

Director's Meeting Agenda

State Human Resources

Office of Financial Management

- Meeting Date: Thursday, February 8, 2024
- Meeting Time: 8:30 a.m.
- Hosted By: State Human Resources
Office of Financial Management
- Special Notice: This meeting is available via ZOOM (web) with a call-in option. This event is open to the public and may be photographed, videotaped, webcasted, or otherwise recorded. By participating in this event, you are agreeing your image--and anything you say or submit--may be posted indefinitely on one of OFM's publicly available sites.
- Audio Conferencing Only: To join this public meeting, please click on the following link or use the call-in option below. We will have closed captioning available.
- Zoom Meeting [Launch link](#).
 - Meeting ID: 818 8933 6350
 - Passcode: 171240
- Call-In Option: Call-in option:
+1-253-205-0468, 81889336350#, *171240# US
+1-253-215-8782, 81889336350#, *171240# US (Tacoma)
- Dial by your location
+1-253-205-0468 US
+1-253-215-8782 US (Tacoma)
+1-669-900-9128 US (San Jose)
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+1-346-248-7799 US (Houston)
+1-669-444-9171 US
+1-312-626-6799 US (Chicago)
+1-360-209-5623 US
+1-386-347-5053 US
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+1-564-217-2000 US
+1-646-558-8656 US (New York)
+1-646-931-3860 US
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+1-305-224-1968 US
+1-309-205-3325 US
- Find your local number: <https://ofm-wa.gov.zoom.us/j/kC5J9yzl6>
- Exhibits: The Exempt, Classification, Compensation and Rules items on the following pages have been submitted to staff for study and presentation to the State Human Resources Director at a quarterly scheduled public meeting.

Section A: Previous Minutes Approval

November 14, 2023

Section B: Exempt Compensation

Item 1	B1595 Director, Systems Integration and Children’s Continuum of Care, DDA - DSHS	B1-B2
Item 2	B1607 Director, Innovations and Transitional Care Management, DDA – DSHS	B3-B4
Item 3	B3667 Director of Administration – DFI.....	B5-B6
Item 4	B3668 Chief Information Officer - DFI	B7-B8
Item 5	B5947 Fiscal Analyst – PSP	B9

Section C: Classification - None

Section D: Compensation

Item 6	University of Washington Shift Premium Pay.....	D2-D3
	· 363I Religious Coordinator	
	· 295H Pharmacist 4	
	· 675I Food Service Supervisor	
Item 7	Public Employment Relations Commission (PERC) Salary Adjustment	D4
	· 422E Labor Relations Adjudicator/Mediator 1	
	· 422F Labor Relations Adjudicator/Mediator 2	
	· 422G Labor Relations Adjudicator/Mediator 3	
	· 422H Labor Relations Adjudicator/Mediator 4	

Section E: Rule Amendments - None

Website Information

This publication and other State Human Resources Director’s meeting related information is available at <https://ofm.wa.gov/state-human-resources/hr-meetings/directors-meetings>.

Proposal Package Submittals

All proposal packages should be routed to your assigned classification analyst. Classification and compensation email address classandcomp@ofm.wa.gov.

Meeting Coordinator

For question and concerns, contact the Meeting Coordinator at <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.

Item 1	
Agency Department of Social and Health Services	C&C Specialist Angie Stroyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Administrative Action(s) resulting from Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Adding Position(s) <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Remove Position(s) <input type="checkbox"/> Salary Exception <input type="checkbox"/> Title Change	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B1595 Director, Systems Integration and Children's Continuum of Care, DDA - DSHS	Proposed EMS Band/Rate EMS Band IV (\$93,036 – \$160,308)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description 41.06.070(1)(v) "In each agency with fifty or more employees...division directors... who report directly to the agency head or deputy agency heads."

