Office of Financial Management, State Human Resources Division June 22, 2023

Opening

The State Human Resources Director's meeting was called to order at 8:30 a.m. on Thursday, June 22, 2023. The session was via conference call. 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:

- Michaela Doelman, State Chief Human Resources Officer, State Human Resources
- Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources

Logistics and Information

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Introduction

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: The Thursday, June 22, 2023, State Human Resources Director's meeting, came to order at 8:30 a.m. Michaela Doelman, State Chief Human Resources Officer, State Human Resources, Office of Financial Management, chaired the meeting. Michaela stated she would take action on all the items presented.

Section A: Previous Minutes Approval

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: The first item of business was the adoption of the May 11, 2023 Director's meeting minutes. Staff recommended final adoption of the minutes as printed, with an effective date of June 23, 2023.

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, the May 11, 2023 Director's meeting minutes was adopted as presented, with an effective date of June 23, 2023.

Section B: Exempt Compensation

<u>Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources</u>: There were no exempt items for the meeting.

Section C: Classification

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: In section C of the revised agenda, were items 1 through 221 as a result of the 2023-2025 collective bargaining negotiations and budget process with an effective date of July 1, 2023. Revised items in this section of the agenda were items 119H, 168E, 294F, 385S, 427P, 458G, 458H, 621H, and 652D. State HR staff recommended adoption as presented.

See Section F: Addendum.

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, items 1 through 221 were adopted as presented, with an effective date of July 1, 2023.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: In section F of the revised agenda, were items A, B, and C which were added to the revised agenda on an emergency basis after the first agenda publishing. Staff recommends adoption of these emergency items, as a result of the 2023-2025 collective bargaining negotiations and budget process with an effective date of July 1, 2023.

Item A 388G Fish & Wildlife Enforcement Captain Emergency

Item B 388H Fish & Wildlife Enforcement Deputy Chief Emergency

Item C 388F Fish & Wildlife Enforcement Lieutenant Emergency

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, emergency items A, B, and C were adopted as presented, with an effective date of July 1, 2023.

Section D: Compensation

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Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: In section D of the revised agenda, were items 222 through 227 as a result of the 2023-2025 collective bargaining negotiations effective July 1, 2023. State HR staff recommended adoption as presented.

Assignment Pay Effective July 1, 2023 unless otherwise specified.

- Item 222 Assignment Pay Group A and Group B, References; abolishment and revision
- Item 223 Assignment Pay Group A and Group B, References; establishment.
- Item 224 Assignment Pay Group A, References; abolishment and revision
- Item 225 Assignment Pay Group A. References: establishment.
- Item 226 Assignment Pay Group B, References; abolishment.
- Item 227 Assignment Pay Group B, References; establishment.

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, items 222 through 227 were adopted as presented, with an effective date of July 1, 2023.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: In section D of the revised agenda, were salary adjustment items 228 through 239 as a result of the 2023-2025 collective bargaining negotiations effective July 1, 2023. Items 229 and 230 were revised, and item 235 was an emergency. State HR staff recommended adoption as presented.

Salary Adjustments

- Item 228 WFSE Dept. of Retirement Sys. Salary Range Adjustments, Multiple Classes, July 2023
- Item 229 Teamsters 117 DOC, Salary Range Adjustments, Multi. Classes, July 2023 Revised
- Item 230 Operating Budget, Salary Range Adjust., Multiple Classifications, July 2023 Revised
- Item 231 DOC WFSE, Salary Range Adjustments, Multiple Classifications, July 2023
- Item 232 DOC WFSE, Multiple Shadow Classification Establishments, July 2023
- Item 233 Teamsters 117 DOC, Salary Range Adjust., Multiple Shadow Classes Est., July 2023
- Item 234 Teamsters 117 DES, Multiple Shadow Classification Establishments, July 2023
- Item 235 Serv. Employees Intl. Union Healthcare 1199NW Shadow Class, July 2023 Emergency
- Item 236 DOC WFSE Salary Range Adjustments, Multiple Classifications, Jan. 2024
- Item 237 DOC WFSE Salary Range Adjustments, Multiple Classifications, July 2024
- Item 238 Operating Budget, Marine Vessel Operator, July 2024
- Item 239 DOC WFSE Salary Range Adjustments, Multiple Classifications, Jan. 2025

<u>Michaela Doelman, State Chief Human Resources Officer, State Human Resources:</u> Hearing no comments, items 228 through 239 were adopted as presented, with an effective dates as presented.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: In section D of the revised agenda, the 2023 Management Services and Apprentice salary schedules were items 240 through 242 as a result of the 2023-2025 collective bargaining negotiations effective July 1, 2023. State HR staff recommended adoption as presented.

