

Director's Meeting Agenda

State Human Resources

Office of Financial Management

Meeting Date: Wednesday, November 10, 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 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 a quarterly scheduled public meeting.

Section A: Previous Minutes Approval

Meeting Minutes – August 12, 2021

Section B: Exempt Compensation

Item 1	B0393 Deputy Assistant Director of Field Services and Public Safety – LNI	B1-B2
Item 2	B1620 Director, Division of Child Support – DSHS	B3-B4
Item 3	B1660 Senior Director, Human Resources Division	B5-B6
Item 4	B1673 Director, Residential Habilitation Centers Division, DDA – DSHS	B7-B8
Item 5	B2561 Creat. Econ., Equity Bus. Dev., & Innov. Workf. Sector Lead–COM	B9-B10
Item 6	B5944 Human Resource Manager – PSP	B11-B12
Item 7	B6296 Chief of Staff – DOC	B13-B14
Item 8	B7914 Human Resource Director – LCB	B15-B16
Item 9	B7915 Deputy Chief of Enforcement and Education Operations – LCB	B17-B18
Item 10	B9499 Project Management Office Manager – CTS	B19-B20

Abolishments

Item 11	B1593 Chief of Staff, WSH/BHA – DSHS	B23
Item 12	B9614 Project Management Office Manager – DES	B24-B25

Section C: Classification

Item 13	402A Wildland Fire Operations Technician 1	C1-C2
Item 14	402B Wildland Fire Operations Technician 2	C3-C4
Item 15	402C Wildland Fire Operations Technician 3	C5-C6
Item 16	402D Wildland Fire Operations Technician 4	C7-C8
Item 17	402E Wildland Fire Program Coordinator 1	C9-C10
Item 18	402F Wildland Fire Program Coordinator 2	C11-C12
Item 19	402G Wildland Fire Management Technician	C13-C14
Item 20	458E Licensing Services Representative 1	C15-C16

Section D: Compensation

Item 21	University of Washington (UW) Special PayD1-D2
	<ul style="list-style-type: none">· 351E Social Worker 1· 351F Social Worker 2· 351H Social Worker Supervisor-Academic Medical Centers· 343H Social Work Assistant 1· 343I Social Work Assistant 2· 291C Physician Assistant, Certified· 291E Advanced Registered Nurse Practitioner· 291F Advanced Registered Nurse Practitioner - Lead· 308E Speech Pathologist/Audiologist Specialist 1· 308F Speech Pathologist/Audiologist Specialist 2· 308G Speech Pathologist/Audiologist Specialist 3· 306D Orthotics/Prosthetics Practitioner Trainee· 306F Orthotics-Prosthetics Practitioner· 306G Orthotics/Prosthetics Practitioner Supervisor· 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
Item 22	University of Washington (UW) Premium PayD3
	<ul style="list-style-type: none">· Advanced Registered Nurse Practitioners/ Physician Assistant
Item 23	Group A & Group B Assign. Pay, References 37A, 37B (WFSE only), #53.....D4-D5

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.

Item 1	
Requester (Agency/HE Institution) Department of Labor and Industries	Analyst Lynley Coffman
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B0393 Deputy Assistant Director of Field Services and Public Safety - LNI	Proposed EMS Band/Rate EMS Band III (\$72,276 - \$128,856)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) 41.06.070(3) - Governor's Pool: "...involving directing and controlling program operations of an agency... ."
Effective Date 11/11/2021	

Scope

Reporting to the Assistant Director of Field Services and Public Safety, this class has delegated appointing authority responsibilities and is responsible for the operational, legislative and policy administration of the division to include strategic oversight of six (6) regions that represent 19 regional service locations. Position has operational and strategic oversight of the division, program leadership and direction, legislative/rule making and implementation, financial analysis, human resource management, strategic planning, information services functions and risk management. Additionally, the Deputy Assistant Director has delegated responsibility for managing over 700 FTEs within the following programs in the Field Services and Public Safety Division: Electrical, Elevator, Pressure Vessel, Factory Assembled Structures, and the Regional Offices which include Collections, Audit, Claims, Return-to-Work, Prevailing Wage, Investigations and Customer Service.

Explanation

The Department of Labor and Industries is requesting the establishment of exempt class, Deputy Assistant Director of Field Services and Public Safety. This exempt class serves as the key advisor to the Assistant Director of FSPS in all major decisions impacting the division and/or agency. They have oversight of program budgets, program business plans, strategic goals/objectives, service and purchase contracts, and major program initiatives. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.070(3) "...involving directing and controlling program operations of an agency... ."

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 C4X-800, which meets the EMS Band III level. A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb cost associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Management	Date of Exempt Position Description on File 8/16/2021
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 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.

Item 2	
Requester (Agency/HE Institution) Department of Social and Health Services	Analyst Angie Strozyk
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B1620 Director, Division of Child Support - DSHS	Current EMS Band/Rate EMS Band IV (\$86,640 - \$149,292)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) RCW 41.06.070 (1)(v) "In each agency with fifty or more employees: ... division directors...who report directly to...deputy agency heads ..."	Proposed RCW Exemption (indicate number and description) DSHS enabling statute: RCW 41.06.076 "the provisions of this chapter shall not apply in the department of social and health services to...thirteen division directors..."
Effective Date 11/11/2021	

Scope

The Director, Division of Child Support – DSHS reports directly to the Assistant Secretary of the Economic Services Administration. This exempt class oversees, administers and provides strategic direction for child support programs throughout the state. Manages, administers and coordinates statewide and intergovernmental activities and programs related to federal and state child support enforcement laws. Develops, implements and evaluates policies, rules, operating principles, service delivery procedures and legislation to meet the division's mission. This exempt class is an appointing authority and has discretionary control and leadership responsibility over goals and priorities, legislative proposals, budget and information technology for the division.

