

Director's Meeting Agenda

State Human Resources

Office of Financial Management

- Meeting Date: Thursday, August 11, 2022
- 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. This event is open to the public and may be photographed, videotaped, webcasted, or otherwise recorded. By participating in this event, you are agreeing your image—and anything you say or submit—may be posted indefinitely on one of OFM'S publicly available sites.
- 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 for June 29, 2022

Section B: Exempt Compensation

Item 1	B0413 Regional Administrator, L&I.....	B1-B2
Item 2	B1461 Assistant Director, IT Innovation and Client Experience – HCA.....	B3-B5
Item 3	B1792 Research and Data Analysis Division Director, MSA.....	B6-B7
Item 4	B2641 Chief Financial Officer, Financial Services Division – COM.....	B8-B9
Item 5	B2642 Policy Director, Housing Division – COM.....	B10-B11
Item 6	B2661 Assistant Director, Housing Division – COM.....	B12-B13
Item 7	B2662 Assistant Director, Community Services Division – COM.....	B14-B15
Item 8	B3521, Diversity, Equity and Inclusion Administrator – PARKS.....	B16-B18
Item 9	B5898, Salmon Policy Advisor – PSP.....	B19-B20
Item 10	B5945 Salmon Monitoring Data Steward – PSP.....	B21-B22
Item 11	B7211 Performance and Planning Administrator – LOT.....	B23-B24
Item 12	B7320 Research and Development Manager (Lottery).....	B25

Section C: Classification – None

Section D: Compensation

Item 13	University of Washington 1% Salary Grid.....	D1
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University of Washington (UW) Special Pay:

Item 14	<u>Salary Increase</u>	D2-D3
	297O Polysomnographic Technician 1	
	297P Polysomnographic Technician 2	
	297Q Polysomnographic Technologist	
	297E Pulmonary Function Technologist 1	
	297F Pulmonary Function Technologist 2	
	297G Pulmonary Function Technologist Lead	
	309H Respiratory Care Specialist	
Item 15	<u>Certification Premium Increase</u>	D4
	297M Electroneurodiagnostic Technologist Supv	
	300P Imaging Technologies-Supervisor	
	301P Cardiac Sonographer Supervisor	
	301G Diagnostic Medical Sonographer Clin Inst	
	301I Diagnostic Medical Sonographer Supv	
	299H Vascular Technologist Supervisor	

Section E: Rule Amendments

Rule Item 1	COVID-19 Vaccination Standards	E1-E4
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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 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 checked="" type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B0413 Regional Administrator, L&I	Current EMS Band/Rate EMS Band III (\$74,628- \$133,044)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) 41.06.070 (1)(v) "In each agency with fifty or more employees: ...division directors...who report directly to the agency head or deputy agency heads..."	Proposed RCW Exemption (indicate number and description) 41.06.070 (3) Governor's Pool "... involving directing and controlling program operations of an agency or a major administrative division thereof ..."
Effective Date 8/12/2022	

Scope

~~Directs the management and administration of all Department of Labor and Industries internal and external service delivery programs and activities in a specified geographic region. Fosters a regional identify that focuses on the customer service needs of that region. The programs include: Compliance Services, Regional Support Services, and Insurance and Consultation Services. Reports to the Director of Department of Labor and Industries and as a member of the Executive Staff, assists in the development of policy and the overall direction of the agency.~~

Reporting to the Assistant Director for Field Services and Public Safety, the Regional Administrator has overall responsibility for the budget, development, management and implementation of policies and procedures in a specified geographic region. Positions in this exempt class have decision making authority for regional programs and services including: fraud prevention, early return to work, customer service, internal safety and health, field claims units, independent medical examination statewide scheduling, contractor compliance, employment standards, and electrical programs. Responsible for managing the overall regional administrative operations, ensuring programs meet or exceed their performance goals.

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 primary request from the Department of Labor and Industries is for an exemption change from RCW 41.06.070(1)(v) to the Governor's Pool. In June of 2000, this exempt class was broad banded and placed in EMS Band III, however, since this exempt class was banded, the reporting relationship has changed, and this class no longer meets the criteria of RCW 41.06.070(1)(v). In addition, the agency is requesting a minor scope change to exempt class B0413 Regional Administrator – L&I. The proposed changes reflect that the RA is no longer a member of the agency's Executive Management Team developing policy and overall strategic direction for the agency. This exempt class is now responsible for developing strategic plans and visions specific to an assigned region. This class determines approaches for implementation of regional staff policies and provides input to the development and interpretation of technical/operational policies agency wide.

State HR staff reviewed and rated the updated position description and concurs with the agency's new JVAC score of C3Y-848, which still meets the EMS Band III level.

OFM Budget has reviewed the agency's fiscal impact statement and verified there is no budgetary impact to the agency.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/11/2022	
Management Type Management	Date of Exempt Position Description on File 3/23/22
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 6
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 6

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) Health Care Authority	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"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B1461 Assistant Director, IT Innovation and Client Experience - HCA	Proposed EMS Band/Rate EMS Band V (\$108,636 - \$176,532)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.05.021(1): "The director may employ... such assistant directors... as may be needed to administer the authority."
Effective Date 8/12/2022	

Scope

The Assistant Director, IT Innovation and Client Experience reports to the Director of the Health Care Authority and has full delegated authority to design, develop, and implement healthcare workforce strategies that integrate innovative IT solutions, ensure compliance with federal IT funding requirements, and improve the client experience. As the primary liaison for technology enhanced funding requests between the Health and Human Services (HHS) Coalition and the federal government, secures federal funding for statewide IT projects and provides expert interpretation of highly complex federal Medicaid regulations to HHS Coalition agencies.