2023 Management Service and Apprentice

Effective July 1, 2023— Unless Otherwise Specified

Item 240	Exempt Management Service Salary Structure
Item 241	Washington Management Service Salary Structure
Item 242	Apprentice Salary Schedule, July 2023

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Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, items 240 through 242 were adopted as presented, with an effective date of July 1, 2023.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: In section D of the revised agenda, the 2024 Management Services and Apprentice salary schedules were items 243 through 245 as a result of the 2023-2025 collective bargaining negotiations effective July 1, 2024. State HR staff recommended adoption as presented.

2024 Management Service and Apprentice

Effective July 1, 2024— **Unless Otherwise Specified**

Item 243 Exempt Management Service Salary Structure Item 244 Washington Management Service Salary Structure Item 245 Apprentice Salary Schedule, July 2024

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, items 243 through 245 were adopted as presented, with an effective date of July 1, 2024.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: In section D of the revised agenda, staff recommended adoption 2023 proposed compensation items; non-represented items 246 through 250 and represented items 251 through 263. Item 252 was revised. State HR staff recommended adoption as presented with an effective date of July 1, 2023.

2023 Salary Schedules

Effective July 1, 2023— **Unless Otherwise Specified**

Non-Represented:

item 246	Office of the Attorney General for Non-Represented Employees 4% Increase
Item 247	General Service Salary Schedule for Non-Represented Employees 4% Increase
Item 248	General Service 1 (GS1) Salary Schedule for Non-Represented Employees only applies to
	Physician 2-4 & Psychiatrists 4% Increase
Item 249	General Service Salary Schedule for Non-Represented Employees only applies to Information
	Technology Professional Structure 4% Increase
Item 250	N Range Salary Schedule for Non-Represented Employees 4% Increase

Rep

presented:	
Item 251	Association of Washington Assistant Attorneys General Represented Employees 4% Increase
Item 252	Fish and Wildlife Officers Guild for Represented Employees Revised
Item 253	WFSE Salary Schedule for DOC Represented Employees 4% Increase
Item 254	General Service Salary Schedule for Represented Employees 4% Increase
Item 255	General Service 1 Salary Schedule for Represented Employees only applies to the Physician 2-4
	and Psychiatrists 4% increase only
Item 256	General Service Salary Schedule for Represented Employees only applies to job classes assigned
	to the IT Professional Structure 4% Increase
Item 257	N2 Range Salary Schedule for Represented Employees 6% Increase
Item 258	N1 Range Salary Schedule for Represented Employees 4% Increase
Item 259	SP Range Salary Schedule for Represented Employees 4% Increase
Item 260	General Serv. Salary Schedule for DES Printing Represented Employees 4% Increase

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- Item 261 General Service 1 Salary Schedule for Represented Employees only applies to Physician 2-4, Psychiatric Social Worker 1-4 and Psychiatrists 6% Increase
- Item 262 Teamsters Standard Progression General Service Salary Schedule for Represented Employees 6% Increase
- Item 263 WFSE Salary Schedule for Rep. Employees Administrative Law Judges 4% Increase

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, items 246 through 263 were adopted as presented, with an effective date of July 1, 2023.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: In section D of the revised agenda, staff recommended adoption 2024 proposed compensation items; non-represented items 264 through 268 and represented items 269 through 281. Item 270 was revised. State HR staff recommended adoption as presented with an effective date of July 1, 2024.

2024 Salary Schedules

Effective July 1, 2024— Unless Otherwise Specified

Non-Represented

Item 264	Office of the Attorney General for Non-Represented Employees 3% Increase
Item 265	General Service Salary Schedule for Non-Represented Employees 3% Increase
Item 266	General Service 1 (GS1) Salary Schedule for Non-Represented Employees only applies to the following job classes Physician 2-4 and Psychiatrists 3% Increase
Item 267	General Service Salary Schedule for Non-Represented Employees only applies to job classes assigned to the IT Professional Structure 3% Increase
Item 268	N Range Salary Schedule for Non-Represented Employees 3% Increase