Scope

The Director, Systems Integration and Children's Continuum of Care, DDA reports directly to the Deputy Assistant Secretary of the Developmental Disabilities Administration. This exempt class provides overall leadership, direction and strategic planning in integration, accountability, and resolution of multi-system work and oversight to support children with complex support needs within the administration. Works closely with the Assistant Secretary, Deputy Assistant Secretaries, Directors, Superintendents, Program Administrators, and all other partners and community members identified by the Deputy Assistant Secretary and Assistant Secretary of DDA. Oversees the coordination of policies related to Medicaid Services and Program Development, coaches, and mentors the teams within the division, and leads the development of clear and coherent policies, rules, and RCW and WAC modifications. This exempt class ensures on-going analysis occurs at each level of the division and leads the research and design of policies related to the needs of DDA's clients.

Section B: Exempt Compensation

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

Explanation

The Department of Social and Health Services is requesting the establishment of an exempt class, Director, Systems Integration and Children’s Continuum of Care, DDA – DSHS. This request is in response to passed HB1580 and HB1188. Both pieces of legislation require the Department of Social and Health Services/Developmental Disabilities Administration work in collaboration with agency partners (DCYF, HCA, OFM, and the Governor’s Office) to support children and youth with complex needs in crisis to transition into appropriate systems of care designed to meet the individualized needs of the child and their family. The Director will be required to not only represent DDA in carrying out the work of both pieces of legislation but also represent the agency across all levels of DSHS from the regional case management level to the Secretary’s office. The Director will ensure that risks are identified to minimize potential litigation and ensure an aligned approach statewide while remaining within the allocated legislative funding.

This class is exempted in accordance with RCW 41.06.070(1)(v) “In each agency with fifty or more employees...division directors...who report directly to the agency head or deputy agency heads.”

State HR staff has reviewed the position description and evaluated the work with a JVAC score of D4X-976, which meets EMS Band IV level.

A Fiscal Impact Statement was submitted and approved by OFM Budget, confirming the agency can absorb the costs associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director’s Meeting Date 2/8/2024	Effective Date 2/9/2024
Management Type Management	Date of Exempt Position Description on File 11/17/2023
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 2	
Agency Department of Social and Health Services	C&C Specialist Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Administrative Action(s) resulting from Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Adding Position(s) <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Remove Position(s) <input type="checkbox"/> Salary Exception <input type="checkbox"/> Title Change	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B1607 Director, Innovations and Transitional Care Management, DDA – DSHS	Proposed EMS Band/Rate EMS Band IV (\$93,036 - \$160,308)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070(1)(v): "In each agency with fifty or more employees: ...division directors..."

Scope

Reporting to the Deputy Assistant Secretary of the Developmental Disabilities Administration, this exempt class provides overall leadership and direction for the strategic vision and innovative practices and service models as well as comprehensive administration, integration, accountability, and resolution of transition-related issues. This exempt class directs and administers transitional care service needs, provider development, education on services, and access to programs within DDA. The director exercises oversight and management of identifying appropriate living arrangements for children and adults in a transitional status.

The director develops and implements standardized transitional processes and oversees the development and establishment of all necessary policies and procedures to ensure standards of care and delivery of effective transitions and access to proper health services, including pharmacy, medical, dental, nursing, ancillary services, and health records. This exempt class is responsible for assuring that high quality, wrap-around supports and consistent services are delivered in compliance with federal, state, and department laws and policies.

Section B: Exempt Compensation

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

Explanation

The Department of Social and Health Services requested to establish a new exempt class titled Director, Innovations and Transitional Care Management, DDA – DSHS in response to the significant growth and expansion of DDA programs and services.

This exempt class meets the following exemption criteria in accordance with RCW 41.06.070(1)(v): *“In each agency with fifty or more employees:...division directors ...”*. This exempt class will develop and lead a highly specialized team to focus on innovative residential options, funding streams or blended funding streams to create services that meet the social service supports as well as the behavioral health supports. This will also include evaluating services utilization and access issues individuals are experiencing in all part of the state to address solutions to meet individuals’ needs to remain in their homes. The Director will develop a team for provider recruitment to streamline DDA’s approach and evaluate on utilization data to support provider development in specific areas, as well as focus on equity, diversity, access and inclusion access concerns and on the development of providers to meet these concerns.

State HR and the agency evaluated this exempt class at D4X – 976, which meets the EMS Band IV level.