Explanation

State HR staff reviewed the updated position description, dated January 7, 2021, and evaluated the work with a JVAC score of D4Y-1012, which is within the current EMS Band IV level.

The current exemption for this exempt class is RCW 41.06.070 (1)(v) "In each agency with fifty or more employees: ... division directors...who report directly to...deputy agency heads ...".

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.

This exempt class meets the requirements of the proposed exemption as it is a division director. Staff supports the exemption change to the agency enabling statute 41.06.076.

There is no cost associated with this request, therefore a fiscal impact statement is not needed.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Management	Date of Exempt Position Description on File 1/7/21
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 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.

Item 3	
Requester (Agency/HE Institution) Department of Social and Health Services	Analyst Mindy Portschy
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input checked="" type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B1660 Senior Director, Human Resources Division	Current EMS Band/Rate EMS Band IV (\$86,640 - \$149,292)
Proposed Code/Title B1660 Senior Director, Human Resources Division, OOS - DSHS	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) RCW 41.06.070(1)(v): "In each agency with fifty or more employees: ...division directors..."	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1)(u): "Executive assistants for personnel administration and labor relations in all state agencies employing such executive assistants..."
Effective Date 11/11/2021	

Scope

Reporting to the Secretary, the Senior Director of Human Resources is an appointing authority responsible for the execution and oversight of all aspects of human resources, setting human resources policy for the department, initiating strategic HR goals and objectives for the organization, and directing HR operations to achieve agency goals and statewide uniformity of workforce management. This exempt class has delegated authority to act on behalf of the Secretary as an appointing authority for the agency, is a member of the department's executive leadership and is a key advisor to the Secretary and all members of the executive leadership.

The Human Resources division is comprised of the following HR specialties and services: labor relations, workplace investigations; learning and development; talent acquisition; classification and compensation; HRIS and workforce analytics; reasonable accommodation and leave management; employee related policy development and management; statewide field and 24/7 operations.

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.

Explanation

The Department of Social and Health Services is requesting an exemption change from RCW 41.06.070(1)(v): "In each agency with fifty or more employees: ...division directors..." to RCW 41.06.070(1)(u): "Executive assistants for personnel administration and labor relations in all state agencies employing such executive assistants..." for the Senior Director, Human Resources. State HR staff reviewed the request and agree this exempt class meets the requirements for this exemption change as it has responsibility for both personnel administration and labor relations activities for the agency.

State HR staff reviewed the position description, dated August 25, 2021, and evaluated the work with a JVAC evaluation of D5Y-1136, which is within EMS Band IV. Staff proposed to the agency a change in title for this exempt class to be consistent with more recent EMS class title conventions. The agency agreed with the change in title and also worked with State HR staff to develop a scope as there was not one on file with the agency or State HR.

A Fiscal Impact Statement is not required for this action as there is no additional cost associated.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Management	Date of Exempt Position Description on File 8/25/2021
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 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.

Item 4	
Requester (Agency/HE Institution) Department of Social and Health Services	Analyst Mindy Portschy
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B1673 Director, Residential Habilitation Centers Division, DDA - DSHS	Proposed EMS Band/Rate EMS Band IV (\$86,640 – \$149,292)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.076: "...provisions of this chapter shall not apply...not to exceed...thirteen division directors..."
Effective Date 11/11/2021	

Scope

Reporting to the Assistant Secretary of the Developmental Disabilities Administration, the Director of Residential Habilitation Centers Division is directly responsible for the operation of the four Residential Habilitation Centers to include strategic planning, performance management, human resources, employer relations, quality assurance, internal controls, and risk management. The incumbent in this exempt class will advance the Assistant Secretary's vision of improving the safety and health of individuals with developmental disabilities, families, and communities by providing leadership and establishing and participating in partnerships with other DSHS administrations, other state agencies, the legislature, and the federally mandated protection and advocacy entity, among other Stakeholders.

The Director develops, implements, and regulates a broad array of long-term services and supports for individuals with intellectual disabilities residing in RHCs. These centers contain both nursing facilities and intermediate care facilities for individuals with intellectual disabilities. The Director serves as an advisor to the Assistant Secretary and Deputy Assistant Secretary, implements the mission of the program, holds overall responsibility for the implementation of key operational and policy initiatives, and has the decision-making authority as designated by the Assistant Secretary.

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.

Explanation

The Department of Social and Health Services is requesting establishment of this exempt class due to reorganization of the Developmental Disabilities Administration, which will increase operational efficiency, establish more monitoring and accountability, and improve services. This exempt class becomes necessary for DDA with passing of ESSB 6419, which mandated DDA to transform the statewide continuum of care for individuals with intellectual and developmental disabilities.

This exempt class meets exemption RCW 41.06.076: "...provisions of this chapter shall not apply...not to exceed...thirteen division directors..." as it is a division director for DDA.

State HR staff reviewed the position description and documents provided and concurs with the agency with a JVAC evaluation of D4Y – 1012, which is within EMS Band IV.

A fiscal impact statement has been submitted and approved by OFM budget for this action.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Management	Date of Exempt Position Description on File 8/11/2021
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 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.