Represented	
Item 269	Association of WA Assistant Attorneys General Represented Employees 3% Increase
Item 270	Fish and Wildlife Officers Guild for Represented Employees Revised
Item 271	WFSE Salary Schedule for DOC Represented Employees 2% Increase
Item 272	General Service Salary Schedule for Represented Employees 3% Increase
Item 273	General Service 1 (GS1) Salary Schedule for Represented Employees only applies to Physician 2-4 and Psychiatrists 3% Increase
Item 274	General Service Salary Schedule for Represented Employees only applies to job classes assigned to the IT Professional Structure 3% Increase
Item 275	N2 Range Salary Schedule for Represented Employees 4% Increase
Item 276	N1 Range Salary Schedule for Represented Employees 3% Increase
Item 277	SP Range Salary Schedule for Represented Employees 3% Increase
Item 278	Teamsters DES Printing General Service Salary Schedule for Represented Employees 3% Increase
Item 279	General Service 1 (GS1) Salary Schedule for Represented Employees only applies to Physician 2-4, Psychiatric Social Worker 1-4, & Psychiatrists 4% Increase
Item 280	Teamsters Standard Progression General Serv. Salary Schedule for Represented Employees 4% Increase
Item 281	Washington Federation of State Employees Salary Schedule for Represented Employees

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, items 264 through 281 were adopted as presented, with an effective date of July 1, 2024.

Administrative Law Judges 3% Increase

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Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: In section D of the revised agenda, staff recommended adoption 2025 proposed compensation items for represented item 282. State HR staff recommended adoption as presented with an effective date of July 1, 2025.

2025 Salary Schedules

Effective January 1, 2025--Unless Otherwise Specified

Represented:

Item 282 Washington Federation of State Employees Salary Schedule for Represented Employees Effective January 1, 2025 2% Increase

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, item 282 was adopted as presented, with an effective date of January 1, 2025.

Section E: Rule Amendments

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

Adjournment

<u>Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources</u>: There were no other items for consideration, and the business was concluded.

A special State H R Director's meeting was announced for Monday, July 24, 2023 beginning at 10:00 a.m. and would be via Zoom with a dial-in option. The Zoom and telephone dial-in information would be included in the posted agenda.

Minutes Approved By

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

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Section F: Addendum

Section C: Classification Implementation

Section C:	Classification Implementation
Item 243	104I Administrative Intern 2
Item 244	107J Program Specialist 3
Item 245	119E Human Resource Consultant 1
Item 246	119F Human Resource Consultant 2
Item 247	119G Human Resource Consultant 3
Item 248	119H Human Resource Consultant 4 Revised
Item 249	122E External Civil Rights Specialist 1
Item 250	122F External Civil Rights Specialist 1
Item 251	122G External Civil Rights Specialist 2
Item 252	122H External Civil Rights Specialist 4
Item 253	123E Human Resource Consultant Assistant 1
Item 254	
Item 255	164E UI Specialist 1
	164F UI Specialist 2
Item 256	164G UI Specialist 3
Item 257	164H UI Specialist 4
Item 258	164LU Specialist 5
Item 259	164J UI Specialist 6 165F Financial Benefits Coordinator
Item 260	
Item 261 Item 262	167F Employment Security Program Coordinator 1
Item 263	167G Employment Security Program Coordinator 2 167H Employment Security Program Coordinator 3
Item 264	168E Industrial Insurance Compensation Unit Supervisor Revised
Item 265	1680 Workers' Compensation Adjudicator 1
Item 266	168P Workers' Compensation Adjudicator 2
Item 267	168Q Workers' Compensation Adjudicator 3
Item 268	168R Workers' Compensation Adjudicator 4
Item 269	168S Workers' Compensation Adjudicator 5
Item 270	169E Apprentice - Workers' Compensation Adjudicator 2
Item 271	170E Medical Assistance Specialist 1
Item 272	170F Medical Assistance Specialist 2
Item 273	1706 Medical Assistance Specialist 2 170G Medical Assistance Specialist 3
Item 274	170H Medical Assistance Specialist 4
Item 275	1701 Medical Assistance Specialist 5
Item 276	173J Tax Specialist 1 – ES
Item 277	173K Tax Specialist 2 – ES
Item 278	173L Tax Specialist 3 – ES
Item 279	173M Tax Specialist 4 – ES
Item 280	180A Paid Family & Medical Leave Specialist 1
Item 281	180B Paid Family & Medical Leave Specialist 2
Item 282	180C Paid Family & Medical Leave Specialist 3
Item 283	180D ES Benefits Specialist 4
Item 284	180E ES Benefits Technician
Item 285	185A Enterprise Contracts & Procurement Specialist 1
Item 286	185B Enterprise Contracts & Procurement Specialist 2
Item 287	185C Enterprise Contracts & Procurement Specialist 3
Item 288	195A Web Designer & UI/UX Specialist 1
Item 289	195B Web Designer & UI/UX Specialist 2
Item 290	195C Web Designer & UI/UX Specialist 2
Item 291	257J Residential/Student Life Counselor
ILCIII ZJI	2373 Nesidential/Student Life Counselor

