

# Special Director's Meeting Agenda

## State Human Resources

### Office of Financial Management

Meeting Date: Wednesday, June 29, 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.

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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..

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Meeting Minutes for May 12, 2022

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## **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](mailto:classandcomp@ofm.wa.gov).

### **Meeting Coordinator**

For question and concerns, contact the Meeting Coordinator at [classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov).

### **Individuals with Disabilities**

If you are a person with a disability and require accommodation for attendance, contact the Meeting Coordinator no later than the first Thursday of the month.

### **Alternate Publication Formats**

This publication will be made available in alternate formats upon request.

### **What is a Revision**

When changes occur to an exhibit after the original Director's meeting agenda has been posted to the State HR website, a revised exhibit is created which reflects the most up-to-date information proposed for adoption. The revised exhibit appears in a separate Revised Agenda that will be available on the day of the meeting.

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

<b>Item 1</b>	
<b>Requester (Agency/HE Institution)</b> Health Care Authority	<b>Analyst</b> Chelsea Lee
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input checked="" type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B1558 Special Assistant, Employee Resources Division – HCA	<b>Proposed EMS Band/Rate</b> EMS Band III (\$72,276 - \$128,856)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.05.021(1) State Health Care Authority: "The director may employ ...special assistants as may be needed to administer the authority..."
<b>Effective Date</b> 6/30/2022	

### Scope

Reporting to the Assistant Director of Employee Resources, the Special Assistant participates in senior and executive level leadership teams in the areas of facilities management, mail imaging, and safety and wellness. This position is directly responsible for managing and overseeing all special work efforts, projects, or programs of the division, and is second in command of the division. This position has a key leadership role within the division, supports all work efforts and managers, and is called upon to lead and oversee ERD initiatives that have agency-wide and cross-divisional impacts. This position oversees the development and implementation of all HCA policies related to personnel and facilities, is authorized to make decisions on behalf of the ERD Assistant Director on work efforts assigned, and has full authority to act on behalf of the ERD Assistant Director in their absence.

### Explanation

The Health Care Authority is requesting to establish a Special Assistant, Employee Resources Division. This request is a result of the 2022 Supplemental Operating Budget as HCA received significant increases in both the House and Senate proposals, and each budget proposal contained over 100 new budget items for the agency, requiring the agency to increase its workforce (FTEs). As a result of the increased workforce, HCA requires a Special Assistant in ERD to meet organizational and programmatic 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.

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This position is exempt from civil service in accordance with RCW 41.05.021(1) State Health Care Authority: *"The director may employ... special assistants as may be needed to administer the authority..."*. This exempt class is responsible for directly managing and overseeing all special work efforts, projects, or programs of the division and is second in command of the division. This position will exercise the full delegated authority of the ERD Assistant Director as needed to accomplish the business of the division. This position is mainly operations-focused in nature, but performs strategic and policy work for the sections within ERD that it directly oversees.

State HR and the agency evaluated this exempt class at C3X – 768, which meets the EMS Band III level.

OFM Budget has reviewed their fiscal impact statement and verified the agency can absorb all costs associated with this request.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 04/20/2022
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 1

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

<b>Item 2</b>	
<b>Requester (Agency/HE Institution)</b> Department of Social and Health Services	<b>Analyst</b> Mindy Portschy
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B2004 Office Chief, Data Integration and Healthcare Analytics, RDA/FFAA - DSHS	<b>Proposed EMS Band/Rate</b> EMS Band IV (\$86,640 - \$149,292)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.06.070 (3) Gov. Pool: "...one involving directing and controlling program operations of an agency or a major administrative division thereof..."
<b>Effective Date</b> 6/30/2022	

### Scope

Reporting to the Director, Research and Data Analysis Division, the Office Chief of the Data Integration and Healthcare Analytics has direct impact upon the RDA's enterprise data infrastructure used to support statewide performance reporting related to managed care health plans, hospitals, federally qualified health clinics and other providers.

Using strategic modeling and specialized, expert analytic capabilities and tools, this exempt class is responsible for RDA's statewide Integrated Client Data Repository, a complex linked analytical social, health, and criminal justice data infrastructure that incorporates data from multiple source systems across several agencies; and RDA's healthcare analytics and forecasting with a significant focus on social and healthcare risk factors, services pricing methodologies, and maternal and children health program evaluation and reporting. Researchers and analysts use these systems for highly complex and high visibility projects across both Washington State and federal governmental agencies as well as universities and research institutes.

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

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### Explanation

DSHS is requesting to establish an Office Chief of the Data Integration and Healthcare Analytics. The work was previously performed in a Washington Management Service job class. DSHS believes the updated position description, work and responsibility are better aligned within the Exempt Management Structure.

This position is exempt from civil service in accordance with RCW 41.06.070(3) Governor's Pool, as it involves directing and controlling program operations of an administrative division. This exempt class is responsible for providing professional direction and consultation on IT structures, database design and actuarial analytics in support of healthcare to provide relevant data, analyses, and information to support innovations that improve the effectiveness of services for clients and to provide access to data-driven support applications to improve decisions about client care.

State HR and the agency evaluated this exempt class at D4Y – 1012, which is within EMS Band IV.

OFM Budget has reviewed and approved the fiscal impact statement submitted by the agency, verifying 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 6/29/2022	
Management Type Management	Date of Exempt Position Description on File 2/2/2022
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.

<b>Item 3</b>	
<b>Requester (Agency/HE Institution)</b> Board of Industrial Insurance Appeals	<b>Analyst</b> Chelsea Lee
<b>Primary Action (check all that apply)</b> <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> B3096 Executive Director – BIIA	<b>Current EMS Band/Rate</b> EMS Band IV (\$86,640 - \$149,292)
<b>Proposed Code/Title</b> N/A	<b>Proposed EMS Band/Rate</b> N/A
<b>Current RCW Exemption (indicate number and description)</b> RCW 41.06.070(1)(h)(iii): "...If the members of the board...serve on a full-time basis: The chief executive officer...as designated by the board..."	<b>Proposed RCW Exemption (indicate number and description)</b> N/A
<b>Effective Date</b> 6/30/2022	

### Explanation

The Board of Industrial Insurance Appeals is requesting to abolish the exempt class that was established in February 2020 to serve as the Executive Director – BIIA. After conducting two failed recruitments, the agency has reassessed their needs and determined this exempt class is no longer needed. State Human Resources supports abolishment of this exempt class.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 01/06/2020
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> 1
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 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.

