears in the distinguishing characteristics within in the entire Data Consultant series.

Franklin Plaistowe, State HR Assistant Director: It was concerning to State HR if it were found something was missing in the job class specifications, which could have an impact on an agency. Franklin agreed with the Federation's concerns regarding how the language read around the source document listing within the definition. It was felt more discussions needed to ensue before adopting the proposed changes, and that the proposal could come back as an emergency item

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in the near future. There was more work to clarify proposed changes and working with stakeholders, etc.

Item 24 162E Medical Program Specialist 1

Item 25 162F Medical Program Specialist 2

Amy Spiegel, Washington Federation of State Employees, Director of Negotiations: Items 24 and 25. Found in the typical work section of the job class specification, their main concern was a distinct difference between the international statistical classifications of diseases coding and the current procedural terminology coding—ICD and CPT. They noted some positions may perform one or the other, but not necessarily both. The Federation recommended the revising language to remove the “and” and read “ICD or CPT.”

Mindy Portschy, State HR Class and Comp Specialist, Director's Meeting Lead: It was stated the proposed changes would be processed administratively outside the Director's meeting process, but agreed to address concerns and solicit agency feedback as well.

Franklin Plaistowe, State HR Assistant Director: Franklin conveyed that State HR would review the Federation's recommendation and work their organization and the agency regarding any concerns.

Item 46 178G Support Enforcement Officer 2

Amy Spiegel, Washington Federation of State Employees, Director of Negotiations: Referencing the job class specification's typical work section, the Federation recommended removing the “and” and replacing with “and/or” to read, “...mediating customer disputes independently and by corresponding with the customer ‘and/or’ legal counsel...” And, this was in regards to the customers they are working for.

Marisa McKay, State HR, Class and Comp Manager Director: State HR recently discussed WFSE's concern and the agency agrees with replacing the “and” with “and/or.”

Item 48 178I Support Enforcement Officer 4

Amy Spiegel, Washington Federation of State Employees, Director of Negotiations: Referencing the definition in the job class specification, was more an awareness issue. The current language reads “...positions at this level supervise single units consisting of multiple professional or technical support enforcement specialists.” After speaking to current support enforcement supervisors, the Federation stated often times these positions were supervising multiple units at times.

Additionally, the Federation is in communication with the agency and Marisa regarding the desirable qualifications, and stated they read significantly higher which has the potential to impact compensation. Again, they believe a barrier has been created when requiring *supervisory experience* for those working their way up the class series.

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Item 69 281A Health Record Technician 1

Item 70 281B Health Record Technician 2

Amy Spiegel, Washington Federation of State Employees, Director of Negotiations: Reviewing the full job class specification desirable qualifications, the Federation is concerned for those members currently performing at this level of work and wishing to promote into these classifications. They recommended adding the word *typically* or allowing for *equivalent experience* or *certification as a Registered Health Information Technician* or a *Registered Health Information Administrator* to substitute for some of the degree requirements. She added though it was clear the qualifications are stated as desirable, the agency does not consider it their practice.

Mindy Portschy, State HR Class and Comp Specialist, Director's Meeting Lead: It was reiterated the desirable qualifications are revised administratively and do not go through the Director's meeting process. She agreed to have more discussions and include the agency.

Item 76 344E Rehabilitation Technician 1 [Revised](#)

Item 77 344F Rehabilitation Technician 2 [Revised](#)

Teresa Parsons, Washington Federation of State Employees: WFSE staff requested a summarization of what the revisions were for the Rehabilitation Technician 1 and 2. WFSE was satisfied with the explanation from SHR.

Mindy Portschy, State HR Class and Comp Specialist, Director's Meeting Lead: The incorrect agency was specified as the requester for the Rehabilitation Technician 1 and 2 exhibit item, which appeared in the original publishing of the agenda (20-day notice). The requested agency read as *Labor and Industries* but the correct requester was the *Department of Social and Health Services*. The exhibit item was corrected and now appears in the revised agenda.

Item 98 389A Park Ranger 1

Item 99 389B Park Ranger 2

Item 100 389C Park Ranger 3 [Revised](#)

Item 101 389D Park Ranger 4

Amy Spiegel, Washington Federation of State Employees, Director of Negotiations: The Federation's first concern was that the "supervisor experience" should not be a requirement for an expert. The second concern, for those individuals moving up through the Park Ranger series would not have an opportunity for the positions unless they had outside supervisory experience to qualify, thereby causing a barrier. In previous collective bargaining rounds, the Federation intended to help take the pressure off recruitment and retention issues which have been limiting the candidate pool.

Item 114 481C IT Support Technician 1

Item 115 481D IT Support Technician 2

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Amy Spiegel, Washington Federation of State Employees, Director of Negotiations: There were a number of comments regarding these job classes when looking at the full job class specifications. In referencing to the IT Support Tech 2 (ITST2), the Federation was conflicted over two terms in the spec: The ITST2 definition reads, "...experienced paraprofessional..." and the distinguishing characteristics reads "...experienced routine technical IT work." They are concerned IT reviewers may misconstrue the language to mean "experienced IT workers." They explained words such as *experienced* and *routine* do not typically go together when describing the level of work. To clear up any confusing between the paraprofessional and professional levels, the Federation suggested revising language under subtitle "IT Para-Professional," second paragraph on page 9 of the IT Evaluator's Handbook, to instead read, "...*perform paraprofessional IT support work* gained through hands-on learning and experience."