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Item 292 287D Nursing Assistant – Residential Living
Item 293 294F Dental Assistant Revised
Item 294 294G Dental Assistant 2
Item 295
         308E Speech Pathologist/Audiologist Specialist 1
Item 296
          308F Speech Pathologist/Audiologist Specialist 2
Item 297
          308G Speech Pathologist/Audiologist Specialist 3
Item 298 344F Rehabilitation Technician 2
Item 299 345F Attendant Counselor 1
Item 300 345G Attendant Counselor 2
Item 301 345H Attendant Counselor 3
Item 302 345J Attendant Counselor Manager
Item 303 345L Residential Services Coordinator
Item 304 346E Adult Training Specialist 1
Item 305 346F Adult Training Specialist 2
Item 306 346G Adult Training Specialist 3
Item 307 347J Psychiatric Security Attendant
Item 308 347L Mental Health Technician 1
Item 309 347M Mental Health Technician 2
Item 310 347N Mental Health Technician 3
Item 311 347P Mental Health Technician 5
Item 312 347R Forensic Care Associate 2
Item 313 347S Forensic Care Associate 3
Item 314 348N Psychiatric Child Care Counselor 1
Item 315 3480 Psychiatric Child Care Counselor 2
Item 316 348P Psychiatric Child Care Counselor 3
Item 317 350D Corrections Specialist 3
Item 318 350F Corrections Specialist 4
Item 319 351U Developmental Disability Case/Resource Manager
Item 320 351Z Habilitation Plan Administrator
Item 321 352K Psychiatric Social Worker 3
Item 322 355E Juvenile Rehabilitation Counselor Assistant
Item 323 355G Juvenile Rehabilitation Community Counselor
Item 324 355H Juvenile Rehabilitation Resident Counselor
Item 325 3551 Juvenile Rehabilitation Coordinator
Item 326 355K Juvenile Rehabilitation Supervisor
Item 327 355M Juvenile Rehabilitation Program Manager 1
Item 328 355N Juvenile Rehabilitation Program Manager 2
Item 329 357E Rehabilitation Teacher 1
Item 330 357F Rehabilitation Teacher 2
Item 331 357G Rehabilitation Teacher 3
Item 332 362B Psychology Associate
Item 333
         383G Community Corrections Officer 2 – WFSE
Item 334 383H Community Corrections Officer 3 – WFSE
         383J Community Corrections Officer 4
Item 335
Item 336
         385P Juvenile Rehabilitation Security Officer 1
Item 337
          385Q Juvenile Rehabilitation Security Officer 2
Item 338 385R Juvenile Rehabilitation Security Manager
Item 339 385S Juvenile Rehabilitation Officer 3 Revised
Item 340 387S Natural Resource Police Sergeant
Item 341 391Q Compliance Specialist Supervisor
Item 342 91R Factory & Mobile Home Plan Examiner
Item 343 91S Construction Compliance Inspector 1
Item 344 391T Construction Compliance Inspector 2
Item 345 391U Specialty Compliance Technical Specialist
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Item 346 392E Safety & Health Specialist 1
Item 347 392F Safety & Health Specialist 2
Item 348 392G Safety & Health Specialist 3
Item 349 392H Safety & Health Specialist 4
Item 350 393E Food Safety Compliance Specialist 1
Item 351 393F Food Safety Compliance Specialist 2
Item 352 393G Food Safety Compliance Specialist 3
Item 353 393H Food Safety Compliance Specialist 4
Item 354 393I Food Safety Compliance Specialist 5
Item 355 394E Industrial Hygienist 2
Item 356 394F Industrial Hygienist 3
Item 357
          394G Industrial Hygienist 4
Item 358 395J Factory Assembled Structures Inspector 1
Item 359 395K Factory Assembled Structures Inspector 2
Item 360 395L Factory Assembled Structures Plans Examiner 2
Item 361 395M Factory Assembled Structures Senior/Specialist
Item 362 395N Factory Assembled Structures Supervisor
Item 363 402A Wildland Fire Operations Technician 1
Item 364 402B Wildland Fire Operations Technician 2
Item 365 402C Wildland Fire Operations Technician 3
Item 366 402D Wildland Fire Operations Technician 4
Item 367 402F Wildland Fire Program Coordinator 2
Item 368 402H Wildland Fire Dispatcher 1
Item 369 402I Wildland Fire Dispatcher 2
Item 370 402J Wildland Fire Dispatcher 3
Item 371 402K Wildland Fire Dispatcher 4
Item 372