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<b>Item 4</b>	
<b>Requester (Agency/HE Institution)</b> Washington State Healthcare Authority	<b>Analyst</b> Angie Strozyk
<b>Primary Action (check all that apply)</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Secondary Action - As a result of Primary Action (check all that apply)</b> <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B8151 Assistant Director, Division of Program Integrity – HCA	<b>Proposed EMS Band/Rate</b> EMS Band IV (\$86,640 - \$149,292)
<b>Current RCW Exemption (indicate number and description)</b> N/A	<b>Proposed RCW Exemption (indicate number and description)</b> RCW 41.05.021(1) "The director may employ...and such assistant directors...as may be needed to administer..."
<b>Effective Date</b> 6/30/2022	

### Scope

Reporting to the Medicaid Director, the Assistant Director of the Division of Program Integrity serves as a member for the Executive Leadership Team. This exempt class works across the agency, and in partnership with the health care community at local, state, and federal levels to ensure access to affordable healthcare through health policies and purchasing strategies. Responsible for oversight of Washington Apple Health programs in both the fee-for-service and managed care environments. Conducts audits, reviews analytics on the agency’s contracted providers and entities to identify, prevent and recover improper payments resulting from waste abuse and to refer the potential fraud for investigation. This exempt class develops, implements, and manages initiatives, programs, and remedies as directed by the federal Health and Human Services Office of the Inspector General, Centers for Medicare and Medicaid Services, Center of Program Integrity, the State Auditor’s Office or the legislature or Governor’s office related to fraud, waste, and abuse within the Medicaid program. Represents HCA and Washington State in local, regional, and national health policy areas.

## Section B: Exempt Compensation

Positions in this listing are under the State Human Resources Director for the setting of salaries and fringe benefits, but are otherwise exempt from civil service.

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### Explanation

The agency has requested to establish this exempt class in response to the creation of the Division of Program Integrity. This change is the result of an agency reorganization based upon the recommendation from the Centers for Medicare & Medicaid Services. CMS conducted a focused review and recommended that HCA organize all program integrity activities into a centralized unit. The work performed by this exempt class was previously performed by a WMS Band III as the Section Manager of the Program Integrity section within the Medicaid Program Operations & Integrity division but is now the appointing authority for the Division of Program Integrity. This establishment and EMS Band placement aligns with similar exempt classes with comparable decision-making authority, complexity of work, and knowledge, skills and abilities required. Upon establishment of this exempt class, the agency intends to abolish the WMS Band III position.

This exempt class meets the requirements of RCW 41.05.021(1) "The director may employ...and such assistant directors...as may be needed to administer...".

State HR staff evaluated this class with a JVAC rating of D4Y-1012, which meets the EMS Band IV level. OFM Budget has approved the fiscal impact statement and states the agency can absorb the cost associated with this action.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 4/13/2022
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148586 At-Will	<b>Total Number of Approved Position(s)</b> 1

## Section C: Classification

### Final Adoption

<b>Item 5</b>	
<b>Requester (Agency/HE Institution)</b> Office of Financial Management	<b>Analyst</b> Chelsea Lee
<b>Actions</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> N/A	<b>Current Salary Range/Rate</b> N/A
<b>Proposed Class Code/Title</b> 312A First Aid Attendant	<b>Proposed Salary Range/Rate</b> 31 (\$30,624 - \$40,440)
<b>Effective Date</b> 5/13/2022	

#### Definition

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

#### Explanation

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

This exhibit item was adopted on an emergency basis at the May 12, 2022 Director's Meeting and now returns for final adoption at the June 29, 2022 Special Director's Meeting.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 48 Service-Maintenance	<b>Number of Position(s) Affected</b>

## Section C: Classification

<b>Item 6</b>	
<b>Requester (Agency/HE Institution)</b> Department of Fish & Wildlife	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 388A Fish & Wildlife Enforcement Officer 1	<b>Current Salary Range/Rate</b> 55 (\$54,108 - \$72,756)
<b>Proposed Class Code/Title</b> 388A Fish & Wildlife Enforcement Recruit	<b>Proposed Salary Range/Rate</b> 800 (\$67,044)
<b>Effective Date</b> 7/1/2022	

### Class Series Concept

Within the Department of Fish and Wildlife Enforcement Program, Positions in this occupational category enforce all fish, wildlife, food fish and shellfish laws, department rules/regulations under Title 77 and WAC 220, all laws of the state and specific federal and tribal laws as allowed by separate commission process, and Code of Federal Regulations related to enforcement agreements with the U.S. Fish and Wildlife Service and the National Oceanic and Atmospheric Administration. Positions resolve dangerous and problem wildlife situation's, assist in public health and safety emergencies such as flood, fires, and rescues, assist all other law enforcement agencies, address observed violations of state laws and responds to criminal activities in progress. Incumbents require full, commissioned police powers as authorized by the RCWs prior to obtaining a duty station.

### 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 recognize, evaluate, correct and/or take action on fish and wildlife enforcement and control issues dangerous wildlife situations within the assigned duty area. Supervision of these positions diminish over time and positions are expected to function with independence by the end of the training period.

### Distinguishing Characteristics

These positions work under direct/close supervision and positions are expected to function with independence by the end of the in-training period. Upon successful completion of the required in-training plan may advance to a Fish and Wildlife Enforcement Officer.

## Section C: Classification

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### Explanation

The Department of Fish and Wildlife is requesting class plan maintenance to the Fish and Wildlife Enforcement classification series.

As a result of this request, class plan maintenance is needed to the Fish & Wildlife Enforcement Officer 1, Fish & Wildlife Enforcement Officer 2 and Fish & Wildlife Enforcement Sergeant classes within the series. The Fish & Wildlife Enforcement Officer 3 and Fish & Wildlife Enforcement Detective classes will be abolished due to class plan maintenance to the Fish & Wildlife Enforcement Officer 2 classification. In addition, new classifications will be established for Fish & Wildlife Enforcement Lieutenant, Fish & Wildlife Enforcement Captain and Fish & Wildlife Enforcement Deputy Chief to meet the current business needs and reflect the work accomplished for these positions.

The effective date of this action is July 1, 2022.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 44 Protective Service Workers	<b>Number of Position(s) Affected</b> 28

## Section C: Classification

<b>Item 7</b>	
<b>Requester (Agency/HE Institution)</b> Department of Fish & Wildlife	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 388B Fish & Wildlife Enforcement Officer 2	<b>Current Salary Range/Rate</b> 59 (\$59,688 - \$80,292)
<b>Proposed Class Code/Title</b> 388B Fish & Wildlife Enforcement Officer	<b>Proposed Salary Range/Rate</b> 801 (\$72,408 - \$94,848)
<b>Effective Date</b> 7/1/2022	

### Class Series Concept

Within the Department of Fish and Wildlife Enforcement Program, Positions in this occupational category enforce all fish, wildlife, food fish and shellfish laws, department rules/regulations under Title 77 and WAC 220, all laws of the state and specific federal and tribal laws as allowed by separate commission process, and Code of Federal Regulations related to enforcement agreements with the U.S. Fish and Wildlife Service and the National Oceanic and Atmospheric Administration. Positions resolve dangerous and problem wildlife situation's, assist in public health and safety emergencies such as flood, fires, and rescues, assist all other law enforcement agencies, address observed violations of state laws and responds to criminal activities in progress. Incumbents require full, commissioned police powers as authorized by the RCWs prior to obtaining a duty station.

### Definition

This is the journey-level of the series. Positions at this level function with the highest degree of independence, responsibility and initiative in solving fish and wildlife enforcement problems violations and performing wildlife control conflict responsibilities duties within an assigned duty area. Positions require fully developed skills and broad familiarity with all departmental programs. Plans, organizes, and has the delegated lead responsibility to plan and conduct enforcement efforts, emphasis patrols, and investigations.

### Distinguishing Characteristics

These positions work under general supervision and are expected to work with little direct supervision. Positions require fully developed skills and broad familiarity with all departmental programs.