OFM Budget has reviewed their fiscal impact statement and verified December 19, 2023, the agency can absorb all costs associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director’s Meeting Date 2/8/2024	Effective Date 2/9/2024
Management Type Management	Date of Exempt Position Description on File 11/22/2023
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 3	
Agency Department of Financial Institutions	C&C Specialist Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Administrative Action(s) resulting from Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Adding Position(s) <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Remove Position(s) <input type="checkbox"/> Salary Exception <input type="checkbox"/> Title Change	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B3667 Director of Administration – DFI	Proposed EMS Band/Rate EMS Band IV (\$93,036 - \$160,308)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070(1)(v) "In an agency with fifty or more employees: ...division director...".

Scope

Reporting directly to the agency Director, this exempt class serves as an executive sponsor on key agency initiatives and directs governance of the agency's projects portfolio. The Director of Administration provides strategic leadership and is accountable for the delivery of all administrative functions of the agency, including planning and directing Information Technology, Budget and Accounting, Performance and Accountability, and Business Transformation. As an executive management team member this exempt class participates in setting overall policy and strategic direction for the agency and oversees the administration of the Results DFI program.

Explanation

The Department of Financial Institutions is requesting the establishment of an exempt class, Director of Administration – DFI at the EMS Band IV level, based on the need to align all DFI division directors properly within the organizational structure. DFI currently has a Washington Management Service Band 4 position performing this work but has determined the position is more appropriate in the Exempt Management Service. Upon establishment of this exempt class, the agency will abolish the WMS position.

Section B: Exempt Compensation

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

This exempt class serves as an executive sponsor on key agency initiatives and is a member of the agency's executive management team providing input for setting strategic direction of the agency and the development of agency policies and procedures. This position is responsible for the delivery of all administrative functions of the agency, including, but not limited to: Budget and Accounting, Information Technology, and Business Transformation and is the appointing authority for the Division of Administration. Based on the roles and responsibilities this exempt class meets the criteria for RCW 41.06.070(1)(v) "In each agency with fifty or more employees: ...division directors...".

State Human Resources staff evaluated this exempt class with a JVAC score of D5Y-1136, which meets EMS Band IV. OFM Budget has reviewed the fiscal impact statement and verified there is no fiscal impact associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 2/8/2024	Effective Date 2/9/2024
Management Type Management	Date of Exempt Position Description on File 12/5/2023
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 4	
Agency Department of Financial Institutions	C&C Specialist Lynley Coffman
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Administrative Action(s) resulting from Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Adding Position(s) <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Remove Position(s) <input type="checkbox"/> Salary Exception <input type="checkbox"/> Title Change	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B3668 Chief Information Officer - DFI	Proposed EMS Band/Rate EMS Band IV (\$93,036 - \$160,308)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070(1)(v) "In each agency with fifty or more employees...division directors..."

Scope

Reporting to the Director of Administration, the Chief Information Officer manages the Information Technology Operations Division and serves as a member of the executive and program management teams. The CIO directs the agency's information technology and is responsible for setting the agency's immediate and long-term strategic priorities, including tactical plans for the information systems that support statewide and national interfaces with financial industries and federal government regulatory boards and organizations. Responsibilities include but are not limited to budget development, policy development, direct management of cyber and data security program delivery, resource allocation, IT portfolio and contract management.

Explanation

The Department of Financial Institutions is requesting the establishment of an exempt class, Chief Information Officer, at the EMS Band IV level under RCW 41.06.070(1)(v) "In each agency with fifty or more employees...division directors...". The agency's request is based on the need to align senior level positions properly within DFIs organizational structure. As a member of the executive management team this position makes agencywide decisions and manages internal and external relations. Currently, this position is within the WMS Band IV and upon establishment of this exempt class, the agency will abolish the WMS position.

Section B: Exempt Compensation

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

State HR reviewed the position description dated December 5, 2023, and evaluated this class with a JVAC of D4X-976, which meets the EMS Band IV level.

