

# Director's Meeting Minutes

State Human Resources, Office of Financial Management

June 29, 2022

## Opening

The State Human Resources Special Director's meeting was called to order at 8:30 a.m. on Wednesday, June 29, 2022. Due to the COVID-19 pandemic, the session was via conference call. Meeting recordings are located at the Office of Financial Management, State Human Resources; RAAD Building, 5th Floor, Room 512; 128 10th Avenue Southwest, Olympia, Washington 98504.

The results of this meeting are summarized below. All items were adopted as printed on the Director's meeting agenda unless otherwise noted below.

## Present

Staff:

- Kelly Woodward, Acting Assistant Director, State Human Resources Division
- Mindy Portschy, Senior Classification and Compensation Specialist, State HR

## Logistics and Information

This publication and related materials are available on the Internet at the following web address:

<http://hr.ofm.wa.gov/meetings/directors-meetings>

Comments and suggestions regarding the meeting process and related publications; requests for alternate formats are welcomed and may be forwarded to:

Logistics Coordinator State Human Resources Office of Financial Management 128 10th Avenue SW PO Box 47500 Olympia, Washington 98501	Email <a href="mailto:classandcomp@ofm.wa.gov">classandcomp@ofm.wa.gov</a> Fax (360) 507-9258
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## Introduction

Kelly Woodward, Acting Assistant Director, State Human Resources Division: The Wednesday, June 29, 2022 State Human Resources Special Director's meeting, came to order at 8:30 a.m. Kelly Woodward, Acting Assistant Director, State Human Resources Division with the OFM, chaired the meeting.

## Section A: Previous Minutes Approval

Mindy Portschy, Classification and Compensation Specialist, State HR: The first item of business was the adoption of the May 12, 2022 Director's meeting minutes. Staff recommended final adoption of the minutes as printed, with an effective date of June 30, 2022

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, the following meeting minutes were adopted as presented, with an effective date of June 30, 2022:

## Section B: Exempt Compensation

Mindy Portschy, Classification and Compensation Specialist, State HR: In section B of the revised agenda, were items 1 through 4. Staff recommended adoption as presented, with an effective date of June 30, 2022.

- Item 1 B1558 Special Assistant, Employee Resources Division – HCA Revised
- Item 2 B2004 Office Chief, Data Integration & Healthcare Analytics – DSHS
- Item 3 B3096 Executive Director – BIIA
- Item 4 B8151 Assistant Director, Division of Program Integrity – HCA

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, items 1 through 4 were adopted as presented with an effective date of May 13, 2022.

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### Section C: Classification

Mindy Portschy, Classification and Compensation Specialist, State HR: In section C of the revised agenda, were items 5 through 15. Item 5 and Item 14 were adopted at the May 12, 2022 Director's meeting on an emergency basis, they return for permanent adoption. Staff recommended adoption as presented, with an effective date of June 30, 2022.

- Item 5 312A First Aid Attendant Final Adoption [Final Adoption](#)
- Item 6 388A Fish & Wildlife Enforcement Officer 1
- Item 7 388B Fish & Wildlife Enforcement Officer 2
- Item 8 388C Fish & Wildlife Enforcement Officer 3
- Item 9 388D Fish & Wildlife Enforcement Detective
- Item 10 388E Fish & Wildlife Enforcement Sergeant
- Item 11 388F Fish & Wildlife Enforcement Lieutenant
- Item 12 388G Fish & Wildlife Enforcement Captain
- Item 13 388H Fish & Wildlife Enforcement Deputy Chief
- Item 14 613A Boat Assistant [Final Adoption](#)
- Item 15 665A Hospitality Aide

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, items 5 through 15 were adopted as presented with an effective date of June 30, 2022.

### Section D: Compensation

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda, item 16 was the Apprentice Salary Schedule. Staff recommended adoption as presented, with an effective date of July 1, 2022.

- Item 16 Apprentice Salary Schedule

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, item 16 was adopted as presented, with an effective date of July 1, 2022.

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda, item 17 was Group A and Group B Assignment Pay References. Staff recommended adoption as presented, with an effective date of July 1, 2022.

- Item 17 Group A, Group B, References 37C, 37D, 60, 67, 68, 69, 70A, 70B

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, item 17 was adopted as presented, with an effective date of July 1, 2022.