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 directs multiple inter- and cross-agency initiatives necessary for Washington state to meet its executive and federal obligations, including interoperability initiatives, Integrated Eligibility and Enrollment (IE&E), Electronic Health Records, health, and community information exchanges, call center strategy alignment, public health emergency unwind, Master Person Index, and enterprise Independent Validation and Verification (IV&V). This exempt class directs the executives and statewide experts responsible for the agency's IT solutions, Medicaid customer service functions, and health care workforce strategies. This exempt class is also responsible to strategically align technological and people assets, to enhance the programs and services offered by HCA in a way that leverages human-centered design principles to improve the health equity of Washingtonians.

Explanation

The Health Care Authority is requesting establishment of the Assistant Director, IT Innovation and Client Experience based on the requirement from the U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services to establish and use a governance process to oversee its Medicaid-funded technology projects across all HHS Coalition organizations in order to receive continued funding. In response to the requirements identified, Governor Inslee and the Washington Legislature established the HHS Coalition during the 2019 Legislative session. This Coalition includes representatives from five agency partners.

To meet the requirements of CMS and the Legislature, and to ensure alignment between all Medicaid-funded technology projects across all HHS Coalition agencies, this exempt class will focus on leveraging technology and human-centered design as the service environment shifts more virtual. This will ultimately increase health equity and access to services while ensuring the state's compliance with federal technology funding requirements and improving the client experience. This exempt class will be responsible for orchestrating multiple inter- and cross-agency initiatives necessary for Washington state to meet its executive and federal obligations.

This exempt class meets the requirements of the agency authorizing statute RCW 41.05.021(1): "The director may employ... such assistant directors... as may be needed to administer the authority," as it is an assistant director.

Section B: Exempt Compensation

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State HR staff reviewed the position description and documents provided and evaluated this exempt class at D5Z – 1256 which is within EMS Band V.

A fiscal impact statement was 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 8/11/2022	
Management Type Management	Date of Exempt Position Description on File 5/16/2022
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 3	
Requester (Agency/HE Institution) Department of Social and Health Services	Analyst Shelby Sheldon
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 checked="" type="checkbox"/> Band Change <input checked="" type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B1792 Research and Data Analysis Division Director, MSA	Current EMS Band/Rate EMS Band III (\$74,628 - \$133,044)
Proposed Code/Title B1792 Deputy Director, Research and Data Analysis, RDA/FFAA - DSHS	Proposed EMS Band/Rate EMS Band IV (\$89,460 - \$154,140)
Current RCW Exemption (indicate number and description) RCW 41.06.070(1)(v) "In an agency with fifty or more... division director..."	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(3) Governor's Pool "...involving directing and controlling program operations...or a major administrative division thereof..."
Effective Date 8/12/2022	

Scope

~~In the Management Services Administration (MSA), the Research and Data Analysis Division Director manages the department-wide system of policy and data analysis, research, and statistical reporting, which assures that DSHS is able to meet the information expectations of DSHS management, federal agencies, the Legislature, the Governor's Office, the Office of Financial Management, and local governments.~~

The Deputy Director of the Research and Data Analysis (RDA) Division creates and implements innovative approaches to build and sustain a nationally recognized research group that consistently provides complete, accurate, and timely data, analytics, and information for executives at DSHS, other state agencies, the legislature, and the Governor's office. The Deputy Director anticipates, develops and implements department-wide program research with impact across major populations of vulnerable clients. The Deputy Director also functions as the RDA representative to all DSHS legislative meetings where bills that have far-reaching, agency-wide implications are introduced. The Deputy Director monitors and evaluates situations that require the division's involvement for data, analysis and reporting.

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

DSHS is requesting to revise the title from Research and Data Analysis Division Director, MSA to Deputy Director, Research and Data Analysis, RDA/FFAA. They are also requesting a minor scope change and exemption change for B1792. This request is a result of significant growth expanding the scope to include internal and external data analysis services to agencies. The division now performs work for HCA, DCYF, and provides products to the legislature for decision making. This exempt class was last reviewed in September 2005 and placed in EMS Band III. The agency is requesting a band change from EMS Band III to EMS Band IV.

State HR staff reviewed the exemption for this position and believes this class no longer meets the current exemption but meets the Governor's Pool exemption "...involving directing and controlling program operations...or a major administrative division thereof...".

State HR staff evaluated this class with a JVAC rating of D4X-976, which meets the EMS Band IV level.

OFM Budget has reviewed and approved the fiscal impact statement and 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 8/11/2022	
Management Type Management	Date of Exempt Position Description on File 04/07/2022
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) 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 Commerce	Analyst Tricia Mackin
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 B2641 Chief Financial Officer, Financial Services Division - COM	Proposed EMS Band/Rate EMS Band IV (\$89,460 – \$154,140)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1)(v) “in each agency with fifty or more employees: Deputy agency heads, assistant directors or division directors...”
Effective Date 8/12/2022	

Scope

Serving as the Chief Financial Officer, Financial Services Division, reporting to the Director, this exempt class is responsible to plan, implement, manage and control all financial related activities for the agency. This exempt class is responsible for direct oversight and management of Accounting, Budget, Central Contracts Management and Internal Controls and development and spending of budgets in accordance with laws, rules, processes and directives. This exempt class develops, plans and implements agency wide policies, procedures, processes and initiatives and provides internal control reviews, analysis and evaluations.