## Section C: Classification

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### Explanation

The Department of Fish and Wildlife is requesting class plan maintenance to the Fish and Wildlife Enforcement classification series.

As a result of this request, class plan maintenance is needed to the Fish & Wildlife Enforcement Officer 1, Fish & Wildlife Enforcement Officer 2 and Fish & Wildlife Enforcement Sergeant classes within the series. The Fish & Wildlife Enforcement Officer 3 and Fish & Wildlife Enforcement Detective classes will be abolished due to class plan maintenance to the Fish & Wildlife Enforcement Officer 2 classification. In addition, new classifications will be established for Fish & Wildlife Enforcement Lieutenant, Fish & Wildlife Enforcement Captain and Fish & Wildlife Enforcement Deputy Chief to meet the current business needs and reflect the work accomplished for these positions.

The effective date of this action is July 1, 2022.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 44 Protective Service Workers	<b>Number of Position(s) Affected</b> 48

## Section C: Classification

<b>Item 8</b>	
<b>Requester (Agency/HE Institution)</b> Department of Fish & Wildlife	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 388C Fish & Wildlife Enforcement Officer 3	<b>Current Salary Range/Rate</b> 61 (\$62,748 - \$84,396)
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> N/A
<b>Effective Date</b> 7/1/2022	

### Explanation

The Department of Fish and Wildlife is requesting class plan maintenance to the Fish and Wildlife Enforcement classification series.

As a result of this request, class plan maintenance is needed to the Fish & Wildlife Enforcement Officer 1, Fish & Wildlife Enforcement Officer 2 and Fish & Wildlife Enforcement Sergeant classes within the series. The Fish & Wildlife Enforcement Officer 3 and Fish & Wildlife Enforcement Detective classes will be abolished due to class plan maintenance to the Fish & Wildlife Enforcement Officer 2 classification. In addition, new classifications will be established for Fish & Wildlife Enforcement Lieutenant, Fish & Wildlife Enforcement Captain and Fish & Wildlife Enforcement Deputy Chief to meet the current business needs and reflect the work accomplished for these positions.

The effective date of this action is July 1, 2022.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 44 Protective Service Workers	<b>Number of Position(s) Affected</b> 14



## Section C: Classification

<b>Item 9</b>	
<b>Requester (Agency/HE Institution)</b> Department of Fish & Wildlife	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 388D Fish & Wildlife Enforcement Detective	<b>Current Salary Range/Rate</b> 64 (\$67,560 - \$90,888)
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> N/A
<b>Effective Date</b> 7/1/2022	

### Explanation

The Department of Fish and Wildlife is requesting class plan maintenance to the Fish and Wildlife Enforcement classification series.

As a result of this request, class plan maintenance is needed to the Fish & Wildlife Enforcement Officer 1, Fish & Wildlife Enforcement Officer 2 and Fish & Wildlife Enforcement Sergeant classes within the series. The Fish & Wildlife Enforcement Officer 3 and Fish & Wildlife Enforcement Detective classes will be abolished due to class plan maintenance to the Fish & Wildlife Enforcement Officer 2 classification. In addition, new classifications will be established for Fish & Wildlife Enforcement Lieutenant, Fish & Wildlife Enforcement Captain and Fish & Wildlife Enforcement Deputy Chief to meet the current business needs and reflect the work accomplished for these positions.

The effective date of this action is July 1, 2022.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 44 Protective Service Workers	<b>Number of Position(s) Affected</b> 7

## Section C: Classification

<b>Item 10</b>	
<b>Requester (Agency/HE Institution)</b> Department of Fish & Wildlife	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 388E Fish & Wildlife Enforcement Sergeant	<b>Current Salary Range/Rate</b> 69 (\$76,416 - \$102,816)
<b>Proposed Class Code/Title</b> 388E Fish & Wildlife Enforcement Sergeant	<b>Proposed Salary Range/Rate</b> 802 (\$112,920)
<b>Effective Date</b> 7/1/2022	

### Class Series Concept

Within the Department of Fish and Wildlife Enforcement Program, Positions in this occupational category enforce all fish, wildlife, food fish and shellfish laws, department rules/regulations under Title 77 and WAC 220, all laws of the state and specific federal and tribal laws as allowed by separate commission process, and Code of Federal Regulations related to enforcement agreements with the U.S. Fish and Wildlife Service and the National Oceanic and Atmospheric Administration. Positions resolve dangerous and problem wildlife situation's, assist in public health and safety emergencies such as flood, fires, and rescues, assist all other law enforcement agencies, address observed violations of state laws and responds to criminal activities in progress. Incumbents require full, commissioned police powers as authorized by the RCWs prior to obtaining a duty station.

### Definition

Supervises a detachment or work unit of Fish and Wildlife Enforcement Recruits, Officers, Detectives and/or non-commissioned personnel and provides a full range of supervisory functions. Provides leadership to and is responsible for employee performance and favorable mission outcomes with the detachment or work unit.

### Distinguishing Characteristics

This is the supervisory-level of the series. Provides supervisory leadership for all enforcement program activities in a detachment or work unit including developing detachment work plans, monitoring enforcement activities, evaluating unit performance and ensuring compliance with program regulations and agency policy.

## Section C: Classification

Positions at this level will assist higher-level management in performing one or more of the following activities:

- Conducts regional or statewide-level agency administrative inquiries investigations of Recruits, Officers, Detectives, and/or non-commissioned personnel as assigned;
- Conducts investigations of citizen complaints;
- ~~Supervises staff on projects crossing detachment, regional, and/or state lines;~~
- Supervises and coordinates the workflow, use of Officers staff, and budget on assigned Enforcement contracts activities at or exceeding \$50,000 at a Regional or Statewide level;
- ~~Seeks and develops grant proposals and manages grants on behalf of the agency;~~
- Facilitate and coordinate statewide training for Enforcement Program staff;
- Supervise Aquatic Invasive Species inspection activities.
- ~~Represents the agency at national level conferences, and attends and participates in negotiations between WDFW Police and NOAA.~~

### Explanation

The Department of Fish and Wildlife is requesting class plan maintenance to the Fish and Wildlife Enforcement classification series.

As a result of this request, class plan maintenance is needed to the Fish & Wildlife Enforcement Officer 1, Fish & Wildlife Enforcement Officer 2 and Fish & Wildlife Enforcement Sergeant classes within the series. The Fish & Wildlife Enforcement Officer 3 and Fish & Wildlife Enforcement Detective classes will be abolished due to class plan maintenance to the Fish & Wildlife Enforcement Officer 2 classification. In addition, new classifications will be established for Fish & Wildlife Enforcement Lieutenant, Fish & Wildlife Enforcement Captain and Fish & Wildlife Enforcement Deputy Chief to meet the current business needs and reflect the work accomplished for these positions.

The effective date of this action is July 1, 2022.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 44 Protective Service Workers	<b>Number of Position(s) Affected</b> 24

## Section C: Classification

<b>Item 11</b>	
<b>Requester (Agency/HE Institution)</b> Department of Fish & Wildlife	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> N/A	<b>Current Salary Range/Rate</b> N/A
<b>Proposed Class Code/Title</b> 388F Fish & Wildlife Enforcement Lieutenant	<b>Proposed Salary Range/Rate</b> 803 (\$133,980)
<b>Effective Date</b> 7/1/2022	

### Class Series Concept

See Fish & Wildlife Enforcement Recruit level.

