

Special Director's Meeting Agenda

State Human Resources

Office of Financial Management

Meeting Date: Thursday, December 9, 2021
Meeting Time: 8:30 a.m.
Hosted By: State Human Resources
Office of Financial Management
Special Note: Due to current COVID-19 safety and health recommendations, this meeting is via conference call only.
Audio Conferencing Only: · Dial-in: (888) 285-8919
· Enter pin: 8101730
Exhibits: The Classification items on the following pages have been submitted by staff for study and presentation to the State Human Resources Director at this quarterly scheduled public meeting.

Section A: Previous Minutes Approval

Special Director's Meeting Minutes – November 23, 2021

Section B: Exempt Compensation

None

Section C: Classification

Item 1	196A Event Attendant/Usher.....	C1
Item 2	263A Accompanist	C2
Item 3	264A Interpreter/Translator	C3
Item 4	312A First Aid Attendant	C4
Item 5	613A Boat Assistant.....	C5
Item 6	629E Piano Technician	C6
Item 7	651A Boat Operator	C7
Item 8	703A Art Model	C8

Section D: Compensation

Item 9	University of Washington (UW) Special Pay	D1-D2
351E	Social Worker 1 – AMC	
351F	Social Worker 2 – AMC	
351H	Social Worker Supervisor	
343H	Social Worker Assistant 1	
343I	Social Worker Assistant 2	
291C	Physician Assistant, Certified	
291D	Physician Assistant, Certified – Lead	
291E	Advanced Registered Nurse Practitioner	
291F	Advanced Registered Nurse Practitioner – Lead	
308E	Speech Pathologist/Audiologist Spec 1	
308F	Speech Pathologist/Audiologist Spec 2	
308G	Speech Pathologist/Audiologist Spec 3	
306F	Orthotics-Prosthetics Practitioner	

306G	Orthotics-Prosthetics Practitioner Supv
306D	Orthotics-Prosthetics Practitioner Trnee
306N	Occupational Therapist 1
306O	Occupational Therapist 2
306P	Occupational Therapist 3
306R	Occupational Therapist Supervisor
306V	Physical Therapist 3
306U	Physical Therapist 2
306W	Physical Therapist Specialist
306X	Physical Therapist Supervisor
105F	Administrative Assistant 2
105G	Administrative Assistant 3
107N	Program Coordinator
704I	College Career MAS Graduate – IT/Engineering/Natural/Physical/Health

Section E: Rule Amendments

None

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.

Meeting Coordinator

For question and concerns, contact the Meeting Coordinator at 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.

There are no exempt compensation items for this meeting.

Section C: Classification

Item 1	
Requester (Agency/HE Institution) Office of Financial Management	Analyst Chelsea Lee
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 196A Event Attendant/Usher	Proposed Salary Range/Rate 30 (\$30,108 - \$39,528)
Effective Date 1/1/2022	

Definition

Under the direction of professional staff or faculty, provides assistance with ushering, clerical support, and customer service responsibilities in a variety of settings, such as sports programs and events, social activities, performing arts, and graduation/commencement activities and events.

Explanation

The part-time/temporary/higher education non-perm rule changes that resulted from Chapter 246, Laws of 2018 (HB 2669) will become effective January 1, 2022. Over the past couple years, OFM State HR worked with some members of the higher education community to identify what needs to occur prior to implementation of the rule changes this upcoming January. One of the areas identified is the need to create or revise job classifications to encompass the work that is currently performed by exempt staff, specifically those staff who are hourly and work no more than 1,050 hours in a year.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 12/9/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 46 Office and Clerical	Number of Position(s) Affected

Section C: Classification

Item 2	
Requester (Agency/HE Institution) Office of Financial Management	Analyst Chelsea Lee
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 263A Accompanist	Proposed Salary Range/Rate 44 (\$41,352 - \$55,524)
Effective Date 1/1/2022	

Definition

Under the supervision of faculty or staff, provides support to the instructional program with specific responsibilities for providing accompaniment for rehearsals and performances; assists with related tasks; and serves as an instructional resource for students and faculty in the area of fine arts.

Explanation

The part-time/temporary/higher education non-perm rule changes that resulted from Chapter 246, Laws of 2018 (HB 2669) will become effective January 1, 2022. Over the past couple years, OFM State HR worked with some members of the higher education community to identify what needs to occur prior to implementation of the rule changes this upcoming January. One of the areas identified is the need to create or revise job classifications to encompass the work that is currently performed by exempt staff, specifically those staff who are hourly and work no more than 1,050 hours in a year.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 12/9/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected

Section C: Classification

Item 3	
Requester (Agency/HE Institution) Office of Financial Management	Analyst Chelsea Lee
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 264A Interpreter/Translator	Proposed Salary Range/Rate 38 (\$35,988 - \$47,844)
Effective Date 1/1/2022	

Definition

Facilitates communication between individuals who speak two different languages. Interprets and/or translates and re-communicates both verbal and written messages from one language into another.