Explanation

The Department of Commerce is requesting the establishment of an exempt class, Chief Financial Officer, Financial Services Division. The agency states they received a historic level of new funding to address the community’s needs and align service delivery, they are undergoing a large organizational change impacting multiple positions and the agency has doubled in size over the last few years. Due to the organizational change the Financial Services Division will be responsible for Accounting, Budget, Contract Management and Internal Controls functions. This exempt class serves as the Chief Financial Officer leading process improvement efforts and outcome measures to ensure systems and processes are in place to safeguard financial assets and compliance with Federal cost principals. They are responsible to develop, plan and implement agency wide policies, procedures, processes and initiatives and provide internal control reviews, analysis and evaluations. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.070(1)(v) “in each agency with fifty or more employees: Deputy agency heads, assistant directors or division directors...”

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 support the agency's request to establish an exempt class, Chief Financial Officer, Financial Services Division – COM at the EMS Band IV level. The agency and SHR staff reviewed the position description for the Chief Financial Officer, Financial Services Division and rated it with a JVAC score of D4X-976, which meets the EMS Band IV 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 8/11/2022	
Management Type Management	Date of Exempt Position Description on File 5/17/2022
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 Tricia Mackin
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 B2642 Policy Director, Housing Division - COM	Proposed EMS Band/Rate EMS Band IV (\$89,460 – \$154,140)
Current RCW Exemption (indicate number and description) N/A	Proposed 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..."
Effective Date 8/12/2022	

Scope

Serving as the Policy Director, Housing Division, reporting to the Assistant Director Housing Division, this exempt class leads the policy operations of the division and development and implementation of statewide policies, strategic plans, and changes to state and federal policies to address housing affordability and homelessness. This exempt class is the statewide expert on housing and homelessness policy representing the agency in strategic planning and policy decisions. This exempt class is responsible for leading the development and implementation of processes to forecast impacts of housing program policy, resource management, data collection and land use regulation changes.

Explanation

The Department of Commerce is requesting the establishment of an exempt class, Policy Director, Housing Division. The agency states they received a historic level of new funding to address the community's needs and align service delivery, they are undergoing a large organizational change impacting multiple positions and the agency has doubled in size over the last few years. Due to the organizational change the Community Services and Housing Division will now become separate divisions, Community Services Division and Housing Division and will report to the Deputy Director of Divisions and Program Alignment. This exempt class serves as the Policy Director, Housing Division responsible for developing and implementing statewide policies, procedures, strategic priorities and

Section B: Exempt Compensation

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initiatives for the division and coordinating standards and processes for program implementation and resource allocation. This exempt class negotiates and partners with state agencies and local governments to implement policies and programs that provide unprecedented solutions to the homelessness crisis in Washington state. Based on the roles and responsibilities, this exempt class meets the criteria for the Governor's Pool RCW 41.06.070(3) "involving substantial responsibility for the formulation of basic agency or executive policy..."

State Human Resources support the agency's request to establish an exempt class, Policy Director, Housing Division – COM at the EMS Band IV level. The agency and SHR staff reviewed the position description for the Policy Director, Housing Division and rated it with a JVAC score of D4X-976, which meets the EMS Band IV 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 8/11/2022	
Management Type Policy	Date of Exempt Position Description on File 5/12/2022
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 6	
Requester (Agency/HE Institution) Department of Commerce	Analyst Tricia Mackin
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 B2661 Assistant Director, Housing Division - COM	Proposed EMS Band/Rate EMS Band IV (\$89,460 – \$154,140)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1)(v) “in each agency with fifty or more employees: Deputy agency heads, assistant directors or division directors...”
Effective Date 8/12/2022	

Scope

Serving as the Assistant Director, Housing Division, reporting to the Deputy Director of Divisions and Program Alignment, this exempt class is responsible to maintain quality community-based service delivery systems through effective business and contracting practices, plans innovative strategies to address community and emerging needs and issues and social service arenas. This exempt class provides overall management, policy implementation, resource management and administrative direction focused on developing and preserving affordable housing, permanent supportive housing and reducing homelessness in Washington state.

Explanation

The Department of Commerce is requesting the establishment of an exempt class, Assistant Director, Housing Division. The agency states they received a historic level of new funding to address the community’s needs and align service delivery, they are undergoing a large organizational change impacting multiple positions and the agency has doubled in size over the last few years. Due to the organizational change the Community Services and Housing Division will now become separate divisions, Community Services Division and Housing Division and will report to the Deputy Director of Divisions and Program Alignment. This exempt class serves as the Assistant Director, Housing Division overseeing the administration of six units and over 55 programs focused on developing and

Section B: Exempt Compensation

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preserving affordable housing, permanent supportive housing and reducing homelessness in Washington state. They are responsible to develop and implement policies and procedures, short-term and long-term plans, marketing strategies, innovative customer-driven systems, plan and budget for future resource requirements, identify solutions, look for opportunities to innovate, anticipate problems and develop contingency plans. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.070(1)(v) "in each agency with fifty or more employees: Deputy agency heads, assistant directors or division directors..."