The Federation also had feedback in the distinguish characteristics and typical work in the job class specifications, and planned to work with State HR Class and Comp further. In summary, the Federation's primary concern was to avoid confusion leading to IT professionals being inappropriately placed in the paraprofessional classification.

Franklin Plaistowe, State HR Assistant Director: Franklin stated to the Federation whether there was risk of inflating the ITST1 and the ITST2.

To understand correctly, Franklin reiterated that the Federation was looking at the perspective of clarity around what was the paraprofessional related to the ITST2 and inclusion into the IT Professional Structure. With that, he concluded more work needed to occur, but welcomed any questions, observations, and concerns during the Director's meeting proceedings.

Potentially, the job class specification was not being read as *experience* and *paraprofessional*, but just experience.

Teresa Parsons, Washington Federation of State Employees: From the Federation's perspective, those positions they believe should be *entry* or *journey level* were coming back as *paraprofessionals*. Therefore, they want to make sure there was a clear distinction between the ITST2 and the *entry level* in the IT Professional Structure. Their suggestion was to clarify and ensure the ITST2 emphasizes and highlights that it was a paraprofessional.

Further, Teresa recommended not using the term *journey*, as it could add more to existing confusion. The main point was to make sure there was clarity between the entry and professional level.

At the end of the testimony, Teresa added one more perspective to help with clarification, and added the ITST2 positions perform work independently which will help further distinguish between the ITST1 and 2 levels.

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Tina Cooley, State HR, Class and Comp Supervisor: The ITST2 serves as the *experience* level and offered suggested language to avoid confusion. There was concern changing the definition language at this time, as at this time agencies were allocating and providing notification letters. And changing the *experience* to *journey level* basically meant the same thing.

Related to the ITST2, it was noted the allocating criteria in the class series concept identifies the series as paraprofessional, the definition for the ITST1 and 2 was identified as paraprofessional work being performed. From a classification standpoint, it was understandable there could be confusion if not aware how the allocating criteria flows. To be consistent, changing the ITST2 language to journey-level would translate to the journey-level of the paraprofessional. When evaluating IT job classes for the IT Professional Structure, the criteria has to meet the definition of professional IT work in order to be included in the structure.

Marty Graf, State HR Classification and Compensation Specialist: Agreed the ITST2 language should reflect more than an entry level and maybe fully *competent* may be a better route versus *journey level*.

Franklin Plaistowe, State HR Assistant Director: [Called to order an off-the-record sidebar meeting with State HR Class and Comp only]. Given all the testimony, Franklin stated it has all been helpful and good to talk things through. He was inclined at that point to continue to explore ways we could provide clarity in the exhibits. The items would be adopted, but work would continue to seek clarity what was a professional and a paraprofessional. He wanted to make sure that we would protect what the difference is between the 1 and 2 levels as well as provide clarity how the ITST2 was distinct from the IT Professional Structure. Along with notification of adoption, a communication would be sent too soon to agencies as they are allocating and making decisions now, and we would be willing to share this communication with the WFSE before released to the agencies. The items were adopted as reflected in the exhibits in the revised agenda with the condition to continue work with interest organizations. Before closing, he asked the attendees for comments or concerns.

Audrey Ulrich, Department of Veteran's Affairs, HR Operations Manager, Olympia Human Resources: At the conclusion of the WFSE's ITST1 and ITST2 testimony, the Department of Veteran's Affairs stated they had no comments or concerns.

Item 171a 383I Community Corrections Specialist [Emergency](#)

Teresa Parsons, Washington Federation of State Employees: WFSE staff confirmed with SHR the "Community Corrections Specialist" exhibit item did not appear in the originally published agenda (20-day) notice, but now was included in the revised agenda with no changes to the language.

Mindy Portschy, State HR Class and Comp Specialist, Director's Meeting Lead: SHR staff confirmed Teresa's comments were correct and that the item was an abolishment.

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Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 1 through 163 were adopted as presented.

Mindy Portschy, Classification and Compensation Specialist: Also in section C of the revised agenda, were items 164 through 200 and emergency item 171a. Staff recommended adoption as presented with an effective date of July 1, 2019.