### Definition

Under the direction of a Captain, the Lieutenant organizes, reviews, directs and supervises, either in the field or in an administrative posting, the work and training of Fish and Wildlife Enforcement Officers, Sergeants, and Program Specialists who are engaged in the protection of fish and wildlife, habitat protection, prevention of illegal commercialization of fish or wildlife, public health and safety, mutual aid and homeland security to citizens.

### Distinguishing Characteristics

Provides management and leadership for all enforcement program activities including developing regional and statewide project plans, evaluating regional or specialized program performance and ensuring compliance with program regulations and agency policy. Specialized programs would include but not limited to: Professional standards and AIS.

Assist higher-level management in performing one or more of the following activities:

- Manages and coordinated the Enforcement Program's emergency management response program;
- Manages and maintains the Enforcement Program's personnel conduct accountability program;
- Collaboration and coordination with Executives of Federal, State, County, and Municipal Law Enforcement Agencies and the law enforcement agencies of up to 29 federally recognized different tribal nations and tribes not yet recognized by the federal government;
- Manages and ensures adherence to regional and statewide budgets;
- Maintains liaison with local, state, tribal and federal law enforcement agencies.

## Section C: Classification

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### Explanation

The Department of Fish and Wildlife is requesting class plan maintenance to the Fish and Wildlife Enforcement classification series.

As a result of this request, class plan maintenance is needed to the Fish & Wildlife Enforcement Officer 1, Fish & Wildlife Enforcement Officer 2 and Fish & Wildlife Enforcement Sergeant classes within the series. The Fish & Wildlife Enforcement Officer 3 and Fish & Wildlife Enforcement Detective classes will be abolished due to class plan maintenance to the Fish & Wildlife Enforcement Officer 2 classification. In addition, new classifications will be established for Fish & Wildlife Enforcement Lieutenant, Fish & Wildlife Enforcement Captain and Fish & Wildlife Enforcement Deputy Chief to meet the current business needs and reflect the work accomplished for these positions.

The effective date of this action is July 1, 2022.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 44 Protective Service Workers	<b>Number of Position(s) Affected</b> 0

## Section C: Classification

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<b>Item 12</b>	
<b>Requester (Agency/HE Institution)</b> Department of Fish & Wildlife	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> N/A	<b>Current Salary Range/Rate</b> N/A
<b>Proposed Class Code/Title</b> 388G Fish & Wildlife Enforcement Captain	<b>Proposed Salary Range/Rate</b> 804 (\$140,676)
<b>Effective Date</b> 7/1/2022	

### Class Series Concept

See Fish & Wildlife Enforcement Recruit level.

### Definition

Under the direction of a Deputy Chief, the Captain, as the top authority within a region or division, manages and supervises Fish and Wildlife Enforcement Officers, Sergeants, Lieutenants and/or non-commissioned personnel who are engaged in the protection of fish and wildlife, habitat protection, prevention of illegal commercialization of fish or wildlife, public health and safety, mutual aid and homeland security to citizens.

This position makes highly complex, policy-level, in-the-moment decisions with consideration for risk management. The decisions may be high-risk and high-impact and may have statewide implications.

### Distinguishing Characteristics

As the top law enforcement official in the region or division, has delegated responsibilities for the development, administration and implementation of assigned Statewide Enforcement programs and initiatives, such as:

- Statewide professional standards for law enforcement agencies established through state law, CJTC, WASPC, and agency regulations and policies;
- Performs as the regional commander of the WDFW Law Enforcement Program, or
- As the division leader at Headquarters for the Office of Professional Standards, Internal Affairs, Recruiting/Hiring/Training, Vessel/Vehicle Fleet & Supply, Communications and/or Emergency Management.

## Section C: Classification

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### Explanation

The Department of Fish and Wildlife is requesting class plan maintenance to the Fish and Wildlife Enforcement classification series.

As a result of this request, class plan maintenance is needed to the Fish & Wildlife Enforcement Officer 1, Fish & Wildlife Enforcement Officer 2 and Fish & Wildlife Enforcement Sergeant classes within the series. The Fish & Wildlife Enforcement Officer 3 and Fish & Wildlife Enforcement Detective classes will be abolished due to class plan maintenance to the Fish & Wildlife Enforcement Officer 2 classification. In addition, new classifications will be established for Fish & Wildlife Enforcement Lieutenant, Fish & Wildlife Enforcement Captain and Fish & Wildlife Enforcement Deputy Chief to meet the current business needs and reflect the work accomplished for these positions.

The effective date of this action is July 1, 2022.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 44 Protective Service Workers	<b>Number of Position(s) Affected</b> 10

## Section C: Classification

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<b>Item 13</b>	
<b>Requester (Agency/HE Institution)</b> Department of Fish & Wildlife	<b>Analyst</b> Tricia Mackin
<b>Actions</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> N/A	<b>Current Salary Range/Rate</b> N/A
<b>Proposed Class Code/Title</b> 388H Fish & Wildlife Enforcement Deputy Chief	<b>Proposed Salary Range/Rate</b> Special Case
<b>Effective Date</b> 7/1/2022	

### Class Series Concept

See Fish & Wildlife Enforcement Recruit level.

### Definition

Under the direction of the Chief of the Law Enforcement Program, serves as the field operations executive and advisor. The Deputy Chief represents the Agency and the Law Enforcement Program with internal and external entities. Responsible for the administration, management, and application of a Fish and Wildlife, environmental and general criminal Law Enforcement program and managing a statewide workforce. In the Chief's absence, the Deputy Chief serves as the Chief and Director of the Law Enforcement Program.

### Distinguishing Characteristics

As an executive program manager provides management, supervision and leadership for all enforcement program managers throughout the State ensuring compliance with state and federal law, program regulations and agency policy, and law enforcement best practices.

In partnership with the Chief, develops statewide policies and strategies, properly allocating workforce and budget to meet agency goals and objectives. This position ensures implementation and execution of program goals, agency goals, and statewide agency directives.

### Explanation

The Department of Fish and Wildlife is requesting class plan maintenance to the Fish and Wildlife Enforcement classification series.



## Section C: Classification

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As a result of this request, class plan maintenance is needed to the Fish & Wildlife Enforcement Officer 1, Fish & Wildlife Enforcement Officer 2 and Fish & Wildlife Enforcement Sergeant classes within the series. The Fish & Wildlife Enforcement Officer 3 and Fish & Wildlife Enforcement Detective classes will be abolished due to class plan maintenance to the Fish & Wildlife Enforcement Officer 2 classification. In addition, new classifications will be established for Fish & Wildlife Enforcement Lieutenant, Fish & Wildlife Enforcement Captain and Fish & Wildlife Enforcement Deputy Chief to meet the current business needs and reflect the work accomplished for these positions.