Explanation

The part-time/temporary/higher education non-perm rule changes that resulted from Chapter 246, Laws of 2018 (HB 2669) will become effective January 1, 2022. Over the past couple years, OFM State HR worked with some members of the higher education community to identify what needs to occur prior to implementation of the rule changes this upcoming January. One of the areas identified is the need to create or revise job classifications to encompass the work that is currently performed by exempt staff, specifically those staff who are hourly and work no more than 1,050 hours in a year.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 12/9/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected

Section C: Classification

Item 4	
Requester (Agency/HE Institution) Office of Financial Management	Analyst Chelsea Lee
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 312A First Aid Attendant	Proposed Salary Range/Rate 31 (\$30,624 - \$40,440)
Effective Date 1/1/2022	

Definition

Under close supervision of staff, renders first aid and subsequent treatment to injured or ill individuals in a variety of settings, such as sports programs/events, social activities, performing arts, or graduation/commencement activities and events.

Explanation

The part-time/temporary/higher education non-perm rule changes that resulted from Chapter 246, Laws of 2018 (HB 2669) will become effective January 1, 2022. Over the past couple years, OFM State HR worked with some members of the higher education community to identify what needs to occur prior to implementation of the rule changes this upcoming January. One of the areas identified is the need to create or revise job classifications to encompass the work that is currently performed by exempt staff, specifically those staff who are hourly and work no more than 1,050 hours in a year.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 12/9/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 48 Service-Maintenance	Number of Position(s) Affected

Section C: Classification

Item 5	
Requester (Agency/HE Institution) Office of Financial Management	Analyst Chelsea Lee
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 613A Boat Assistant	Proposed Salary Range/Rate 31 (\$30,624 - \$40,440)
Effective Date 1/1/2022	

Class Series Concept

This classification is distinguished from the Boat Operator by the absence of regular assignment to operate shuttle boats for the University of Washington Athletic Department on gamedays or special events.

Definition

Under direct supervision, maintains a safe environment of docks on game days or special events; handles lines and rigging to launch or dock the boat; performs custodial or general maintenance tasks as directed.

Explanation

The part-time/temporary/higher education non-perm rule changes that resulted from Chapter 246, Laws of 2018 (HB 2669) will become effective January 1, 2022. Over the past couple years, OFM State HR worked with some members of the higher education community to identify what needs to occur prior to implementation of the rule changes this upcoming January. One of the areas identified is the need to create or revise job classifications to encompass the work that is currently performed by exempt staff, specifically those staff who are hourly and work no more than 1,050 hours in a year.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 12/9/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 48 Service-Maintenance	Number of Position(s) Affected

Section C: Classification

Item 6	
Requester (Agency/HE Institution) Office of Financial Management	Analyst Chelsea Lee
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 629E Piano Technician	Current Salary Range/Rate 44G (\$47,844 - \$55,524)
Proposed Class Code/Title 629E Instrument Repair Technician	Proposed Salary Range/Rate 44G (\$47,844 - \$55,524)
Effective Date 1/1/2022	

Definition

Provides skilled repairs, overhauls, adjustments, preventative/routine maintenance, and tuning, maintain, repair and rebuild pianos and similar to assigned class(es) of musical instruments and related equipment, such as: woodwind, brass, percussion, strings, piano, fretted instruments, and instrument cases.

Explanation

The part-time/temporary/higher education non-perm rule changes that resulted from Chapter 246, Laws of 2018 (HB 2669) will become effective January 1, 2022. Over the past couple years, OFM State HR worked with some members of the higher education community to identify what needs to occur prior to implementation of the rule changes this upcoming January. One of the areas identified is the need to create or revise job classifications to encompass the work that is currently performed by exempt staff, specifically those staff who are hourly and work no more than 1,050 hours in a year.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 12/9/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 3

Section C: Classification

Item 7	
Requester (Agency/HE Institution) Office of Financial Management	Analyst Chelsea Lee
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 651A Boat Operator	Proposed Salary Range/Rate 32 (\$31,344 - \$41,352)
Effective Date 1/1/2022	

Definition

Operates shuttle boats for the University of Washington Athletic Department on gamedays or special events.

Distinguishing Characteristics

Operates motor-driven shuttle boats that carry passengers to and from anchored boats located in Union Bay to Waterfront Activities Center docks.