Item 5	
Requester (Agency/HE Institution) Department of Commerce	Analyst Lynley Coffman
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B2561 Creative Economy, Equity Business Development, and Innovative Workforce Sector Lead - COM	Proposed EMS Band/Rate EMS Band III (\$72,276 - \$128,856)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) 41.06.070(3) - Governor's Pool: "...involving substantial responsibility for the formulation of basic agency or executive policy... ."
Effective Date 11/11/2021	

Scope

Reporting to the Assistant Director for the Office of Economic Development and Competitiveness, serves as an integral liaison between government entities, the state, national and international industry representatives. Positions require senior level policy analysis, development and implementation of the state and agency's goal to increase Washington's share of high growth, high employment, and trade efforts. Positions work directly with one or more assigned industries such as creative economy, equity business development, innovative workforce, or other industries as identified by the assistant director. Positions in this exempt class have substantial decision-making responsibilities related to policy decisions to increase employment across all relevant industries.

Explanation

The Department of Commerce is requesting the establishment of an exempt class, Creative Economy, Equity Business Development, and Innovative Workforce, Sector Lead with three (3) approved positions. This exempt class has statewide policy impact and is responsible for applying, developing, and implementing the State of Washington's creative economy, equity business, and innovative workforce policy. They manage overall policy development, strategy development and metrics development for each of these industries. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.070(3) "...involving substantial responsibility for the formulation of basic agency or executive policy... ."

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 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 cost associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Management	Date of Exempt Position Description on File 8/10/2021
EEOC Code 42 Professionals	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 3

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.

Item 6	
Requester (Agency/HE Institution) Puget Sound Partnership	Analyst Brittany Trujillo
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B5944 Human Resource Manager - PSP	Proposed EMS Band/Rate EMS Band I (\$47,220 - \$96,324)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.098 "...this chapter shall not apply...to all professional staff."
Effective Date 11/11/2021	

Scope

The Human Resource Manager reports to the Chief Operating Officer, within the Internal Operations Division and is responsible for providing a full range of HR services, both strategic and tactical to the Partnership. This exempt class leads, develops and executes the Partnership's day-to-day HR functions. This exempt class is the Agency's HR subject matter expert and is directly responsible for expert consultation to agency executives, managers and employees on sensitive, complex and critical HR issues ensuring compliance with federal and state laws, rules, regulations and policies. This position also serves as the Public Disclosure and Records Retention Officer.

Explanation

The Puget Sound Partnership is requesting the establishment of an exempt class, Human Resource Manager. The agency states this request is based on the business need to have a designated exempt class to consolidate the Partnership's HR functions and will serve as the agency's Record Retention and Public Disclosure Officer. Currently these duties are being performed by exempt class B5930 Grants, Contracts, and Compliance Manager – PSP and EX051, Executive Assistant. They state the creation of this position will align HR functions under one position and will free up capacity of positions B5930 and EX051 and allow them to focus on their position's primary functions. The Partnership will continue to receive HR support from DES Small Agency HR Services for support with HRMS, Talent Acquisition and Leave Administration; however, there are HR functions performed internally. The Partnership also submitted an updated PD that reflects changes in responsibilities for B5930 Grants, Contracts, and Compliance Manager – PSP.

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 HR staff reviewed the position description, dated August 3, 2021, and evaluated the work with a JVAC evaluation of A1W-452, which is within the EMS Band I level. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.098 "...this chapter shall not apply...to all professional staff." OFM Budget has reviewed their fiscal impact statement and verified the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Consultant	Date of Exempt Position Description on File 08/03/2021
EEOC Code 42 Professionals	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 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.

Item 7	
Requester (Agency/HE Institution) Department of Corrections	Analyst Melissa Bovenkamp
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B6296 Chief of Staff - DOC	Proposed EMS Band/Rate EMS Band V (\$105,216 - \$170,976)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.060.070 (1)(v) – “In each agency with fifty or more employees: “...deputy agency heads...who report to the agency head...”
Effective Date 11/11/2021	

Scope

Reporting to the Secretary, the Chief of Staff provides executive leadership and policy direction within the Department. Responsible for direct oversight, administrative policy and strategic administrative functions of the agency budget; finance and accounting; human resources; communications; legislative relations; performance planning, research data and analytics, innovation and strategy; and policy. The Chief of Staff is delegated the authority to fulfill the duties and responsibilities of the Secretary except those not specifically allowed by statute, Executive Order, or Governor's directive.

Explanation

The Department of Corrections is requesting to establish an EMS class, Chief of Staff due to agency reorganization. The Chief of Staff will bring cohesiveness to the programs and the enterprise for improved organizational excellence.

This exempt class meets the proposed RCW as the Chief of Staff is considered a deputy agency head.

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's request for establishment of this class was at the EMS Band V level with a JVAC score of E6Z-1750. State HR evaluated the position as E5Y-1410, which also meets EMS Band V. A Fiscal Impact Statement has been reviewed and approved by OFM Budget for this action, confirming the agency can absorb the costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Management	Date of Exempt Position Description on File 6/15/21
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 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.

Item 8	
Requester (Agency/HE Institution) Liquor and Cannabis Board	Analyst Cindy Wulff
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7914 Human Resource Director - LCB	Proposed EMS Band/Rate EMS Band III (\$72,276 - \$128,856)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1)(v) – “In an agency with fifty or more employees...assistant directors or division directors.... who report directly to the agency head...”
Effective Date 11/11/2021	

Scope

The Human Resource Director reports to the Deputy Administrative Director and is the appointing authority for the HR division. Serves as agency safety manager and ethics advisor with agency wide accountability for leading human capital strategies and programs. Responsible for managing the Human Resources division providing strategic leadership in the planning, development, and implementation of all aspects of the Human Resource management and payroll administration.

Explanation

The Liquor and Cannabis Board is requesting to establish the exempt class Human Resource Director. The agency states this request is based on the need to align senior level positions properly within LCB's organizational structure and RCW 41.06.070(v). Currently these duties are being performed by a Washington Management Services Band 4 and the WMS position will be abolished.