         406A Compliance Industrial Safety & Health Investigator 1
Item 373 406B Compliance Industrial Safety & Health Investigator 2
Item 374 406C Compliance Industrial Safety & Health Investigator 3
Item 375
          406D Compliance Industrial Safety & Health Investigator 4
Item 376 406E Compliance Industrial Safety & Health Investigator 5
Item 377 406F Compliance Industrial Safety & Health Investigator 6
Item 378 424A Claims Officer 1 – DSHS
Item 379 424B Claims Officer 2 - DSHS
Item 380 424C Claims Officer 3 – DSHS
Item 381 424D Claims Officer 4 – DSHS
Item 382 426E Paralegal 1
Item 383 426F Paralegal 2
Item 384 426G Paralegal 3
Item 385 427P Investigator 1 Revised
Item 386 427Q Investigator 2
Item 387 427R Investigator 3
Item 388 427S Investigator 4
Item 389 451G Communications Officer 2
Item 390 451H Communications Officer 3
Item 391 451I Communications Officer 4
Item 392 458E Licensing Services Representative 1
Item 393
         458F Licensing Services Representative 2
Item 394 458G Licensing Services Representative 3 Revised
Item 395 458H Licensing Services Representative 4 Revised
Item 396 459I Licensing Services Manager 1
Item 397 459L Professional Licensing Manager 1
Item 398 459M Professional Licensing Manager 2
Item 399 502J Economic Analyst 1
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Item 400 502K Economic Analyst 2
Item 401 502L Economic Analyst 3
Item 402 515M Microbiologist 4
Item 403 515P Chemist 1
Item 404 515Q Chemist 2
Item 405 515R Chemist 3
Item 406 515S Chemist 4
Item 407 516F Fish & Wildlife Research Scientist 1
Item 408 516G Fish & Wildlife Research Scientist 2
Item 409 522E Scientific Technician 1
Item 410 522F Scientific Technician 2
Item 411 522G Scientific Technician 3
Item 412 522H Scientific Technician 4
Item 413 523G Environmental Specialist 3
Item 414 523H Environmental Specialist 4
Item 415 523X Environmental Specialist 5
Item 416 524A Veterinary Specialist 1
Item 417 524B Veterinary Specialist 2
Item 418 524C Veterinary Specialist 3
Item 419 524D Veterinary Specialist 4
Item 420 538V Bridge Technician 1
Item 421 538W Bridge Technician 2
Item 422 541E Cartographer 1
Item 423 541F Cartographer 2
Item 424 541G Cartographer 3
Item 425 541I Cartography Supervisor
Item 426 545A Field Veterinarian
Item 427 545B Senior Veterinarian
Item 428 569H Pest Biologist 1
Item 429 569I Pest Biologist 2
Item 430 569L Agricultural Chemical Specialist In-Training
Item 431 569M Agricultural Chemical Specialist
Item 432 569N Agricultural Chemical Specialist Senior
Item 433 569S Pest Biologist 4
Item 434 572A Pesticide Regulatory Specialist 1
Item 435 572B Pesticide Regulatory Specialist 2
Item 436 572C Pesticide Regulatory Specialist 3
Item 437 590A Ecology Youth Corps Supervisor
Item 438 591K Grounds & Nursery Services Specialist 3 – Teamsters
Item 439 592U Law Enforcement Communications Systems Supervisor
Item 440 594K Electronics Supervisor – Transportation
Item 441 594M Transportation Systems Technician A
Item 442 594N Transportation Systems Technician B
Item 443 5940 Transportation Systems Technician C
Item 444 594P Transportation Systems Technician D
Item 445 596U Tunnel Maintenance Supervisor
Item 446 600J Equipment Technician 2
         605G Carpenter Supervisor 1
Item 447
Item 448 605H Carpenter Supervisor 2
Item 449 605I Shipwright Supervisor
Item 450 608F Electrician
Item 451 608J Electrician Supervisor
Item 452 621F Plumber/Pipefitter/Steamfitter
Item 453 621G Plumber/Pipefitter/Steamfitter Lead
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Item 454	621H Plumber/Pipefitter/Steamfitter Supervisor Revised
Item 455	626M Maintenance Mechanic 4
Item 456	631A Correctional Industries Supervisor Assistant
Item 457	631B Correctional Industries Supervisor 2, Corrections
Item 458	631D Correctional Industries Supervisor 4, Corrections
Item 459	652D Marine Vessel Operator Assistant Revised
Item 460	653Q Marine Engine Mechanic Supervisor
Item 461	654F Aircraft Pilot 2
Item 462	654G Aircraft Pilot 3
Item 463	654H Aircraft Pilot 4