The effective date of this action is July 1, 2022.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 44 Protective Service Workers	<b>Number of Position(s) Affected</b> 1

## Section C: Classification

### Final Adoption

<b>Item 14</b>	
<b>Requester (Agency/HE Institution)</b> Office of Financial Management	<b>Analyst</b> Chelsea Lee
<b>Actions</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> N/A	<b>Current Salary Range/Rate</b> N/A
<b>Proposed Class Code/Title</b> 613A Boat Assistant	<b>Proposed Salary Range/Rate</b> 31 (\$30,624 - \$40,440)
<b>Effective Date</b> 6/30/2022	

#### Definition

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

#### Distinguishing Characteristics

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

#### Explanation

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

## Section C: Classification

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This exhibit item was adopted on an emergency basis at the May 12, 2022 Director's Meeting and now returns for final adoption at the June 29, 2022 Special Director's Meeting.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 48 Service-Maintenance	<b>Number of Position(s) Affected</b>

## Section C: Classification

<b>Item 15</b>	
<b>Requester (Agency/HE Institution)</b> Department of Veterans Affairs	<b>Analyst</b> Angie Strozyk
<b>Actions</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> N/A	<b>Current Salary Range/Rate</b> N/A
<b>Proposed Class Code/Title</b> 665A Hospitality Aide	<b>Proposed Salary Range/Rate</b> Range 30 (\$30,108 – \$39,528)
<b>Effective Date</b> 6/30/2022	

### Definition

Works under direct supervision in a long-term care setting and serves as a hospitality aide to healthcare paraprofessionals and professionals, such as certified nurse's aides and licensed nursing staff. Positions complete numerous non-medical tasks indirectly or directly for residents.

### Explanation

The Department of Veterans Affairs proposes to establish a new job class titled Hospitality Aide. This position would perform non-medical tasks such as checking in and directing staff and visitors, passing meal trays, snacks, and fluids to residents, restocking resident supply closets, change bed linens, transport residents using wheelchair or wheeled cart, and running errands. This could free up a significant amount of the NACs workload so that they would be able to provide more focused care for their residents. This request is in response to the consistently high turnover in the Nursing Assistant classification, which serve their veterans' homes.

OFM Budget has approved the fiscal impact statement and the agency can absorb all cost associated with this request.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 6/29/2022	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 45 Paraprofessionals	<b>Number of Position(s) Affected</b> 0

## Section D: Compensation

**Item: 16**

**APPRENTICE SALARY SCHEDULE**

Effective 7/1/2022

APPRENTICE LEVEL JOB CLASSES										
Class Code	Class Title	Percentage of Journey Level Jobs (Monthly Salary Amount)								
		Entry	6 months	12 months	18 months	24 months	30 months	36 months	42 months	48 months
154A	APP Auditor 1 (Range 50C)	Entry 80% \$3,459	6 months 85% \$3,675	12 months 90% \$3,892	18 months 95% \$4,108	24 months 100% \$4,324 Journey Range 50				
152P	Journey Level Labor and Industries Auditor 3									
169E	APP Workers' Compensation Adjudicator 2 (Range 48G)	Entry 87% \$3,951	6 months 90% \$4,087	10 months 93% \$4,223	22 months 100% 4541 Journey Range 48					
168P	Journey Level Workers' Comp Adj 2									
628E	APP Construction and Maintenance Project Specialist 1 (Range 51G)	Entry 80% \$3,914	6 months 82.50% \$4,036	12 months 85% \$4,158	18 months 87.50% \$4,281	24 months 90% \$4,403	30 months 92.50% \$4,525	36 months 95% \$4,647	42 months 97.50% \$4,770	48 months 100% 4892 Journey Range 51G
627E	Journey Level Const. & Maint Project Spec									
121A	APP Industrial Relations Agent Apprentice 1 (Range 49C)	Entry 75% \$3,162	6 months 80.00% \$3,373	12 months 85% \$3,584	18 months 90.00% \$3,794	24 months 95% \$4,005	27 months 100% 4216 Journey Range 49			
124B	Journey Level Industrial Relations Agent 2									
620E	Painter Apprentice (Range 42G)	Entry 70% \$2,741	12 months 80% \$3,132	24 months 90% \$3,524	36 months 100% 3915 Journey Range 42G					
619F	Journey Level Painter									
609E	Electrician Apprentice (Range 46G)	Entry 70% \$3,027	12 months 80% \$3,459	24 months 90% \$3,892	36 months 95% \$4,108	48 months 100% 4324 Journey Range 46G				
608F	Journey Level Electrician									
606E	Carpenter Apprentice (Range 42G)	Entry 80% \$3,132	6 months 82.5% \$3,230	12 months 85% \$3,328	18 months 87.5% \$3,426	24 months 90% \$3,524	30 months 92.5% \$3,621	36 months 95% \$3,719.25	42 months 97.50% \$3,817	48 months 100% 3915 Journey Range 42G
605E	Journey Level Carpenter									
621D	Plumber/Pipefitter/Steamfitter Apprentice (Range 46G)	Entry 70% \$3,027	12 months 80% \$3,459	24 months 90% \$3,892	36 months 95% \$4,108	48 months 100% 4324 Journey Range 46G				
621F	Journey Level Plumber/Pipefitter/Steamfitter									

## Section D: Compensation

### Assignment Pay 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.

<b>Item 17</b>	
<b>Requester (Agency/HE Institution)</b> Office of Financial Management	<b>Analyst</b> Shelby Sheldon
<b>Action</b> <input checked="" type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision	<b>Effective Date</b> 7/1/2022
<b>Reference #(s) and Description</b>	
<p><u>REFERENCE #37C: (WDFW FWOG/TEAMSTERS ONLY) This Reference does not apply to employees who are currently assigned as a Master Instructor. Certified instructors of defensive tactics, tactical advanced first aid (excluding basic first aid/AED training), firearms, boating safety, MOCC, and EVOC, will be compensated an additional ten dollars (\$10.00) per hour, over and above regular salary and benefits, for every hour engaged in giving instruction to or in receiving re-certification training. Time spent for certified instructors receiving additional instruction in classes pre-approved by the Chief in disciplines identified in this reference shall receive ten dollars (\$10.00) per hour and above regular salary benefits. (Eff. 7/05; Rev. 7/07; 7/17)</u></p>	
<p><u>REFERENCE #37D: (TEAMSTERS ONLY) Certified instructors of defensive tactics, tactical advanced first aid (excluding basic first aid/AED training), firearms, boating safety, MOCC, and EVOC, will be compensated an additional ten dollars (\$10.00) per hour, over and above regular salary and benefits, for every hour engaged in giving instruction to WDFW Enforcement staff at trainings authorized by the Chief.</u></p>	
<p><u>REFERENCE #60: Employees who are assigned by the appointing authority to work as a 2 Field Training Officer (FTO) will be compensated for documenting daily observations of 3 a Student Officer for up to one (1) hour at the overtime rate for each duty day worked as 4 an FTO, and up to one (1) hour at the overtime rate for time spent on the end of phase 5 report. (Eff. 7/17)</u></p>	
<p><u>REFERENCE #67: Employees who are assigned by the Chief as Detective will receive their base salary plus <del>three six</del> four and half percent (364.5%). For all employees who have successfully completed trial service and are employed as Fish and Wildlife Detectives at the time of execution of this Amended Agreement, the classification assignment of Detective shall continue unless:</u></p> <ol style="list-style-type: none"> <li>a. <u>There is just cause to remove the assignment</u></li> <li>b. <u>The employee leaves employment with the Department of Fish and Wildlife Enforcement;</u></li> <li>c. <u>The employee is promoted to a higher rank, or</u></li> <li>d. <u>The employee requests and is granted by the Chief removal of the assignment.</u></li> <li>e. <u>If there is a WDFW Enforcement Program change that impacts Detective assignments, the Employer will provide notice and an opportunity to bargain.</u></li> </ol>	

## Section D: Compensation

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REFERENCE #68: (WDFW FWOG ONLY) Employees who are assigned by the Chief as a Master Instructor of DT and Firearm will receive their base salary plus five percent (5%).