State HR staff supports the establishment of the Human Resource Director for LCB. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.070(1)(v) “In an agency with fifty or more employees...assistant directors or division directors... who report directly the agency head...”.

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 HR staff scored this exempt class at C3X-768 and the agency agrees, 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.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Management	Date of Exempt Position Description on File August 20, 2021
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 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.

Item 9	
Requester (Agency/HE Institution) Liquor and Cannabis Board	Analyst Cindy Wulff
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7915 Deputy Chief of Enforcement and Education Operations - LCB	Proposed EMS Band/Rate EMS Band III (\$72,276 - \$128,856)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(3) – "...Governor's Pool...directing and controlling program operations of an agency or major administrative division..."
Effective Date 11/11/2021	

Scope

The Deputy Chief of Enforcement and Education Operations reports to the Director of Enforcement and Education and manages the statewide Tobacco, Vapor, Cannabis, and Liquor operational programs. Serves as acting Director in the absence of the Director of Enforcement and Education and is the agency and divisional liaison to law enforcement agencies on all matters impacting personnel investigations, policy development and legislation. Responsible for officer high risk activities including search warrants, arrest operations, and surveillance activities.

Explanation

The Liquor and Cannabis Board is requesting to establish the exempt class titled Deputy Chief of Enforcement and Education Operations - LCB. The agency states this request is based on the need to align senior level positions properly within LCB's organizational structure. Currently these duties are being performed by a WMS Band 3 and the WMS position will be abolished.

State HR staff supports the establishment of the Deputy Chief of Enforcement and Education Operations for LCB. This exempt class manages the statewide Tobacco, Vapor, Cannabis and Liquor enforcement operational programs and is the agency's liaison to law enforcement agencies on all matters impacting personnel investigations, policy development and legislation. In collaboration with the Management Team, this exempt class leads the agency towards the achievement of the agency's strategic objectives. State HR staff reviewed the position description submitted by the agency and based on the roles and responsibilities, this exempt class meets the exemption criteria within RCW

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.

41.06.070(3) "...directing and controlling program operations of an agency or major administrative division... ."

State HR staff evaluated the proposed 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 the costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Management	Date of Exempt Position Description on File August 8, 2021
EEOC Code 44 Protective Service Workers	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 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.

Item 10	
Requester (Agency/HE Institution) Consolidated Technology Services	Analyst Barb Ursini
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B9499 Project Management Office Manager - CTS	Proposed EMS Band/Rate EMS Band III (\$72,276 - \$ 128,856)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.94 - ...shall not apply in the consolidation technology services agency to up to twelve positions...involved in policy development...
Effective Date 11/11/2021	

Scope

Reporting directly to the Deputy Director of the Division for Strategy and Management, this position provides leadership and managerial oversight of the agency's Project Management Office and supervises the division's project managers. Defines the division's project management methodology and processes. Provides enterprise technology solutions by preparing and supporting project managers with information about project status, resources, and portfolio performance needed to support best management practices.

Provides direction and coaching to agency project managers, supervisors, and team leads regarding project management approach, standards, and practices and is responsible for all aspects of these projects over the entire project life. The position is responsible for negotiating with multi-agency managers to assemble individual project teams, ensuring that stakeholders understand the strategic objectives of the project, integrating the individual projects, their dependencies and risks, to ensure the quality and timelines.

Establishes standard project management practice across Consolidated Technology Services (WaTech). Projects are in support of technical service offerings critical to the State of Washington' enterprise business needs.

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.

Explanation

Consolidated Technology Services and Washington Technology Solutions is requesting the establishment of an exempt management position to align with their positions with prior legislative actions.

As a result of Engrossed Second Substitute Bill 5315 (2015 regular session), the Consolidated Technology Services agency was established to centralize areas of information technology that were previously distributed across the Office of Financial Management, the Office of the Chief Information Officer, and Department of Enterprise Services. As a result, some positions were reassigned to the newly established Consolidated Technology Services agency in 2015.

The Project Management Office Manager (EMS Band III) is proposed to be requested under RCW 41.06.094, to lead and manage WaTech's Project Management Office. The exempt position has been in use since 2016 under the approved scope of B9614 – Project Management Office Manager - DES.

The agency reviewed the position description using the EMS JVAC scoring resulting in a JVAC score of C4X (800), placing the position in EMS Band III of the Exempt Management Structure.

A fiscal impact statement has been reviewed and approved by OFM budget for this action.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Management	Date of Exempt Position Description on File 7/21/2021
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 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.

Item 11	
Requester (Agency/HE Institution) Department of Social and Health Services	Analyst Angie Strozyk
Primary Action (check all that apply) <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B1593 Chief of Staff, WSH/BHA - DSHS	Current EMS Band/Rate EMS Band III (\$72,276 - \$128,856)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) RCW 41.06.070(3) "Governor's pool "...involving substantial responsibility for the formulation of basic agency or executive policy ... the director shall grant the request..."	Proposed RCW Exemption (indicate number and description) N/A
Effective Date 11/11/2021	

Explanation

The Department of Social and Health Services is requesting the abolishment of exempt class B1593, Chief of Staff, WSH/BHA. This exempt class was originally established in February 2021 and the agency no longer utilizes due to changes in the leadership staffing model. The duties assigned to this exempt class have been dispersed to the two Deputy CEOs within Western State Hospital and the Gage Center for Forensic Excellence. State Human Resources supports abolishment of this exempt class.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Management	Date of Exempt Position Description on File 7/1/2019
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) N/A

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.