Abolishments

- Item 164 100W Data Compiler 1
- Item 165 100X Data Compiler 2
- Item 166 100Y Data Compiler 3
- Item 167 109I Management Analyst 1
- Item 168 109J Management Analyst 2
- Item 169 198E Graphics Assistant
- Item 170 262K Library and Archives Paraprofessional 3
- Item 171 262N Library and Archives Paraprofessional 6
- Item 171a 383I Community Corrections Specialist [Emergency](#)
- Item 172 479I IT Specialist 1
- Item 173 479J IT Specialist 2
- Item 174 479K IT Specialist 3
- Item 175 479L IT Specialist 4
- Item 176 479M IT Specialist
- Item 177 479N IT Systems/Application Specialist 6
- Item 178 479Q State Enterprise Architect
- Item 179 480E IT Trainee- Intern
- Item 180 480F IT Data Processor 1
- Item 181 480G IT Data Processor 2
- Item 182 480H IT Data Processor 3
- Item 183 480I IT Data Processor Lead
- Item 184 480J Data Control Supervisor
- Item 185 480N IT Computer Operator 1
- Item 186 480O IT Computer Operator 2
- Item 187 480P IT Computer Operator 3
- Item 188 480Q IT Computer Operator Lead
- Item 189 480R IT Computer Operator Supervisor
- Item 190 481A IT Technician 1
- Item 191 481B IT Technician 2
- Item 192 501E Research Analyst 1
- Item 193 501F Research Analyst 2
- Item 194 501G Research Analyst 3
- Item 195 501H Research Analyst
- Item 196 501I Research Analyst 5
- Item 197 595G Rest Area Attendant – Transportation
- Item 198 596O Maintenance Trainee
- Item 199 596Q Maintenance Technician 2
- Item 200 597E Bridge Tender

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Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 164 through 200 were adopted as presented.

Section D: Compensation

Mindy Portschy, Classification and Compensation Specialist: In section D of the revised agenda, staff recommended adoption of assignment pay item 201 Group A, Group B, and References with an effective date of July 1, 2019

Assignment Pay

Item 201 Group A, Group B, and References

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 201 was adopted as presented.

Mindy Portschy, Classification and Compensation Specialist: Also, in section D of the revised agenda, staff recommended adoption of assignment pay items 202 through 205 with an effective date of July 1, 2019.

Premium Pay

Item 202 Basic Shift Premium Rate, King County Duty Station, Non-Represented

Item 203 Basic Shift Premium Rate, McNeil Island Special Commitment Ctr. Non-Rep.

Item 204 Differential Rate for Non-Represented within IT Professional Structure

Item 205 Shift Premium Rate Day, Evening, Night Shift Employees, Non-Rep

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 202 through 205 were adopted as presented.

Mindy Portschy, Classification and Compensation Specialist: In section D of the revised agenda, staff recommended adoption of the salary modifications shown in item 206 (A to S9), base range salary adjustments effective July 1, 2019.

Salary Modifications

Item 206 (A to S9) Salary Range Increases, Related to 2019-2021 Agreement

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 206 (A to S9) was adopted as presented.

Mindy Portschy, Classification and Compensation Specialist: In section D of the revised agenda, staff recommended adoption of 2019 and 2020 proposed compensation items 207 through 238 effective July 1, 2019.

2019 Salary Schedules

Non-Represented:

- Item 207 General Service
- Item 208 General Service 1 (GS1)
- Item 209 General Service – Information Technology Professional Structure
- Item 210 N Range

Represented:

- Item 211 General Service, multiple unions
- Item 212 General Service 1 (GS1), multiple unions
- Item 213 General Service – IT Professional Structure, multiple unions
- Item 214 N1 Range, multiple unions
- Item 215 N2 Range, Teamsters
- Item 216 SP Range, multiple unions
- Item 217 General Service, Teamsters
- Item 218 General Service 1 (GS1), Teamsters
- Item 219 General Service, DES Printing Teamsters
- Item 220 CC Range, WFSE – Community Corrections

Management Structure:

- Item 221 Exempt Management Service
- Item 222 Washington Management Service

2020 Salary Schedules

Non-Represented:

- Item 223 General Service
- Item 224 General Service 1 (GS1)
- Item 225 General Service – Information Technology Professional Structure
- Item 226 N Range

Represented:

- Item 227 General Service, multiple unions
- Item 228 General Service 1 (GS1), multiple unions
- Item 229 General Service – IT Professional Structure, multiple unions
- Item 230 N1 Range, multiple unions
- Item 231 N2 Range, Teamsters
- Item 232 SP Range, multiple unions
- Item 233 General Service, Teamsters
- Item 234 General Service 1 (GS1), Teamsters
- Item 235 General Service, DES Printing Teamsters
- Item 236 CC Range, WFSE – Community Corrections

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Management Structure:

Item 237 Exempt Management Service

Item 238 Washington Management Service

Franklin Plaistowe, State HR Assistant Director: All these actions are contingent upon legislative and Governor's signature approval of the budget. Hearing no comments, items 207 through 238 were adopted as presented.

Section E: Rule Amendments

None.

Adjournment

Mindy Portschy, Classification and Compensation Specialist: The business concluded and the meeting was adjourned. The next regularly scheduled Director's meeting is scheduled Thursday, August 8, 2019, beginning at 8:30 a.m., and located at OFM, State HR; RAAD Building, 5th Floor, Room 512; 128 10th Avenue SW, Olympia, WA 98504.

Minutes Approved By

Franklin Plaistowe, Assistant Director
State Human Resources
Office of Financial Management

Date