State Human Resources support the agency's request to establish an exempt class, Assistant Director, Housing Division – COM at the EMS Band IV level. The agency and SHR staff reviewed the position description for the Assistant Director, Housing Division and rated it with a JVAC score of D4X-976, which meets the EMS Band IV 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 8/11/2022	
Management Type Management	Date of Exempt Position Description on File 5/12/2022
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 7	
Requester (Agency/HE Institution) Department of Commerce	Analyst Tricia Mackin
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 B2662 Assistant Director, Community Services Division - COM	Proposed EMS Band/Rate EMS Band IV (\$89,460 – \$154,140)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1)(v) “in each agency with fifty or more employees: Deputy agency heads, assistant directors or division directors...”
Effective Date 8/12/2022	

Scope

Serving as the Assistant Director, Community Services Division, reporting to the Deputy Director of Divisions and Program Alignment, this exempt class is responsible to maintain quality community-based service delivery systems through effective business and contracting practices, plans innovative strategies to address community and emerging needs and issues and social service arenas. This exempt class provides overall management, policy implementation, resource management and administrative direction focused on developing innovative strategies to address the needs of vulnerable and low-income population communities, promoting individual and family self-sufficiency and reducing homelessness in Washington state.

Explanation

The Department of Commerce is requesting the establishment of an exempt class, Assistant Director, Community Services Division. The agency states they received a historic level of new funding to address the community’s needs and align service delivery, they are undergoing a large organizational change impacting multiple positions and the agency has doubled in size over the last few years. Due to the organizational change the Community Services and Housing Division will now become separate divisions, Community Services Division and Housing Division and will report to the Deputy Director of Divisions and Program Alignment. This exempt class serves as the Assistant Director, Community Services Division overseeing the administration of five units and over 35 programs

Section B: Exempt Compensation

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focused on developing innovative strategies to address the needs of vulnerable and low-income population communities, promoting individual and family self-sufficiency and reducing homelessness in Washington state. They are responsible to develop and implement policies and procedures, short-term and long-term plans, marketing strategies, innovative customer-driven systems, plan and budget for future resource requirements, identify solutions, look for opportunities to innovate, anticipate problems and develop contingency plans. Based on the roles and responsibilities, this exempt class meets the criteria for RCW 41.06.070(1)(v) "in each agency with fifty or more employees: Deputy agency heads, assistant directors or division directors..."

State Human Resources support the agency's request to establish an exempt class, Assistant Director, Community Services Division – COM at the EMS Band IV level. The agency and SHR staff reviewed the position description for the Assistant Director, Community Services Division and rated it with a JVAC score of D4X-976, which meets the EMS Band IV 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 8/11/2022	
Management Type Management	Date of Exempt Position Description on File 5/12/2022
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) Washington State Parks and Recreation Commission	Analyst Julie Moultime
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"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B3521, Diversity, Equity and Inclusion Administrator - PARKS	Proposed EMS Band/Rate EMS Band III (\$ 74,628 - \$133,044)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) 41.06.070(1)(v) "In each agency with fifty or more employee: ...and not more than three principal policy assistants..."
Effective Date 8/12/2022	

Scope

Serving as the key advisor for the Diversity, Equity and Inclusion Program, reporting to the Director, provides expert advice and consultation to the Washington State Parks and Recreation Commission and agency leadership. Responsible for strategic leadership and the development and implementation of long-term goals that promote diversity, inclusion, cultural humility, equity and social and environmental justice and responsible for developing/implementing the State Parks Equity Action Plan. Responsible for policy development that aligns with the agency's vision, mission and goals and review of all Commission and administrative policies to improve the equity of program development, implementation and service delivery. Represents the agency with the State Office of Equity and the DEI Council and serve as the executive sponsor to the agency Business Resource Group representatives.

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 Washington State Parks and Recreation Commission is requesting to establish an exempt classification, Diversity, Equity and Inclusion Administrator – PARKS.

The Diversity, Equity and Inclusion Administrator reports to the Director and has substantial responsibility and influence in the formulation of executive policy regarding diversity, equity and inclusion, which impacts the agency both internally and externally. This exempt class is a senior level expert and operates both strategically and tactically to develop and implement a long-term diversity, equity and inclusion vision. This exempt class is responsible for reviewing commission and administrative policies with a diversity, equity and inclusion lens to improve the quality of program development, implementation and service delivery.

The agency indicated in their request the establishment of the Diversity, Equity and Inclusion Administrator will be cost neutral as they previously received funding approval for this position and it was originally created as a Washington Management Service Band III position, which has recently been vacated and will be abolished upon approval to establish an exempt Diversity, Equity and Inclusion Administrator.

Based on the position's role and responsibility, this exempt class meets the criteria for RCW 41.06.070(1)(v) "In each agency with fifty or more employee: ...and not more than three principal policy assistants..."

In order to begin this work and meet organizational need, State Human Resources temporarily approved adding a position, Diversity, Equity and Inclusion Administrator to exempt class B3600, Policy & Governmental Affairs Administrator – PARKS effective May 10, 2022, through August 31, 2022. The agency indicates they plan to remove the temporary exempt position upon approval for the establishment of the Diversity, Equity and Inclusion Administrator.

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.