Item 12	
Requester (Agency/HE Institution) Department of Enterprise Services and Consolidated Technology Services	Analyst Barb Ursini
Primary Action (check all that apply) <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B9614 Project Management Office Manager - DES	Current EMS Band/Rate EMS Band III (\$72,276 - \$ \$128,856)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) RCW 43.19.011 (2)(c) "Director—Powers and duties...appoint...and such other special assistants as needed to administer the department..."	Proposed RCW Exemption (indicate number and description) N/A
Effective Date 11/11/2021	

Explanation

The Department of Enterprise Services is requesting abolishment of exempt class B9614 Project Management Office Manager - DES due to reassignment to Consolidated Technology Services as a result of Engrossed Second Substitute Bill 5315 (2015 regular session), the Consolidated Technology Services agency was established to centralize areas of information technology that were previously distributed across the Office of Financial Management, the Office of the Chief Information Officer, and Department of Enterprise Services. As a result, some positions were reassigned to the newly established Consolidated Technology Services agency in 2015.

The same duties and responsibilities of B9614 will be reassigned to the Consolidated Technology Services' newly established exempt class B9499 Project Management Office Manager - CTS. The reorganization has eliminated the need for the B9614 Project Management Office Manager - DES exempt class.

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 HR supports the agency's request to abolish this exempt class with an effective date of November 11, 2021. There is no fiscal impact with this action.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type Management	Date of Exempt Position Description on File 5/12/2012
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) N/A

Section C: Classification

Item 13	
Requester (Agency/HE Institution) Department of Natural Resources	Analyst Tricia Mackin
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision, check all that apply: <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 402A Wildland Fire Operations Technician 1	Current Salary Range/Rate 37 (\$35,148 – \$46,644)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 40 (\$37,728 – \$50,256)
Effective Date 1/1/2022	

Class Series Concept

Within the Department of Natural Resources, positions perform a full range of wildland fire management activities including prevention, suppression and mitigation through fuel management and prescribed fire, and critical air and ground resources to attack wildfire. Positions develop consistent approaches to fire prevention, safety, forest management and improve wildfire detection in areas at risk.

Positions safeguard the state's lands by assisting with long-term, sustainable plans for wildfire response to protect the health and safety of the environment and communities.

Definition

Leads firefighters and performs the full range of wildland fire suppression duties.

Distinguishing Characteristics

As the designated lead worker, assigns, instructs and checks the work of firefighters. Leads crews in initial attack on wildland fires and ensures equipment and crew readiness. Examples of positions at this level include engine operator and helitack squad boss.

Explanation

The Department of Natural Resources is requesting to establish a new class as a result of House Bill 1168 related to long-term forest health and the reduction of wildfire dangers. The bill specifically notes long-term, sustainable investment in wildfire response, forest restoration and community resilience is of utmost importance to the health and safety of our environment, our economy, our communities and the well-being of every resident.

Section C: Classification

Currently DNR utilizes exempt/seasonal Wildland firefighters to perform fire suppression duties. The expansion of DNR's work to meet legislative mandates will necessitate exempt/seasonal position to work longer/year-round which will include wildland fire mitigation duties. The current Wildland Fire Operations Technician series starts at a lead level and does not have an entry-level. Further the series does not include mitigation responsibilities.

As a result of establishment of the new entry-level classification, class plan maintenance is needed to the Wildland Fire Operations Technician1 classification; add Class Series Concept and 3-range base salary increase to avoid compression. In addition, class plan maintenance is needed to the Wildland Fire Operations Technician 2-4 and Wildland Fire Program Coordinator 1-2 classes within the series.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request. The effective date of this action is January 1, 2022.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 7

Section C: Classification

Item 14	
Requester (Agency/HE Institution) Department of Natural Resources	Analyst Tricia Mackin
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 type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 402B Wildland Fire Operations Technician 2	Current Salary Range/Rate 44 (\$41,352 – \$55,524)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 1/1/2022	

Class Series Concept

Within the Department of Natural Resources, positions perform a full range of wildland fire management activities including prevention, suppression and mitigation through fuel management and prescribed fire, and critical air and ground resources to attack wildfire. Positions develop consistent approaches to fire prevention, safety, forest management and improve wildfire detection in areas at risk.

Positions safeguard the state's lands by assisting with long-term, sustainable plans for wildfire response to protect the health and safety of the environment and communities.

Definition

Supervises firefighters and performs the full range of wildland fire suppression duties; or serves as a fire technician.

Distinguishing Characteristics

Positions at this level are the supervisory component of a single resource. A single resource is deployed as a unit on a fire incident with an identified work supervisor. A single resource is either:

- a) a supervisor and a piece of equipment, such as a fire engine or helicopter, and its personnel complement; or
- b) a supervisor and a crew of individuals.

Examples of supervisory positions at this level include engine boss, assistant crew boss, or helicopter manager.

Positions serving as a fire technician perform technical wildland fire program assignments such as providing assistance to a Fire Investigator by gathering information to determine fire cause and origin, enforcing fire laws and writing burning permits in an assigned geographic area within a district.

Section C: Classification

Explanation

The Department of Natural Resources is requesting to establish a new class as a result of House Bill 1168 related to long-term forest health and the reduction of wildfire dangers. The bill specifically notes long-term, sustainable investment in wildfire response, forest restoration and community resilience is of utmost importance to the health and safety of our environment, our economy, our communities and the well-being of every resident.

Currently DNR utilizes exempt/seasonal Wildland firefighters to perform fire suppression duties. The expansion of DNR's work to meet legislative mandates will necessitate exempt/seasonal position to work longer/year-round which will include wildland fire mitigation duties. The current Wildland Fire Operations Technician series starts at a lead level and does not have an entry-level. Further the series does not include mitigation responsibilities.