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Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda, item 18 was J-Range Special Pay for Washington's Lottery. Staff recommended adoption as presented, with an effective date of July 1, 2022.

Item 18 J-Range

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, item 18 was adopted as presented, with an effective date of July 1, 2022.

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda, item 19 was Classified Targeted Salary Increases 1 through 147. Staff recommended adoption as presented, with an effective date of July 1, 2022.

Item 19 Operating Budget, Multiple Classifications, 1-147

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, item 19 was adopted as presented, with an effective date of July 1, 2022.

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda, item 20 was Classified Targeted Salary Range Increases 1 through 14. Staff recommended adoption as presented, with an effective date of July 1, 2022.

Item 20 Teamsters 117, DOC, Multiple Classifications 1-14

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, item 20 was adopted as presented, with an effective date of July 1, 2022.

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda, item 21 was Teamsters IAA Shadow Classes 1 through 42. Staff recommended adoption as presented, with an effective date of July 1, 2022.

Item 21 Teamsters IAA Shadow Classes Teamsters IAA Shadow Classes

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, item 21 was adopted as presented, with an effective date of July 1, 2022.

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda, item 22 was the establishment of the Fish and Wildlife Enforcement Sergeant - WPEA. Staff recommended adoption as presented, with an effective date of July 1, 2022.

Item 22 388E Fish & Wildlife Enforcement Sergeant – WPEA

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, item 22 was adopted as presented with an effective date of July 1, 2022.

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Mindy Portschy, Classification and Compensation Specialist, State HR: The 2022 Salary Schedules were found in Compensation, Section D, of the revised agenda. Items 23 through 42 were non-represented, represented, and management structure salary schedules. Note, Item 26, 27, 28, 31, 36, and 37 had revisions since the agenda was first published. Staff presented these items for consideration, with an effective date of July 1, 2022.

## 2022 Salary Schedules

Items 23 through 42

### *Non-Represented:*

- Item 23 General Service
- Item 24 General Service – Information Technology Professional Structure
- Item 25 General Service 1 (GS1)
- Item 26 N Range Revised
- Item 27 Office of the Attorney General for Non-Represented Employees Revised

### *Represented:*

- Item 28 Association of Wash. Assist. Attorneys Gen. Represented Employees Revised
- Item 29 CC Range, WFSE – Community Corrections
- Item 30 General Service – IT Professional Structure, multiple unions
- Item 31 General Service 1 (GS1), multiple unions Revised
- Item 32 General Service 1 (GS1), Teamsters
- Item 33 General Service, DES Printing Teamsters
- Item 34 General Service, multiple unions
- Item 35 General Service, Teamsters
- Item 36 N1 Range, multiple unions Revised
- Item 37 N2 Range, Teamsters Revised
- Item 38 SP Range, multiple unions
- Item 39 WFSE Salary Schedule for Represented Employees-Admin. Law Judges
- Item 40 Fish and Wildlife Officers Guild for Represented Employees

### *Management Structure:*

- Item 41 Exempt Management Service
- Item 42 Washington Management Service

## Start of Testimony

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*Regarding the 2022 Salary Schedules, items 23 through 42:*

Teresa Parsons, HR Classification Analyst, Washington Federation of State Employees: Teresa Parsons of the Washington Federation of State Employees, asked staff to explain what the revisions were for items 26, 27, 28, 31, 36, and 37 since the agenda was first published.

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Mindy Portschy, Classification and Compensation Specialist, State HR: Mindy responded to Teresa's question, and one-by-one provided the detailed revisions for said items. Teresa was satisfied with the answer and had no other questions.

### End of Testimony

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Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no additional comments, items 23 through 42 found in the revised agenda were adopted as presented, with an effective date of July 1, 2022.

### Section E: Rule Amendments

Mindy Portschy, Classification and Compensation Specialist, State HR: There were no rule amendments for this meeting.

### Adjournment

Mindy Portschy, Classification and Compensation Specialist, State HR: Business concluded, and the meeting was adjourned. The scheduled Director's meeting was announced as Thursday, August 11, 2022, beginning at 8:30 a.m., via conference call. The agenda will identify the conference line information needed to participate.

### Minutes Approved By

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Michaela G. Doelman, State Chief Human Resources Officer  
State Human Resources  
Office of Financial Management

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Date