SHR and the agency scored this exempt class at C3X-768, which meets 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 8/11/2022	
Management Type Policy	Date of Exempt Position Description on File 5/5/2022
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) Puget Sound Partnership	Analyst Julie Moultime
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"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B5898, Salmon Policy Advisor - PSP	Proposed EMS Band/Rate EMS Band I (\$48,756 - \$99,456)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) 41.06.098“...the provisions of this chapter shall not apply in the Puget Sound partnership to the executive director, to one confidential secretary, and to all professional staff.”
Effective Date 8/12/2022	

Scope

Serving as the Salmon Policy Advisor, reporting to the Salmon Recover Manager, this exempt class is responsible to coordinate implementation and adaptive management of the regional Puget Sound Salmon Recovery Plan in conjunction with partners, provide critical information about salmon and habitat conditions and the effect of recovery efforts to decision makers. This exempt class develops a results-based adaptation process and linkages between metrics and evaluations. This exempt class advises executive leadership and agency boards on salmon recovery policy priorities and maintains working partnerships with programs, state agencies, local governments, tribes and stakeholders to implement actions and ensure accountability.

Explanation

Puget Sound Partnership is requesting to establish an exempt classification, Salmon Policy Advisor – PSP. The agency states additional capacity is needed to fulfill its statutory obligations around salmon recovery and monitoring, capitalize on the momentum that has been built from the update to the regional chapter of the Puget Sound Salmon Recovery Plan and build upon the Governor’s commitment to and support of salmon recovery across the state. The Puget Sound Salmon Recovery Plan has recently been updated and funding has been allocated to update the remaining watershed

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.

chapters over the next three to four years. The update to the Puget Sound Salmon Recovery Plan will serve as a guide to future recovery investments for Puget Sound chinook salmon. The Salmon Policy Advisor will allow Puget Sound Partnership to successfully coordinate implementation and adaptive management of the Puget Sound Salmon Recovery Plan (both regionally and at the watershed scale) and in conjunction with Puget Sound Partnership's recovery partners, provide critical information about salmon and habitat conditions and the effect of recovery efforts to decision makers.

The Salmon Policy Advisor reports to the Salmon Recovery Manager and will support the Salmon Recovery Manager in coordinating implementation of strategies in the updated Recovery Plan, including working with PSP Boards, advisory groups and other partners to ensure accountability and advising PSP staff and the Salmon Recovery Council on strategies and actions to move forward in given years. 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."

State Human Resources and the agency scored this exempt class at A1W-422, which meets the EMS Band I level. A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/11/2022	
Management Type Policy	Date of Exempt Position Description on File 5/26/2022
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 10	
Requester (Agency/HE Institution) Puget Sound Partnership	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 B5945 Salmon Monitoring Data Steward - PSP	Proposed EMS Band/Rate EMS Band I (\$48,756 - \$99,456)
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 8/12/2022	

Scope

Under the Science and Evaluation Program, the Salmon Monitoring Data Steward identifies and compiles environmental data and other results to measure the effectiveness of management and restoration actions; synthesizes data and performs statistical and other analyses, writes technical and non-technical reports, and communicates results with technical, policy, and management audiences. The Salmon Monitoring Data Steward develops processes, assessment protocols, and templates in coordination with Lead Entities, salmon science advisors, and PSEMP work groups. Work is focused on stewardship of salmon habitat indicator data and reporting systems that support the goals and mandates of the Puget Sound Partnership, the Puget Sound Salmon Recovery Plan, and the Puget Sound Ecosystem Monitoring Program (PSEMP).

Explanation

The Puget Sound Partnership is requesting to establish an exempt class, Salmon Monitoring Data Steward due to additional funding in the 2022 supplemental operating budget to provide capacity for PSP to meet their statutory (RCW 77.85.090) obligations around salmon recovery and monitoring. This position contributes to the Partnership's efforts to address key uncertainties and other barriers to salmon recovery, related to land use change, climate change, and water quality. This exempt class is responsible for providing technical support to salmon scientists with habitat assessment protocols and data analysis, coordinating data collection of salmon habitat indicators and working closely with PSP's matrixed Salmon Recovery Team.

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 supports the agency's request to establish a new exempt classification for the Salmon Monitoring Data Steward. This exempt class works closely the Salmon Policy Advisor and Salmon Scientist as part of the matrixed Salmon Recovery team and is responsible for leading a coordinated effort to support the development, reporting, management and quality assurance for salmon habitat related metrics and provide data stewardship support to technical partners and staff.

The agency and SHR staff scored this exempt class at A1W-422, which meets 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." 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 8/11/2022	
Management Type N/A	Date of Exempt Position Description on File 6/15/2022
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 11	
Requester (Agency/HE Institution) Washington Lottery Commission	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"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7211 Performance and Planning Administrator - LOT	Proposed EMS Band/Rate EMS Band II (\$64,356 - \$118,116)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 67.70.050(2) "...appoint such assistant directors as may be required..."
Effective Date 8/12/2022	

Scope

Reporting to the Deputy Director, the Performance and Planning Administrator oversees organization performance management programs, including strategic planning and reporting, project management, Lean and policy and procedure development and maintenance. As a member of the Management Team, this exempt class collaborates with senior managers to provide advice, direction, cross-program continuity and unity of approach on all department programs; maintaining awareness of agency programs and operational areas to identify and provide comprehensive and coherent analyses of issues facing the 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.

Explanation

As a result of an agency reorganization, Washington State Lottery is requesting to establish a Performance and Planning Administrator at the EMS Band II level. This exempt class organizes and leads the agency's strategic planning process, including developing initiative and success measures. In addition, this exempt class will lead the formulation of agency policies and provide leadership in business planning and reporting results.

Currently, this work is being performed by B7320 Research and Development Manager at the EMS Band II level. The agency has determined the work previously done by the current Research and Development Manager is no longer needed and upon the establishment of this exempt class, the agency will abolish B7320 and transition the employee into the new exempt class.

