

# Director's Meeting Agenda

State Human Resources  
Office of Financial Management

- Meeting Date: Wednesday, May 8, 2024
- Meeting Time: 9:00 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: 850 0036 0174
  - Passcode: 190419
- Call-In Option: One Tap Mobile:  
+12532050468,85000360174# \*190419# US  
+12532158782,85000360174# \*190419# US (Tacoma)
- Dial by your location  
+1-253-205-0468 US  
+1-253-215-8782 US (Tacoma)  
+1-669-900-9128 US (San Jose)  
+1-719-359-4580 US  
+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  
+1-507-473-4847 US  
+1-564-217-2000 US  
+1-646-558-8656 US (New York)  
+1-646-931-3860 US  
+1-689-278-1000 US  
+1-301-715-8592 US (Washington DC)  
+1-305-224-1968 US  
+1-309-205-3325 US
- Find your local number: <https://ofm-wa-gov.zoom.us/j/kiLUkdGI5>
- 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

February 9, 2024

## Section B: Exempt Compensation

Item 1	B1667 Senior Director, Economic Justice, OOS - DSHS.....	B1-B2
Item 2	B2005 Office Chief, Employee Relations, OOS – DSHS .....	B3-B4
Item 3	B2214 Executive Administrator, WCF/ALTSA – DSHS.....	B5-B6
Item 4	B2215 Deputy Director, Operations, WCF/ALTSA - DSHS .....	B7-B8
Item 5	B2216 Deputy Director SOCR, DDA - DSHS .....	B9-B10
Item 6	B7027 Director of Operations, Safety, and Security – DCYF .....	B11-B12
Item 7	B7028 Deputy Assistant Secretary, Juvenile Rehabilitation – DCYF .....	B13-B14
Item 8	B7029 Deputy Assistant Secretary, Child Welfare – DCYF.....	B15-B16
Item 9	B7030 Director of Child Welfare Programs and Practice - DCYF .....	B17-B18
Item 10	B7031 Director, Child Welfare Workforce Support – DCYF.....	B19-B20
Item 11	B7032 Director, Strategic Initiatives, Culture, and Training - DCYF .....	B21-B22
Item 12	B8245 Deputy Secretary, Chief of Strategic Partnerships - DOH .....	B23-B24
Item 13	B8381 Chief of Global and One Health – DOH .....	B25-B26

## Section C: Classification - None

Item 14	143M Fiscal Analyst 5 .....	C1-C2
Item 15	307A Child Life Specialist .....	C3

## Section D: Compensation

Item 16	University of Washington Special Pay for the Child Life Specialist.....	D1-D2
Item 17	University of Washington Special Pay for the Child Life Specialist Certification.....	D3-D4
Item 18	Central Washington University Special Pay for the Campus Police Lieutenant .....	D5-D6

## 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](mailto: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.

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<b>Item 1</b>	
<b>Agency</b> Department of Social and Health Services	<b>C&amp;C Specialist</b> Brett Alongi
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B1667 Senior Director, Economic Justice, OOS - DSHS	<b>Proposed EMS Band/Rate</b> EMS Band IV (\$93,036 - \$160,308)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description RCW 41.06.070(3) "...Governor's Pool involving substantial responsibility... directing and controlling program operations of an agency or a major administrative division thereof..."

### Scope

Reporting to the Deputy Chief of Staff, the Senior Director provides strategic and innovative leadership for the Washington Economic Justice Alliance, a multi-agency and cross-sector collaboration focused on addressing the root causes of poverty and achieving economic justice through aligned and systemic policy, program, and funding changes. WEJA is responsible for implementing the state's 10-Year Plan to Dismantle Poverty – a strategic initiative of the Governor and DSHS – in collaboration with people with lived experience, tribes, agencies, community organizations and legislators. The Senior Director also oversees the management and performance of the pro-equity, anti-racist research and analysis, communications, partnerships, and government affairs activities needed to achieve our vision of generational justice, belonging and well-being for all Washingtonians.

## Section B: Exempt Compensation

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### Explanation

The Department of Social and Health Services is requesting the establishment of exempt class B1667, Senior Director Economic Justice within the Office of the Secretary. This exempt class leads the Economic Justice Team, which has grown into a multi-agency, multi-sector collaboration. Currently, the agency has a WMS Band 3 position as the Senior Director for poverty reduction. The agency is requesting the establishment of this exempt class to better capture the substantial increase in responsibility, visibility and decision-making authority.

State HR staff reviewed the documentation provided by the agency and concurs with the agency on the JVAC determination of C5Y-948, which places this exempt class with EMS Band IV.

Staff supports this job be exempt from civil service rules under the "...Governor's Pool involving substantial responsibility... directing and controlling program operations of an agency or a major administrative division thereof..."

The agency submitted a fiscal impact statement and OFM budget reviewed and approved confirming the agency can absorb the costs associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director's Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 11/19/2023
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148587 At-Will Governor's Pool	<b>Total Number of Approved Position(s)</b> 1

## Section B: Exempt Compensation

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<b>Item 2</b>	
<b>Agency</b> Department of Social and Health Services	<b>C&amp;C Specialist</b> Brett Alongi
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B2005 Office Chief, Employee Relations, OOS - DSHS	<b>Proposed EMS Band/Rate</b> EMS Band III (\$77,616 - \$138,360)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description RCW 41.06.070 (3) Governor's Pool – “. . . substantial responsibility for the formulation of executive policy. . .”