As a result of establishment of the new entry-level classification, class plan maintenance is needed to the Wildland Fire Operations Technician 1-4 and Wildland Fire Program Coordinator 1-2 classes within the series.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request. The effective date of this action is January 1, 2022.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 47

Section C: Classification

Item 15	
Requester (Agency/HE Institution) Department of Natural Resources	Analyst Tricia Mackin
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 type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 402C Wildland Fire Operations Technician 3	Current Salary Range/Rate 49 (\$46,644 – \$62,748)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 1/1/2022	

Class Series Concept

Within the Department of Natural Resources, positions perform a full range of wildland fire management activities including prevention, suppression and mitigation through fuel management and prescribed fire, and critical air and ground resources to attack wildfire. Positions develop consistent approaches to fire prevention, safety, forest management and improve wildfire detection in areas at risk.

Positions safeguard the state's lands by assisting with long-term, sustainable plans for wildfire response to protect the health and safety of the environment and communities.

Definition

Supervises one or more Wildland Fire Operations Technician 2 positions and assists higher-level fire program managers in developing and implementing operational plans.

Distinguishing Characteristics

Incumbents work independently to resolve issues within their area of responsibility. Examples of positions at this level include crew boss, assistant air base manager, or assistant fire unit manager.

Explanation

The Department of Natural Resources is requesting to establish a new class as a result of House Bill 1168 related to long-term forest health and the reduction of wildfire dangers. The bill specifically notes long-term, sustainable investment in wildfire response, forest restoration and community resilience is of utmost importance to the health and safety of our environment, our economy, our communities and the well-being of every resident.

Section C: Classification

Currently DNR utilizes exempt/seasonal Wildland firefighters to perform fire suppression duties. The expansion of DNR's work to meet legislative mandates will necessitate exempt/seasonal position to work longer/year-round which will include wildland fire mitigation duties. The current Wildland Fire Operations Technician series starts at a lead level and does not have an entry-level. Further the series does not include mitigation responsibilities.

As a result of establishment of the new entry-level classification, class plan maintenance is needed to the Wildland Fire Operations Technician 1-4 and Wildland Fire Program Coordinator 1-2 classes within the series.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request. The effective date of this action is January 1, 2022.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 27

Section C: Classification

Item 16	
Requester (Agency/HE Institution) Department of Natural Resources	Analyst Tricia Mackin
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 type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 402D Wildland Fire Operations Technician 4	Current Salary Range/Rate 53 (\$51,432 – \$69,264)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 1/1/2022	

Class Series Concept

Within the Department of Natural Resources, positions perform a full range of wildland fire management activities including prevention, suppression and mitigation through fuel management and prescribed fire, and critical air and ground resources to attack wildfire. Positions develop consistent approaches to fire prevention, safety, forest management and improve wildfire detection in areas at risk.

Positions safeguard the state's lands by assisting with long-term, sustainable plans for wildfire response to protect the health and safety of the environment and communities.

Definition

Positions serve as a Wildland fire program unit manager for a geographic unit within a Region. Wildland Fire program areas include fire suppression, fire prevention, and fire regulation.

Distinguishing Characteristics

Under general direction, and reporting to a WMS manager, has assigned responsibility for implementing the Wildland Fire program for a geographic unit within a Region. Positions at this level resolve complex problems or difficult issues having broad potential impact such as developing and implementing fire unit operations and fire suppression plans, developing cooperation agreements or implementing the fire regulatory program for the unit.

Explanation

The Department of Natural Resources is requesting to establish a new class as a result of House Bill 1168 related to long-term forest health and the reduction of wildfire dangers. The bill specifically notes long-term, sustainable investment in wildfire response, forest restoration and community resilience is of utmost importance to the health and safety of our environment, our economy, our communities and the well-being of every resident.

Section C: Classification

Currently DNR utilizes exempt/seasonal Wildland firefighters to perform fire suppression duties. The expansion of DNR's work to meet legislative mandates will necessitate exempt/seasonal position to work longer/year-round which will include wildland fire mitigation duties. The current Wildland Fire Operations Technician series starts at a lead level and does not have an entry-level. Further the series does not include mitigation responsibilities.

As a result of establishment of the new entry-level classification, class plan maintenance is needed to the Wildland Fire Operations Technician 1-4 and Wildland Fire Program Coordinator 1-2 classes within the series.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request. The effective date of this action is January 1, 2022.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 20

Section C: Classification

Item 17	
Requester (Agency/HE Institution) Department of Natural Resources	Analyst Tricia Mackin
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 type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 402E Wildland Fire Program Coordinator 1	Current Salary Range/Rate 57 (\$56,856 – \$76,416)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 1/1/2022	

Class Series Concept

Within the Department of Natural Resources, positions perform a full range of wildland fire management activities including prevention, suppression and mitigation through fuel management and prescribed fire, and critical air and ground resources to attack wildfire. Positions develop consistent approaches to fire prevention, safety, forest management and improve wildfire detection in areas at risk.

Positions safeguard the state's lands by assisting with long-term, sustainable plans for wildfire response to protect the health and safety of the environment and communities.

Definition

Positions serve as a program coordinator in one or more of the following Wildland Fire program areas: fire prevention, fire training, dispatch operations, fire regulation, fire district assistance, helicopter operations, fire information systems, and logistics and intelligence.

Distinguishing Characteristics

Positions work under general direction and are responsible for organizing, monitoring, evaluating and making adjustments for a Wildland Fire program or activity using in-depth knowledge of the assigned program area.

Explanation

The Department of Natural Resources is requesting to establish a new class as a result of House Bill 1168 related to long-term forest health and the reduction of wildfire dangers. The bill specifically notes long-term, sustainable investment in wildfire response, forest restoration and community resilience is of utmost importance to the health and safety of our environment, our economy, our communities and the well-being of every resident.