State HR staff evaluated this exempt class with a JVAC score of B3X-586, which meets the EMS Band II 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 8/11/2022	
Management Type Management	Date of Exempt Position Description on File 4/14/22
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 12	
Requester (Agency/HE Institution) State Lottery Commission	Analyst Lynley Coffman
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"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B7320 Research and Development Manager (Lottery)	Current EMS Band/Rate EMS Band II (\$64,356 - \$118,116)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) 67.70.050(3): "appoint such professional...employees..."	Proposed RCW Exemption (indicate number and description) N/A
Effective Date 8/12/2022	

Explanation

The Washington Lottery Commission is requesting the abolishment of exempt class B7320, Research and Development Manager. This exempt class was established in May 1986 and the agency has determined the duties assigned to this position are no longer needed. State Human Resources supports the abolishment of this exempt class.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 8/11/2022	
Management Type Management	Date of Exempt Position Description on File May 15, 2009
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

No classification items for this meeting.

Section D: Compensation

Item 13

**UNIVERSITY OF WASHINGTON
Medical Centers Special Pay
Classified, Non-Represented Classes**

7/1/2022 1% Grid (As calculated by the UW Compensation Office) Rounded to nearest whole dollar.

The following special pay 1% salary grid is a proposal from the University of Washington to reflect their approved 3.25% adjustment effective effective July 1, 2022.

STEP																									
AA1	BB1	CC1	DD1	EE1	FF1	GG1	HH1	II1	JJ1	KK1	LL1	MM1	NN1	OO1	PP1	QQ1	RR1	SS1	TT1	UU1	VV1	WW1	XX1	YY1	ZZ1
1781	1802	1818	1836	1850	1873	1891	1911	1930	1948	1968	1989	2006	2028	2048	2069	2088	2110	2130	2152	2175	2195	2217	2241	2261	2284
A1	B1	C1	D1	E1	F1	G1	H1	I1	J1	K1	L1	M1	N1	O1	P1	Q1	R1	S1	T1	U1	V1	W1	X1	Y1	Z1
2309	2331	2355	2378	2401	2426	2450	2474	2503	2522	2551	2574	2600	2628	2651	2679	2704	2734	2759	2789	2814	2845	2872	2901	2930	2959
A2	B2	C2	D2	E2	F2	G2	H2	I2	J2	K2	L2	M2	N2	O2	P2	Q2	R2	S2	T2	U2	V2	W2	X2	Y2	Z2
2989	3020	3051	3079	3111	3143	3175	3207	3237	3270	3301	3337	3368	3404	3434	3470	3506	3540	3578	3613	3649	3684	3722	3758	3797	3834
A3	B3	C3	D3	E3	F3	G3	H3	I3	J3	K3	L3	M3	N3	O3	P3	Q3	R3	S3	T3	U3	V3	W3	X3	Y3	Z3
3872	3910	3949	3989	4029	4068	4110	4151	4193	4234	4278	4319	4365	4406	4451	4496	4540	4584	4632	4680	4727	4773	4822	4869	4918	4965
A4	B4	C4	D4	E4	F4	G4	H4	I4	J4	K4	L4	M4	N4	O4	P4	Q4	R4	S4	T4	U4	V4	W4	X4	Y4	Z4
5018	5068	5116	5169	5220	5273	5325	5376	5431	5487	5540	5596	5654	5708	5768	5824	5885	5941	6002	6061	6124	6182	6246	6308	6373	6438
A5	B5	C5	D5	E5	F5	G5	H5	I5	J5	K5	L5	M5	N5	O5	P5	Q5	R5	S5	T5	U5	V5	W5	X5	Y5	Z5
6500	6567	6631	6696	6764	6832	6897	6966	7036	7107	7178	7249	7322	7396	7469	7543	7620	7695	7775	7851	7930	8008	8091	8169	8253	8332
A6	B6	C6	D6	E6	F6	G6	H6	I6	J6	K6	L6	M6	N6	O6	P6	Q6	R6	S6	T6	U6	V6	W6	X6	Y6	Z6
8419	8500	8586	8675	8761	8846	8937	9026	9116	9207	9298	9393	9487	9580	9678	9773	9871	9971	10068	10170	10272	10375	10478	10583	10688	10795
A7	B7	C7	D7	E7	F7	G7	H7	I7	J7	K7	L7	M7	N7	O7	P7	Q7	R7	S7	T7	U7	V7	W7	X7	Y7	Z7
10902	11013	11122	11233	11345	11459	11573	11689	11807	11924	12045	12164	12287	12410	12534	12658	12784	12912	13042	13173	13305	13436	13574	13710	13846	13983
A8	B8	C8	D8	E8	F8	G8	H8	I8	J8	K8	L8	M8	N8	O8	P8	Q8	R8	S8	T8	U8	V8	W8	X8	Y8	Z8
14124	14264	14408	14551	14698	14844	14993	15143	15293	15447	15601	15756	15915	16073	16234	16396	16561	16725	16894	17062	17233	17406	17580	17757	17935	18114

If you have questions or comments please contact Mindy Portschy at Mindy.Portschy@ofm.wa.gov or (360) 790-1384
 Prepared by UW Human Resources Compensation
 Effective July 1, 2022