REFERENCE #69: (WDFW FWOG ONLY) Employees who are assigned by the Chief as a Master Instructor of EVOG, First Aid and Boating will receive their base salary plus two and half percent (2.5%).

REFERENCE #70A: (WDFW FWOG ONLY) Employees who are assigned by the Chief as a Field Training Officer (FTO) will receive their base salary plus ten percent (10%) for all time worked while assigned a student officer and completing daily observation and end of phase reports. If assigned as a FTO and Senior FTO at the same time, the employee shall receive the higher of the two premiums

REFERENCE #70B (WDFW FWOG ONLY) Employees who are assigned by the Chief as Senior FTOs will receive their base salary plus three percent (3%) for all time worked when assigned as Senior FTO for a student officer while the student officer is in field training status. If assigned as a FTO and Senior FTO at the same time, the employee shall receive the higher of the two premiums.

### Explanation

As a result of the Fish and Wildlife Officers' Guild Collective Bargaining Negotiations, the Office of Financial Management, State Human Resources is requesting modification to the Assignment Pay Reference listing.

<i>Internal Use Only</i>	
<b>Director's Meeting Date</b> 6/29/2022	<b>Reference Type (select all that apply)</b> <input type="checkbox"/> Group A <input type="checkbox"/> Group B <input checked="" type="checkbox"/> Reference Change

## Section D: Compensation

### Special Pay Range

<b>Item 18</b>			
<b>Action</b> J-Range Special Pay Increase	<b>Agency/HE Institution</b> Washington's Lottery	<b>Effective Date</b> 07/01/2022	<b>Analyst</b> Shelby Sheldon
<b>Job Class</b>	<b>Current Salary Range</b>	<b>Proposed Salary Range</b>	
There is no Class Title/Job Class associated with J-Range Special Pay. Anyone within the Lottery can volunteer for Drawing duties.	Range 62, Step K	Range 69, Step L	

#### Explanation

State HR Staff **support with modification** Washington's Lottery request to increase to the J-Range Special for Lottery employees who volunteer and are selected for drawing duty. Currently, the J-Range Special Pay is Range 62, Step K. State HR staff recommend increasing the Special Pay J-Range to Range 69, Step L, approximately 20% (7 ranges), based on the increased complexity and risk of their daily drawings. State HR staff determined this percentage based on the average hourly base rate of pay multiplied by 1.5 (time and one half) for all Lottery employees except the Director & Deputy Director. This method is consistent with how increases to the J-Range have been done in the past.

OFM Budget has approved the fiscal impact statement and the agency can absorb all cost associated with this request.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>
<b>Director's Meeting Date</b> 6/29/2022



## Section D: Compensation

### Classified Targeted Salary Increases

Item 19				
Action	Agency/HE Institution	Effective Date	Analyst	
Targeted Increases	Office of Financial Management	July 1, 2022	Brett Alongi	
Sub-Item #	Job Class Code	Job Class Title	Current Salary Range	Proposed Salary Range
1	125C	DATA CONSULTANT 3	52	54
2	156A	ASSISTANT STATE AUDITOR 1	44	48
3	156B	ASSISTANT STATE AUDITOR 2	50	54
4	156C	ASSISTANT STATE AUDITOR 3	61	63
5	156D	ASSISTANT STATE AUDITOR 4	64	66
6	156E	ASSISTANT STATE AUDITOR 5	68	70
7	168E	INDUSTRIAL INSURANCE COMPENSATION UNIT SUPERVISOR	57	61
8	178F	SUPPORT ENFORCEMENT OFFICER 1	46	49
9	178G	SUPPORT ENFORCEMENT OFFICER 2	49	52
10	178H	SUPPORT ENFORCEMENT OFFICER 3	52	55
11	178I	SUPPORT ENFORCEMENT OFFICER 4	55	58
12	178K	CHILD SUPPORT PROGRAM ADMINISTRATOR	58	61
13	284E	PATIENT SERVICES REPRESENTATIVE	34	38
14	284F	PATIENT SERVICES COORDINATOR	37	41
15	284G	PATIENT SERVICES LEAD	37	41
16	285F	REGISTERED NURSE 2	64N	66N
17	285F	REGISTERED NURSE 2 - TEAMSTERS	64N	66N
18	285G	REGISTERED NURSE 3	68N	70N
19	285G	REGISTERED NURSE 3 - TEAMSTERS	68N	70N
20	285H	REGISTERED NURSE 4	72N	74N
21	286B	LICENSED PRACTICAL NURSE 2	53	55
22	286B	LICENSED PRACTICAL NURSE 2 - TEAMSTERS	48	50
23	286D	LICENSED PRACTICAL NURSE 4	56	58
24	286D	LICENSED PRACTICAL NURSE 4 - TEAMSTERS	51	53
25	286E	PSYCHIATRIC SECURITY NURSE	53	55
26	287D	NURSING ASSISTANT - RESIDENTIAL LIVING	38	42
27	287E	NURSING ASSISTANT	36	40
28	287F	NURSING ASSISTANT LEAD	38	42
29	287G	MEDICAL ASSISTANT	37	41
30	311E	DIETITIAN 1	48	52
31	311F	DIETITIAN 2	52	56
32	345F	ATTENDANT COUNSELOR 1	36	39
33	345G	ATTENDANT COUNSELOR 2	38	41
34	345H	ATTENDANT COUNSELOR 3	41	44