Section C: Classification

Currently DNR utilizes exempt/seasonal Wildland firefighters to perform fire suppression duties. The expansion of DNR's work to meet legislative mandates will necessitate exempt/seasonal position to work longer/year-round which will include wildland fire mitigation duties. The current Wildland Fire Operations Technician series starts at a lead level and does not have an entry-level. Further the series does not include mitigation responsibilities.

As a result of establishment of the new entry-level classification, class plan maintenance is needed to the Wildland Fire Operations Technician 1-4 and Wildland Fire Program Coordinator 1-2 classes within the series.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request. The effective date of this action is January 1, 2022.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 30

Section C: Classification

Item 18	
Requester (Agency/HE Institution) Department of Natural Resources	Analyst Tricia Mackin
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 type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 402F Wildland Fire Program Coordinator 2	Current Salary Range/Rate 60 (\$61,224 – \$82,344)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 1/1/2022	

Class Series Concept

Within the Department of Natural Resources, positions perform a full range of wildland fire management activities including prevention, suppression and mitigation through fuel management and prescribed fire, and critical air and ground resources to attack wildfire. Positions develop consistent approaches to fire prevention, safety, forest management and improve wildfire detection in areas at risk.

Positions safeguard the state's lands by assisting with long-term, sustainable plans for wildfire response to protect the health and safety of the environment and communities.

Definition

Supervises Wildland Fire Program Coordinators and/or other professional level staff involved in Wildland Fire program coordination; In the Wildfire Aviation program, serves as the chief pilot.

Distinguishing Characteristics

Positions that supervise the work of program coordinators are assigned responsibility to make recommendations concerning the development of program goals and objectives; development of timetables and work plans to achieve program goals and objectives; development of program policies and procedures; preparation of program budgets, adjustment of allotments and authorizing expenditures; control of allocation of program resources; the setting and adjusting of program priorities; and evaluation of program effectiveness.

As the chief pilot, supervises the department's wildfire helicopter pilots. Responsible for ensuring the helicopter program pilots meet and maintain interagency standards for pilot qualifications and are effectively deployed to suppress wildland fires.

Positions function primarily under administrative direction.

Section C: Classification

Explanation

The Department of Natural Resources is requesting to establish a new class as a result of House Bill 1168 related to long-term forest health and the reduction of wildfire dangers. The bill specifically notes long-term, sustainable investment in wildfire response, forest restoration and community resilience is of utmost importance to the health and safety of our environment, our economy, our communities and the well-being of every resident.

Currently DNR utilizes exempt/seasonal Wildland firefighters to perform fire suppression duties. The expansion of DNR's work to meet legislative mandates will necessitate exempt/seasonal position to work longer/year-round which will include wildland fire mitigation duties. The current Wildland Fire Operations Technician series starts at a lead level and does not have an entry-level. Further the series does not include mitigation responsibilities.

As a result of establishment of the new entry-level classification, class plan maintenance is needed to the Wildland Fire Operations Technician 1-4 and Wildland Fire Program Coordinator 1-2 classes within the series.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request. The effective date of this action is January 1, 2022.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 6

Section C: Classification

Item 19	
Requester (Agency/HE Institution) Department of Natural Resources	Analyst Tricia Mackin
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 402G Wildland Fire Management Technician	Proposed Salary Range/Rate 38 (\$35,988 – \$47,844)
Effective Date 1/1/2022	

Class Series Concept

Within the Department of Natural Resources, positions perform a full range of wildland fire management activities including prevention, suppression and mitigation through fuel management and prescribed fire, and critical air and ground resources to attack wildfire. Positions develop consistent approaches to fire prevention, safety, forest management and improve wildfire detection in areas at risk.

Positions safeguard the state's lands by assisting with long-term, sustainable plans for wildfire response to protect the health and safety of the environment and communities.

Definition

This is the entry level of the series. The duties of this level require the development of the knowledge, skills and abilities necessary to provide wildfire management activities, non-wildfire and all-hazard incident response and support functions.

Distinguishing Characteristics

These positions work as a member of a hand crew, wildland fire engine crew, helicopter crew or squad for wildland fire management activities. Positions work with higher level Wildland Fire Management professionals to provide wildfire management activities including suppression, prevention and reducing wildfire threat.

Section C: Classification

Explanation

The Department of Natural Resources is requesting to establish a new class as a result of House Bill 1168 related to long-term forest health and the reduction of wildfire dangers. The bill specifically notes long-term, sustainable investment in wildfire response, forest restoration and community resilience is of utmost importance to the health and safety of our environment, our economy, our communities and the well-being of every resident.

Currently DNR utilizes exempt/seasonal Wildland firefighters to perform fire suppression duties. The expansion of DNR's work to meet legislative mandates will necessitate exempt/seasonal position to work longer/year-round which will include wildland fire mitigation duties. The current Wildland Fire Operations Technician series starts at a lead level and does not have an entry-level. Further the series does not include mitigation responsibilities.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request. The effective date of this action is January 1, 2022.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 0

Section C: Classification

Item 20	
Requester (Agency/HE Institution) Department of Licensing	Analyst Cindy Wulff
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 type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 458E Licensing Services Representative 1	Current Salary Range/Rate 39 (\$36,804 - \$48,996)
Proposed Class Code/Title NA	Proposed Salary Range/Rate NA
Effective Date 11/11/2021	

Definition

Under close supervision performs entry level driver and/or vehicle licensing work. As experience and knowledge are gained, becomes increasingly responsible for examining documentation and applications for legality and compliance with the law, conducting appropriate testing, and approving and issuing driver and/or vehicle licenses, titles, tags, and special permits.