Explanation

The part-time/temporary/higher education non-perm rule changes that resulted from Chapter 246, Laws of 2018 (HB 2669) will become effective January 1, 2022. Over the past couple years, OFM State HR worked with some members of the higher education community to identify what needs to occur prior to implementation of the rule changes this upcoming January. One of the areas identified is the need to create or revise job classifications to encompass the work that is currently performed by exempt staff, specifically those staff who are hourly and work no more than 1,050 hours in a year.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 12/9/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected

Section C: Classification

Item 8	
Requester (Agency/HE Institution) Office of Financial Management	Analyst Chelsea Lee
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 703A Art Model	Proposed Salary Range/Rate 31 (\$30,624 - \$40,440)
Effective Date 1/1/2022	

Definition

Under the supervision of faculty or staff, presents themselves for artists to draw, paint, sculpt or photograph.

Explanation

The part-time/temporary/higher education non-perm rule changes that resulted from Chapter 246, Laws of 2018 (HB 2669) will become effective January 1, 2022. Over the past couple years, OFM State HR worked with some members of the higher education community to identify what needs to occur prior to implementation of the rule changes this upcoming January. One of the areas identified is the need to create or revise job classifications to encompass the work that is currently performed by exempt staff, specifically those staff who are hourly and work no more than 1,050 hours in a year.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 12/9/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected

Section D: Compensation

Higher Education Special Pay

Item 9	
Requester (HE Institution) University of Washington	Analyst Shelby Sheldon
Action <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision	Effective Date 11/16/2021
<u>WAC 357-28-025 - 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.</u>	

Class Title(s)	Class Code(s)	Current Salary Range or Special Pay Range	Proposed Special Pay Range	Proposed Special Pay Increase
Social Worker 1 – AMC	351E	I4-Y5	K4-A6	2%
Social Worker 2 – AMC	351F	Q4-G6	S4-I6	2%
Social Worker Supervisor	351H	C5-S6	E5-U6	2%
Social Worker Assistant 1	343H	A3-Q4	C3-S4	2%
Social Worker Assistant 2	343I	J3-Z4	L3-B5	2%
Physician Assistant, Certified	291C	X5-N7	F6-V7	8.3%
Physician Assistant, Certified – Lead	291D	H6-X7	P6-F8	8.3%
Advanced Registered Nurse Practitioner	291E	X5-N7	F6-V7	8.3%
Advanced Registered Nurse Practitioner – Lead	291F	H6-X7	P6-F8	8.3%
Speech Pathologist/Audiologist Spec 1	308E	A5-H6	I5-P6	8.3%
Speech Pathologist/Audiologist Spec 2	308F	E5-L6	M5-T6	8.3%
Speech Pathologist/Audiologist Spec 3	308G	M5-T6	U5-B7	8.3%
Orthotics-Prosthetics Practitioner	306F	P4-W5	V4-C6	6.2%
Orthotics-Prosthetics Practitioner Supv	306G	Z4-G6	F5-M6	6.2%
Orthotics-Prosthetics Practitioner Trnee	306D	R2-Y3	X2-E4	6.1%
Occupational Therapist 1	306N	H5-R6	K5-U6	3.0%
Occupational Therapist 2	306O	O5-Y6	R5-B7	3.0%
Occupational Therapist 3	306P	V5-F7	Y5-I7	3.0%
Occupational Therapist Supervisor	306R	Y5-I7	B6-L7	3.0%
Physical Therapist 3	306V	P5-Z6	S5-C7	3.0%
Physical Therapist 2	306U	I5-S6	L5-V6	3.0%
Physical Therapist Specialist	306W	W5-G7	Z5-J7	3.0%
Physical Therapist Supervisor	306X	Z5-J7	C6-M7	3.0%
Administrative Assistant 2	105F			7.3%
Administrative Assistant 3	105G			7.4%
Program Coordinator	107N			12.8%

Section D: Compensation

Class Title(s)	Class Code(s)	Current Salary Range or Special Pay Range	Proposed Special Pay Range	Proposed Special Pay Increase
College Career MAS Graduate IT/Engineering/Natural/Physical/Health	704I			47.2%

Category (select all that apply):

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

Explanation

NOTE: This action is housekeeping in nature due to an error found in the exhibit after the November 10, 2021 Director’s Meeting. The job class code for the Physician Assistant, Certified – Lead was previously identified as 291C, this should be 291D. The effective date remains November 16, 2021 for this correction action.

The University of Washington is requesting special pay increases for the above job classifications. The basis for this request is effective operations, substantiated by data provided by the Milliman Inc. Health Care Salary Survey. The data is from January 1, 2021 and has been aged to August 1, 2021 at an average rate of three (3) percent.

State HR staff supports this special pay request, which would increase the median monthly pay for the job classes identified above, but would not exceed the market average. These increases will aid UW’s efforts to remain competitive and to recruit and retain highly skilled individuals. UW has certified the funding does not come from tuition dollars and they have identified local funds to support these health care special pay salary increases. UW is requesting an effective date of November 16, 2021.

Internal Use Only
Director’s Meeting Date 12/9/2021

Section E: Rule Amendments

There are no rule amendment items for this meeting.