Section D: Compensation

Higher Education Special Pay

Item 14				
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 8/16/2022		
<u>WAC 357-28-025</u> - <i>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.</i>				
Class Title(s)	Class Code(s)	Current Salary Range or Special Pay Range	Proposed Special Pay Range	Proposed Special Pay Increase
Polysomnographic Technician 1	297O	V3-C5	B4-I5	6.1%
Polysomnographic Technician 2	297P	F4-M5	L4-S5	6.1%
Polysomnographic Technologist	297Q	M4-T5	S4-Z5	6.2%
Pulmonary Function Technologist 1	297E	U3-E5	A4-K5	6.1%
Pulmonary Function Technologist 2	297F	G4-Q5	M4-W5	6.1%
Pulmonary Function Technologist Lead	297G	S4-C6	Y4-I6	6.2%
Respiratory Care Specialist	309H	L5-V6	R5-B7	6.2%

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. This request will affect 2 employees (1-Pulmonary Function Technologist 2 and 1-Respiratory Care Specialist). The basis for this request is effective operations, substantiated by data provided by the 2022 Milliman Inc. Health Care Salary Survey. The data is from July 1, 2022, and has been aged to May 1, 2022 at an average rate of three (3) percent.

Section D: Compensation

State HR staff supports this special pay request based on effective operations for the above job classes. This special pay 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 August 16, 2022.

<i>Internal Use Only</i>
Director's Meeting Date 8/11/2022

Section D: Compensation

Special Pay

Item 15			
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 8/16/2021	
<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	Current Certification Premium	Proposed Certification Premium
Electroneurodiagnostic Technologist Supv.	4	\$1.00	\$1.25
Imaging Technologist – Supervisor	3	\$0.75	\$1.25
Cardiac Sonographer Supervisor	2	\$0.00	\$1.25
Diagnostic Medical Sonographer Clin Inst	1	\$0.75	\$1.25
Diagnostic Medical Sonographer Supv	1	\$0.75	\$1.25
Vascular Technologist Supervisor	1	\$0.00	\$1.25

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 certification premium pay for six supervisory/instructor classifications affecting twelve employees. The basis for this request is effective operations and internal equity.

State HR supports the institution’s request based on effective operations. This increase in certification premium for the job classes above will incentivize employees who continue to expand their skills which then benefit the patient population they serve. This increase will aid in better aligning these classifications with the union-represented staff that they supervise.

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 August 16, 2022.

Internal Use Only
Director’s Meeting Date 8/11/2022

Section E: Rule Amendments

Item #1 – COVID-19 Vaccination Standards

Staff note: Staff is proposing to amend the civil service rules (Title 357 WAC) to align with Governor Jay Inslee’s [Directive 22-13](#), COVID-19 Vaccination Standards for State Employees. Directive 22-13, issued on June 30, 2022, directs state agencies to require new employees to be vaccinated against COVID-19. The Governor directs the Office of Financial Management State Human Resources Division to take necessary steps to continue the requirement for nonrepresented (classified and Washington Management Service) employees to be fully vaccinated and require new employees to be vaccinated against COVID-19 with the most up-to-date vaccination, including any additional doses or boosters, as recommended by the CDC.

To implement this directive, we are proposing to:

- Create WAC 357-04-125 to require that, as a condition of employment, an employee must become fully vaccinated with one of the authorized COVID-19 vaccines or request an exemption due to a disability and/or medical condition or if the requirement conflicts with an employee’s sincerely held religious belief, practice, or observance. If an exemption is granted, there must be an approved accommodation in order for an employee to continue their employment. If an employee fails to meet this condition of employment, they will be subject to a non-disciplinary separation in accordance with WAC 357-46-195, separation in accordance with WAC 357-19-410 or a disability separation in accordance with WAC 357-46-160. “Fully vaccinated” against COVID-19 is defined as two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine or a single-dose COVID-19 vaccine authorized for emergency use, licensed, or otherwise authorized or approved by the FDA or listed for emergency use or otherwise approved by the World Health Organization.
- Create WAC 357-16-197 to require an eligible candidate to provide proof of being up-to-date with one of the authorized COVID-19 vaccines or request an exemption due to a disability and/or medical condition or if the requirement conflicts with an employee’s sincerely held religious belief, practice, or observance after a conditional offer of employment is made. If an exemption is granted, there must be an approved accommodation in order for an employee to continue their employment. “Up-to-date” with COVID-19 vaccination is defined as having received all doses in the primary series and all boosters recommended for them by the CDC Advisory Committee on Immunization Practices when they become eligible.
- Amend WAC 357-19-373 to add subsection 3 to state after a conditional offer of employment is made an eligible nonpermanent candidate must provide proof of being up to date with COVID-19 vaccination in accordance with WAC 357-16-197.
- Create WAC 357-19-413 to require a nonpermanent employee to comply with the COVID-19 vaccine requirements set forth in WAC 357-04-125. This WAC also requires an employer to separate a nonpermanent employee who fails to comply with the COVID-19 vaccine requirement in accordance with WAC 357-19-410.
- Amend WAC 357-46-165 to add subsection 4 to require an employer to separate a permanent employee from employment for failure to comply with the COVID-19 vaccination requirements set forth in WAC 357-04-125 where an exemption was approved due to a disability or medical condition and the employer is unable to reasonably accommodate the employee.

Section E: Rule Amendments

- Amend WAC 357-46-195 to require an employer to separate a permanent employee from employment for nondisciplinary reasons for failure to comply with the COVID-19 vaccination requirements set forth in WAC 357-04-125.
- Amend WAC 357-58-190 to add subsection 9 to state an agency's WMS recruitment and selection policy and/or procedure must ensure compliance with the vaccination requirements in accordance with WAC 357-04-125 and WAC 357-16-197.