Distinguishing Characteristics

Incumbents in this class work under the guidance and close supervision of a Licensing Services Representative 3 or 4. ~~This is an in-training class with a structured twelve-month training program. Incumbents will advance to the class of Licensing Services Representative 2 after successful completion of all components of the twelve-month training program.~~

Explanation

The Department of Licensing is requesting a revision to the Licensing Service Representative 1 classification specifications to allow permanent state status at the LSR 1 level and removal of the 5-year driving experience required qualification to meet business needs.

Currently, an incumbent is hired as an LSR 1-2 in-training. There is a 1-year probationary period from the LSR 1-2 and then a subsequent trial service period of 1 year at the LSR 2 level. If an incumbent does not pass their trial service period as an LSR 2, they do not have a reversion option to the LSR 1 level. DOL's request for class plan maintenance will address current and future business needs by:

- Providing a stop gap measure in an effort to not lose current in-training incumbents who do not pass their trial service period as a LSR 2.
- Addressing the current backlog due to office closures from COVID-19.
- Addressing expected increase in customer demand for in office services with implementation of REAL ID.

Section C: Classification

As a result of this change the agency will be better equipped to address customer demand and provide a telework option employees.

State HR staff supports the agency's request for class plan maintenance to the Licensing Services Representative 1 classification specification to allow permanent state status to be achieved at the LSR 1 level and the implementation of a new telework service model to meet current business need.

There is no cost associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 11/10/2021	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 55 (will change after Oct 18, 2021)

Section D: Compensation

Higher Education Special Pay

Item 21	
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	291C	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%

Section D: Compensation

Class Title(s)	Class Code(s)	Current Salary Range or Special Pay Range	Proposed Special Pay Range	Proposed Special Pay Increase
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%
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

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

11/10/2021

Section D: Compensation

Higher Education Special Pay

Item 22		
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>		
Non-Represented Class Title(s)	Number of Positions	Agency/HE Institution
Advanced Registered Nurse Practitioners/ Physician Assistant	36	University of Washington

Category (select all that apply):

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

Explanation

The University of Washington is requesting to increase the night/3rd shift premium pay for Advanced Registered Nurse Practitioners and Physician Assistants from \$3.75 to \$4.50 per hour. The basis for this request is effective operations substantiated by data from the Milliman 2021 Northwest Health Care Salary Survey. The data is from January 1, 2021 and has been aged to August 1, 2021. State HR supports the institution's request based on effective operations. This increase in shift premium for the ARNPs and PAs will aide in UW's efforts to remain competitive with their peers and to recruit and retain highly skilled individuals to work the night shift within the medical centers.

UW has identified local funds to support the special pay and shift premium pay increases, which does not include tuition dollars. UW is requesting an effective date of November 16, 2021.

Internal Use Only
Director's Meeting Date 11/10/2021

Section D: Compensation

Assignment Pay Exhibit Group A and Group B

WAC 357-28-175 - Assignment pay is a premium added to base salary to recognize specialized skills, assigned duties, and/or unique circumstances that exceed the ordinary. Assignment pay is intended to be used only as long as skills, duties, or circumstances it is based on are in effect.

Item 23	
Requester (Agency/HE Institution) Office of Financial Management, State Human Resources	Analyst Shelby Sheldon
Action <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision	Effective Date 11/11/2021
Reference #(s) and Description REFERENCE #37A: LCB Enforcement Officers <u>4s</u> at the Liquor and Cannabis Board and Assistant Fire Chiefs at Department of Social and Health Services at the Special Commitment Center, McNeil Island certified instructors of hazardous materials, defensive tactics, tactical advanced first aid (excluding basic first aid/AED training), firearms, fitness, bicycle, boating safety, MOCC, EVOC, and pistol maintenance, will be compensated an additional \$10.00 (ten dollars) per hour, over and above regular salary and benefits, for every hour engaged in giving instruction to or in receiving re-certification training. Pistol maintenance instructors are eligible for this additional compensation when they are instructing in a classroom setting, providing one-on-one instruction or repairing at the firing range.. (Eff 7/05; Rev 7/07; 7/17, 7/21, <u>11/21</u>) REFERENCE #37B (WFSE Only): Excluding employees whose assigned duties are classification specific or position specific, within the Washington State Parks and Recreation Commission, Department of Children, Youth, and Families, Liquor and Cannabis Board and the Department of Social and Health Services, certified instructors of defensive tactics, firearms, fitness, bicycle, boating safety, EVOC, and/or pistol maintenance, will be compensated at basic salary plus ten dollars (\$10.00) per hour for every hour engaged in giving instruction to or in receiving re-certification training. Pistol maintenance instructors are eligible for this additional compensation when they are instructing in a classroom setting, providing one-on-one instruction or repairing at the firing range. (Eff. 7/15; Rev. 7/19, <u>11/21</u>) REFERENCE #53: Within the Washington State Parks and Recreation Commission <u>and Liquor and Cannabis Board</u> , basic salary plus seven and one half percent (7.5%) for performing duties as a Field Training Officer (FTO). Such duties will be assigned in writing and as directed by management. (Eff. 7/15; Rev. 7/19, <u>11/21</u>)	

Section D: Compensation

Explanation

As a result of an order issued by the Public Employee Relations Commission, the representation of Liquor and Cannabis Board enforcement officers changed from WFSE to the Washington State Fraternal Order of Police. By this order and the unit being less than 500 members, they became part of the Coalition of Unions bargaining agreement. The Office of Financial Management, State Human Resources supports the modification to the assignment pay references.

<i>Internal Use Only</i>	
Director's Meeting Date 11/10/2021	Reference Type (select all that apply) <input type="checkbox"/> Group A <input type="checkbox"/> Group B <input checked="" type="checkbox"/> Reference Change

Section E: Rule Amendments

No rule amendments for this period.