## Section D: Compensation

Sub-Item #	Job Class Code	Job Class Title	Current Salary Range	Proposed Salary Range
35	345J	ATTENDANT COUNSELOR MANAGER	46	49
36	345L	RESIDENTIAL SERVICES COORDINATOR	44	47
37	346E	ADULT TRAINING SPECIALIST 1	34	37
38	346F	ADULT TRAINING SPECIALIST 2	39	42
39	346G	ADULT TRAINING SPECIALIST 3	42	45
40	347E	RESIDENTIAL REHABILITATION COUNSELOR 1	38	40
41	347F	RESIDENTIAL REHABILITATION COUNSELOR 2	45	47
42	347G	RESIDENTIAL REHABILITATION COUNSELOR 3	47	49
43	347H	RESIDENTIAL REHABILITATION COUNSELOR 4	49	51
44	347J	PSYCHIATRIC SECURITY ATTENDANT	42	44
45	347L	MENTAL HEALTH TECHNICIAN 1	39	41
46	347M	MENTAL HEALTH TECHNICIAN 2	41	43
47	347N	MENTAL HEALTH TECHNICIAN 3	44	46
48	347P	MENTAL HEALTH TECHNICIAN 5	52	54
49	348I	INSTITUTION COUNSELOR 1	42	44
50	348J	INSTITUTION COUNSELOR 2	44	46
51	348K	INSTITUTION COUNSELOR 3	48	50
52	348N	PSYCHIATRIC CHILD CARE COUNSELOR 1	45	49
53	348O	PSYCHIATRIC CHILD CARE COUNSELOR 2	48	52
54	348P	PSYCHIATRIC CHILD CARE COUNSELOR 3	51	55
55	349E	SOCIAL & HEALTH PROGRAM CONSULTANT 1	49	52
56	351J	SOCIAL SERVICE TRAINING SPECIALIST	60	62
57	351M	SOCIAL SERVICE SPECIALIST 4	58	60
58	351O	SOCIAL SERVICE SPECIALIST 1	45	49
59	351P	SOCIAL SERVICE SPECIALIST 2	53	55
60	351Q	SOCIAL SERVICE SPECIALIST 3	55	57
61	351R	SOCIAL SERVICE SPECIALIST 5	62	63
62	351U	DEVELOPMENTAL DISABILITY CASE/RESOURCE MANAGER	55	57
63	351V	DEVELOPMENTAL DISABILITY OUTSTATION MANAGER	57	59
64	351X	DEVELOPMENTAL DISABILITY ADMINISTRATOR	62	64
65	351Z	HABILITATION PLAN ADMINISTRATOR	53	57
66	355E	JUVENILE REHABILITATION COUNSELOR ASSISTANT	44	48
67	355G	JUVENILE REHABILITATION COMMUNITY COUNSELOR	48	52
68	355H	JUVENILE REHABILITATION RESIDENT COUNSELOR	48	52
69	355I	JUVENILE REHABILITATION COORDINATOR	50	54
70	355K	JUVENILE REHABILITATION SUPERVISOR	50	54
71	355M	JUVENILE REHABILITATION PROGRAM MANAGER 1	52	56
72	355N	JUVENILE REHABILITATION PROGRAM MANAGER 2	54	58
73	355P	YOUTH ACADEMY RESIDENTIAL SPECIALIST 2	40	44
74	355Q	YOUTH ACADEMY RESIDENTIAL SPECIALIST 3	44	48
75	355R	YOUTH ACADEMY RESIDENTIAL SPECIALIST 4	48	52
76	355S	YOUTH ACADEMY COUNSELING & COORDINATOR SPECIALIST 1	42	46

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Sub-Item #	Job Class Code	Job Class Title	Current Salary Range	Proposed Salary Range
77	355T	YOUTH ACADEMY COUNSELING & COORDINATOR SPECIALIST 2	46	50
78	355U	YOUTH ACADEMY COUNSELING & COORDINATOR SPECIALIST 3	50	54
79	355V	YOUTH ACADEMY COUNSELING & COORDINATOR SPECIALIST 4	54	58
80	355X	YOUTH ACADEMY RESIDENTIAL SPECIALIST 5	54	56
81	357E	REHABILITATION TEACHER 1	36	43
82	357F	REHABILITATION TEACHER 2	42	49
83	357G	REHABILITATION TEACHER 3	49	56
84	362A	PSYCHOLOGY AFFILIATE	49	53
85	362B	PSYCHOLOGY ASSOCIATE	60	68
86	362B	PSYCHOLOGY ASSOCIATE - TEAMSTERS	57	64
87	362C	PSYCHOLOGIST 3	63	69
88	362C	PSYCHOLOGIST 3 - TEAMSTERS	63	69
89	362D	PSYCHOLOGIST 4	73	79
90	362F	PSYCHOLOGIST - FORENSIC EVALUATOR	77	79
91	385K	SECURITY GUARD 1	39	41
92	385L	SECURITY GUARD 2	43	45
93	385M	SECURITY GUARD 3	45	47
94	385P	JUVENILE REHABILITATION SECURITY OFFICER 1	40	42
95	385Q	JUVENILE REHABILITATION SECURITY OFFICER 2	43	44
96	458E	LICENSING SERVICES REPRESENTATIVE 1	39	41
97	458F	LICENSING SERVICES REPRESENTATIVE 2	43	44
98	505A	FORENSIC SCIENTIST 1	50	54
99	505B	FORENSIC SCIENTIST 2	56	58
100	507H	FINGERPRINT TECHNICIAN 1	41	44
101	507I	FINGERPRINT TECHNICIAN 2	45	48
102	507J	FINGERPRINT LEAD TECHNICIAN	47	50
103	507K	FINGERPRINT SUPERVISOR	51	54
104	510F	LABORATORY ASSISTANT 2	40	42
105	510G	LABORATORY TECHNICIAN 1	42	44
106	510H	LABORATORY TECHNICIAN 2	45	47
107	510I	LABORATORY TECHNICIAN 3	48	50
108	521E	WCC CREW SUPERVISOR 1	41	43
109	521F	WCC CREW SUPERVISOR 2	44	46
110	531H	BRIDGE ENGINEER 4	68	70
111	531I	BRIDGE ENGINEER 5	72	74
112	531J	BRIDGE ENGINEER 6	76	78
113	531K	BRIDGE ENGINEER 7	80	82
114	594K	ELECTRONICS SUPERVISOR - TRANSPORTATION	63	65
115	594O	TRANSPORTATION SYSTEMS TECHNICIAN C	59E	61E
116	594P	TRANSPORTATION SYSTEMS TECHNICIAN D	61E	63E
117	595T	PLANT MANAGER 2	50	54
118	595U	PLANT MANAGER 3	59	63

## Section D: Compensation

Sub-Item #	Job Class Code	Job Class Title	Current Salary Range	Proposed Salary Range
119	596P	HIGHWAY MAINTENANCE WORKER 1	38E	40E
120	596U	TUNNEL MAINTENANCE SUPERVISOR	62	64
121	599B	AVALANCHE FORECAST & CONTROL SPECIALIST	50	54
122	600J	EQUIPMENT TECHNICIAN 2	44G	46G
123	600K	EQUIPMENT TECHNICIAN 3	48G	50G
124	600L	EQUIPMENT TECHNICIAN LEAD	51G	53G
125	600M	EQUIPMENT TECHNICIAN SUPERVISOR	55G	57G
126	608F	ELECTRICIAN	46G	50G
127	608G	ELECTRICIAN - HIGH VOLTAGE	48G	52G
128	608H	ELECTRICIAN LEAD	49G	53G
129	608I	ELECTRICIAN LEAD-HIGH VOLTAGE	51G	55G
130	608J	ELECTRICIAN SUPERVISOR	53G	57G
131	621F	PLUMBER/PIPEFITTER/STEAMFITTER	46G	50G
132	621G	PLUMBER/PIPEFITTER/STEAMFITTER LEAD	49G	53G
133	621H	PLUMBER/PIPEFITTER/STEAMFITTER SUPERVISOR	53G	57G
134	674G	COOK 1	31	33
135	674H	COOK 2	34	36
136	674I	COOK 3	36	38
137	675F	FOOD SERVICE WORKER	30	32
138	675G	FOOD SERVICE WORKER LEAD	33	35
139	675H	FOOD SERVICE SUPERVISOR 1	37	39
140	675I	FOOD SERVICE SUPERVISOR 2	39	41
141	677E	FOOD SERVICE MANAGER 1	41	43
142	677F	FOOD SERVICE MANAGER 2	44	46
143	677G	FOOD SERVICE MANAGER 3	46	48
144	679E	LAUNDRY WORKER 1	30	32
145	679F	LAUNDRY WORKER 2	32	34
146	679G	LAUNDRY WORKER 3	36	38
147	679H	LAUNDRY OPERATIONS SUPERVISOR 1	39	41