NEW SECTION

WAC 357-04-125 Must an employee provide proof of being fully vaccinated with one of the authorized COVID-19 vaccines as a condition of employment?

As a condition of employment, an employee must become fully vaccinated or request an exemption due to a disability and/or medical condition or if the requirement conflicts with an employee's sincerely held religious belief, practice, or observance. If the exemption is granted, there must be an approved accommodation in order for an employee to continue their employment. An employee who fails to meet this condition of employment will be subject to nondisciplinary separation in accordance with WAC 357-46-195, or separation in accordance with WAC 357-19-410, or a disability separation in accordance with WAC 357-46-160.

For the purposes of this section, a person is "fully vaccinated" against COVID-19 two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine or a single-dose COVID-19 vaccine authorized for emergency use, licensed, or otherwise authorized or approved by the U.S. Food and Drug Administration or listed for emergency use or otherwise approved by the World Health Organization.

NEW SECTION

WAC 357-16-197 Must an eligible candidate provide proof of being up-to-date with one of the authorized COVID-19 vaccines?

After a conditional offer of employment is made, an eligible candidate must provide proof of being up-to-date with one of the authorized COVID-19 vaccines or request an exemption due to a disability and/or medical condition or if the requirement conflicts with an employee's sincerely held religious belief, practice, or observance. If the exemption is granted, there must be an approved accommodation in order for an employee to continue their employment. For the purpose of this section, a person is "up-to-date" with their COVID-19 vaccination when they have received all doses in the primary series and all boosters recommended for them by the U.S. Centers for Disease Control Advisory Committee on Immunization Practices, when they become eligible.

Section E: Rule Amendments

AMENDATORY SECTION

WAC 357-19-373 What notification must an employer give a nonpermanent appointee?

- (1) Upon appointment, all nonpermanent appointees must be notified in writing of the conditions of their appointment and/or upon any subsequent change to the conditions of their appointment.
- (2) The written notification must at a minimum contain the following information:
 - (a) The reason for the nonpermanent appointment in accordance with WAC 357-19-360;
 - (b) The hours of work and the base salary;
 - (c) The anticipated short-term duration or sporadic nature of the appointment;
 - (d) A statement regarding the receipt or nonreceipt of benefits. If the employee is to receive benefits, the statement shall include which benefits are to be received; and
 - (e) The right to request remedial action as provided in WAC 357-19-425.
- (3) After a conditional offer of employment is made, an eligible candidate must provide proof of being up-to-date with COVID-19 vaccination in accordance with WAC 357-16-197.

NEW SECTION

WAC 357-19-413 Must a nonpermanent employee comply with the COVID-19 vaccine requirements set forth in WAC 357-04-125?

A nonpermanent employee must comply with the COVID-19 vaccination requirements set forth in WAC 357-04-125. A nonpermanent employee who fails to comply must be separated in accordance with WAC 357-19-410.

AMENDATORY SECTION

WAC 357-46-165 When may an employer separate an employee in accordance with WAC 357-46-160?

An employer may separate an employee due to disability when any of the following circumstances exist:

- (1) The employer is unable to reasonably accommodate the employee.
- (2) The employer has medical documentation of the employee's inability to work in any capacity.
- (3) The employee requests separation due to disability and the employer has medical information which documents that the employee cannot perform the essential functions of the employee's position or class.
- (4) The employer must separate a permanent employee from employment for failure to comply with the COVID-19 vaccination requirements set forth in WAC 357-04-125 where an exemption was approved due to a disability or medical condition and the employer is unable to reasonably accommodate the employee.

Section E: Rule Amendments

AMENDATORY SECTION

WAC 357-46-195 Can an employer separate an employee for nondisciplinary reasons?

An employer **may** separate a permanent employee from a position or from employment for nondisciplinary reasons such as failure to comply with the conditions of employment which may or may not have existed at the time of initial appointment or failure to authorize or to pass a background check required by the position.

The employer may consider other employment options such as transfer or voluntary demotion in lieu of separation.

The employer must separate a permanent employee from employment for nondisciplinary reasons for failure to comply with the COVID-19 vaccination requirements set forth in WAC 357-04-125.

AMENDATORY SECTION

WAC 357-58-190 What must be addressed in agency's WMS recruitment and selection policy and/or procedure?

An agency's WMS recruitment and selection policy must:

- (1) Provide for the ability to consider any or all qualified candidates for hire, promotion, or internal movement;
- (2) Ensure that hiring decisions are fair, objective, and based on the evaluation of leadership and other job related competencies and characteristics required for successful job performance and performance management;
- (3) Support workforce diversity and affirmative action goals;
- (4) Consider the career development of the agency's employees and other state employees;
- (5) Consider making appointments from a veterans placement program;
- (6) Ensure that hiring decisions are not based on patronage or political affiliation;
- (7) Ensure compliance with state and federal laws relating to employee selection and nondiscrimination;
- (8) Encourage decentralized and regional administration of the recruitment and selection processes when it is appropriate for the agency;
- (9) Ensure compliance with requirements governing wage and salary information in accordance with RCW 49.58.100, 49.58.110, WAC 357-16-017, 357-16-215, and 357-16-220; and
- (10) Ensure compliance with the vaccination requirements in accordance with WAC 357-04-125 and WAC 357-16-197.