There is no fiscal impact related to this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 2/8/2024	Effective Date 2/9/2024
Management Type Management	Date of Exempt Position Description on File 12/5/2023
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 5	
Agency Puget Sound Partnership	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Administrative Action(s) resulting from Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Adding Position(s) <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Remove Position(s) <input type="checkbox"/> Salary Exception <input type="checkbox"/> Title Change	
Current Code/Title B5947 Fiscal Analyst – PSP	Current EMS Band/Rate Range 50
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description RCW 41.06.098 "...this chapter shall not apply...to all professional staff."	Proposed RCW Exemption number and description N/A

Explanation

Puget Sound Partnership is requesting abolishment of exempt class B5947 Fiscal Analyst – PSP to address workload capacity concerns. This exempt class was originally established November 11, 2022. The duties assigned to this exempt class have been assumed by exempt class B5948 Fiscal & Budget Analyst – PSP, effective September 29, 2023.

State Human Resources support the agency's request to abolish this exempt class. There is no fiscal impact associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 2/8/2024	Effective Date 2/9/2024
Management Type N/A	Date of Exempt Position Description on File 6/28/2022
EEOC Code 42 Professionals	Current Number of Approved Position(s) 1
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) N/A

Section C: Classification

No classification items for this meeting.

Section D: Compensation

**Higher Education
Special Pay**

Item 6	
Requester (HE Institution) University of Washington	Analyst Shelby Sheldon
Action <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision	Effective Date 2/9/2024
<u>WAC 357-28-025 - The director may adopt special pay salary ranges for positions based upon pay practices found in private industry or other governmental units. This includes special pay salary ranges and/or compensation practices for higher education institutions and related higher education boards as authorized in RCW 41.06.133. The classes or positions assigned special pay ranges and the associated special salary schedule must be specified in the compensation plan.</u>	

Category (select all that apply):

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

Explanation

The University of Washington is requesting the following:

Weekend Premium for their Religious Coordinator who are working at UW Medical Center – Montlake Campus. This would affect 10 employees. UW is requesting \$2.50 per hour weekend premium is proposed to incentivize staff to sign up for weekend shifts.

Medication Stewardship Team Premium for their Pharmacist 4 positions that are part of the team. This would affect 3 employees. UW Pharmacy leadership is proposing to designate one Pharmacist on call per week for MST duties with a \$500 per week premium.

Salary Range Increases

UW is requesting a salary range increase for the Food Service Supervisor level that is 6% higher than the Food Service Worker Lead to recognize higher-level work and to address inversion issue.

State HR Staff **support** the request for \$2.50 per hour Weekend Premium pay for the Religious Coordinators within the UW Medical Center – Montlake Campus and the request for \$500 per week premium pay for the on-call MST Pharmacist based on effective operations. State HR Staff also support with modification the request for a 6% salary increase for the Food Service Supervisor within the Center of Behavior Health and Learning at UW Medical Center – Northwest Campus based on inversion with the Food Service Worker Lead.

Section D: Compensation

These increases will aid UW's efforts to remain competitive and to recruit and retain highly skilled individuals. UW has certified the funding does not come from tuition dollars and they have identified local funds to support these health care special pay salary increases.

UW is requesting an effective date of February 9, 2024.

<i>Internal Use Only</i>
Director's Meeting Date 2/8/2024

Section D: Compensation

Item 7	
Agency/HE Institution Public Employment Relations Commission	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 422E Labor Relations Adjudicator/Mediator 1 422F Labor Relations Adjudicator/Mediator 2 422G Labor Relations Adjudicator/Mediator 3 422H Labor Relations Adjudicator/Mediator 4	Current Salary Range/Rate Range 69 Range 73 Range 76 Range 79
Proposed Class Code/Title N/A	Proposed Salary Range/Rate Range 71 Range 75 Range 78 Range 81

Explanation

State HR Staff have reviewed the request and documents provided by the agency and **support with modification** a 2-range salary increase, approximately 5% based on retention challenges.

This job classification series is not represented by a collective bargaining agreement.

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

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 02/08/2024	Effective Date 02/09/2024
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 19

Section E: Rule Amendments

No rule amendments for this meeting.