### Explanation

Engrossed Substitute Senate Bill 5693, Supplemental Operating Budget, states, in part (1) "Funding is provided solely for implementation of classification-based salary adjustments for state employees whose jobs are difficult for the state to recruit and retain a competitive workforce..." (2) "Adjustments are to be made across the state workforce, including both represented and non-represented"

## **Section D: Compensation**

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employees with a goal of addressing those jobs that fall the farthest below market rates, or where the documented agency experience recruiting or retaining employees is the most severe. Adjustments will not be made to job classifications that are exclusive to higher education institutions. In making the adjustments, the director may also include increases to address issues of compression and inversion..." These adjustments are effective July 1, 2022.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>
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<b>Director's Meeting Date</b> 6/29/2022
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## Section D: Compensation

Item 20				
Action		Agency/HE Institution	Effective Date	Analyst
Targeted Salary Range Increases		Office of Financial Management	July 1, 2022	Brett Alongi
Sub-Item #	Job Class Code	Job Class Title	Current Salary Range	Proposed Salary Range
1	100I	Office Assistant 2 - Teamsters	29	34
2	100J	Office Assistant 3 - Teamsters	31	36
3	100K	Office Assistant Lead - Teamsters	33	38
4	100T	Secretary Senior - Teamsters	33	37
5	100U	Secretary Lead - Teamsters	36	40
6	105E	Administrative Assistant 1 - Teamsters	32	34
7	105F	Administrative Assistant 2 - Teamsters	35	37
8	105G	Administrative Assistant 3 - Teamsters	39	41
9	148M	Fiscal Technician 2 - Teamsters	32	36
10	354E	Classification Counselor 1 - Teamsters	42	46
11	354G	Classification Counselor 2 - Teamsters	47	53
12	354I	Classification Counselor 3 - Teamsters	50	56
13	678J	Custodian 2 - Teamsters	29	31
14	678L	Custodian 4 - Teamsters	36	38

### Explanation

As a result of Teamsters 117 Department of Corrections Interest Arbitration Award, dated September 24, 2021, the Office of Financial Management, State Human Resources is requesting salary adjustments to the job classifications identified within this exhibit.

<p><b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b></p>
<p><b>Director's Meeting Date</b> 6/29/2022</p>

## Section D: Compensation

### Teamsters IAA Shadow Classes

Item 21			
Action	Agency/HE Institution	Effective Date	Analyst
Establishment	Office of Financial Management	July 1, 2022	Angie Strozyk
Sub-Item #	Job Class Code	Job Class Title	Proposed Salary Range
1	100M	Office Support Supervisor 2 - Teamsters	45
2	100V	Secretary Supervisor - Teamsters	44
3	114E	Procurement & Supply Specialist 1 - Teamsters	43
4	114F	Procurement & Supply Specialist 2 - Teamsters	49
5	114G	Procurement & Supply Specialist 3 - Teamsters	55
6	114H	Procurement & Supply Specialist 4 - Teamsters	59
7	115G	Procurement & Supply Support Specialist 3 - Teamsters	40
8	117J	Warehouse Operator 2 - Teamsters	36G
9	117K	Warehouse Operator 3 - Teamsters	40G
10	117L	Warehouse Operator 4 - Teamsters	44G
11	143I	Fiscal Analyst 1 – Teamsters	44
12	143J	Fiscal Analyst 2 - Teamsters	48
13	143K	Fiscal Analyst 3 - Teamsters	54
14	143L	Fiscal Analyst 4 - Teamsters	58
15	261A	Library & Archival Professional 1 - Teamsters	48
16	261B	Library & Archival Professional 2 - Teamsters	50
17	262J	Library & Archives Paraprofessional 2 - Teamsters	37
18	284E	Patient Services Representative - Teamsters	40
19	384B	Corrections & Custody Officer 2 - Teamsters	47
20	384C	Corrections & Custody Officer 3 - Teamsters	53
21	384D	Corrections & Custody Officer 4 - Teamsters	59
22	427P	Investigator 1 - Teamsters	45
23	427Q	Investigator 2 - Teamsters	52
24	427R	Investigator 3 - Teamsters	60
25	592N	Electronics Technician Supervisor - Teamsters	55G
26	596K	Maintenance Specialist 4 - Teamsters	60G
27	600L	Equipment Technician Lead - Teamsters	53G
28	602N	Chief Engineer - Teamsters	60
29	605G	Carpenter Supervisor 1 - Teamsters	51G
30	605I	Shipwright Supervisor - Teamsters	53G
31	618S	Equipment Operator 2 - Teamsters	47G
32	619J	Painter Supervisor - Teamsters	51G
33	626J	Maintenance Mechanic 1 - Teamsters	46G
34	626K	Maintenance Mechanic 2 - Teamsters	49G

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<b>Sub-Item #</b>	<b>Job Class Code</b>	<b>Job Class Title</b>	<b>Proposed Salary Range</b>
35	626L	Maintenance Mechanic 3 - Teamsters	52G
36	626M	Maintenance Mechanic 4 - Teamsters	55G
37	631A	Correctional Industries Supervisor Assistant - Teamsters	46
38	631B	Correctional Industries Supervisor 2, Corrections - Teamsters	52
39	631D	Correctional Industries Supervisor 4, Corrections - Teamsters	56
40	674J	Cook, AC - Teamsters	45
41	677E	Food Service Manager 1 - Teamsters	47
42	678M	Custodian 5 - Teamsters	42

### Explanation

The proposed salary range establishments are a result of Teamsters 117 Department of Corrections Interest Arbitration Award, dated September 24, 2021.

**This information is entered into the  
Human Resources Management System (HRMS) and CC Jobs.**

**Director's Meeting Date**  
6/29/2022



## Section D: Compensation

Item 22			
<b>Action</b> Establishment	<b>Agency/HE Institution</b> Office of Financial Management	<b>Effective Date</b> July 1, 2022	<b>Analyst</b> Angie Strozyk
<b>Job Class Code</b>	<b>Job Class Title</b>	<b>Proposed Salary Range</b>	
388E	Fish & Wildlife Enforcement Sergeant - WPEA	69	

### Explanation

Due to implementation of the Fish and Wildlife Enforcement Classification and Compensation structure effective July 1, 2022, this shadow class is necessary as the Department of Natural Resources utilizes this job classification for two positions represented by WPEA. The Department of Natural Resources positions are not included in the Fish and Wildlife Enforcement classification and compensation structure.

**This information is entered into the  
Human Resources Management System (HRMS) and CC Jobs.**

**Director's Meeting Date**  
6/29/2022

## **Section E: Rule Amendments**

There are no rules items for this meeting.