### Scope

Reporting to the Senior Director of the Human Resources Division, the Chief of Employee Relations oversees the policies, procedures, and programs associated with the Employee Relations section within HRD. This class is responsible for leading teams and supervising administrators in the areas of employee misconduct investigations, providing statewide investigation support, consultation, and training to DSHS leaders across the state. This class is also responsible for providing the agency with direction on employment ethics.

In addition, the Office Chief manages and leads the team responsible for all employee-related legal discovery requests for torts and lawsuits, privacy programs and external ethics and whistleblower complaints and investigations. This class oversees the department's drug and alcohol-free workplace program, serves as the designated agency Ethics Advisor, the HR Division's Legislative Coordinator, and represents the HR Division on agency advisory committees for disability and language access programs. This position will serve as the HR risk officer and partner with the DSHS Risk Officer and the Senior Director of the Office of Justice and Civil Rights to analyze trends and propose solutions to mitigate risk to the agency.

## Section B: Exempt Compensation

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### Explanation

The Department of Social and Health Services is requesting to establish a new exempt class titled Office Chief, Employee Relations, OOS – DSHS. This exempt class represents a new role within the agency where services are aligned and work is centralized to conduct all employee misconduct investigations. This role will centralize employee relations functions, develop policy and standards for employee misconduct investigation for the agency.

State HR staff reviewed the position description and evaluated it at a JVAC score of C3X-768 which falls within the EMS Band III.

This additional position will also fall under the Governor’s Pool as it is responsible for “. . . substantial responsibility for the formulation of executive policy. . .”

A fiscal impact statement was submitted to OFM budget office and was confirmed the agency can absorb the costs associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director’s Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 11/17/2023
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148587 At-Will Governor's Pool	<b>Total Number of Approved Position(s)</b> 1

## Section B: Exempt Compensation

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<b>Item 3</b>	
<b>Agency</b> Department of Social and Health Services	<b>C&amp;C Specialist</b> Brett Alongi
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B2214 Executive Administrator, WCF/ALTSA - DSHS	<b>Proposed EMS Band/Rate</b> EMS Band III (\$77,616 - \$138,360)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description RCW 41.06.070(3) – Governor's Pool "... position is one involving substantial responsibility for the formulation of executive policy. . ."

### Scope

The Washington Cares Fund is the first-in-the-nation, earned-benefit program to ensure working Washingtonians have access to long-term care under the provisions of Chapter 50B.04 RCW. The Executive Administrator reports to the Director of the WA Cares Fund and is responsible for WA Cares program policy development, program establishment, and leading the development of WA Cares provider policy and network operations, and operations of the Long-Term Services and Supports Trust Commission. The Executive Administrator is responsible for partnering with the Deputy Director of Operations in coordinating policy and program compliance related to field operations, the Area Agencies on Aging, and tribal governments.

### Explanation

The Department of Social and Health Services is requesting the establishment of a new exempt class titled Policy Administrator, WCF/ALTSA – DSHS. This exempt class will manage all WA Cares policy and Provider Operations; assure program quality through development and implementation of standards and controls, systems, procedures, and regular evaluation.

## Section B: Exempt Compensation

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This exempt class falls under the Governor’s Pool as the work involves “. . . substantial responsibility for the formulation of executive policy. . .”.

State HR staff determined this exempt class falls within the EMS Band III level with a JVAC score of C3X-768, which is consistent with the agency request.

A fiscal impact statement was submitted to OFM budget and approved, stating the agency can absorb the costs associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director’s Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Policy	<b>Date of Exempt Position Description on File</b> 10/2/2023
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148587 At-Will Governor's Pool	<b>Total Number of Approved Position(s)</b> 1



## Section B: Exempt Compensation

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<b>Item 4</b>	
<b>Agency</b> Department of Social and Health Services	<b>C&amp;C Specialist</b> Brett Alongi
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B2215 Deputy Director, Operations, WCF/ALTSA - DSHS	<b>Proposed EMS Band/Rate</b> EMS Band III (\$77,616 - \$138,360)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description RCW 41.06.070(3) – Governor's Pool “. . . involving the directing and controlling of program operations of a major administrative division. . .”

### Scope

The WA Cares Fund is the first-in-the-nation, earned-benefit program to ensure working Washingtonians have access to long-term care under the provisions of Chapter 50B.04 RCW. This class reports to the Director of the WA Cares Fund and is responsible for setting the vision and goals for WA Cares Fund operations, including all field operations, and leading the Regional Administrators to align resources and implement strategies for achieving the vision and goals of the WA Cares Fund.

The Deputy Director is responsible for program and fiscal accountability of WA Cares Program and coordination between Headquarters, centralized Customer Care Center, Regions, Area Agencies on Aging, Community Assistance Partners, other DSHS administrations field operations, and tribal governments. The position is the key communication link between ALTSA's WA Cares Headquarters policy and budget offices and field services.

## 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 Department of Social and Health Services is requesting the establishment of a new exempt class titled Deputy Director, Operations, WCF/ALTSA – DSHS. The Deputy Director will be responsible for the development of the operational structures for WA Cares Program implementation and ongoing operations.

Staff reviewed the documentation provided by the agency and determined a JVAC score of C3X-768, which places this exempt class in the EMS Band III, which is consistent with the agency's preliminary placement.

This exempt class will fall under the Governor's Pool as it is responsible for ". . . directing and controlling program operations of an agency or a major administrative division . . ."

A fiscal impact statement was submitted to OFM budget and approved, stating the agency can absorb the costs associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director's Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 10/2/2023
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148587 At-Will Governor's Pool	<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.

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<b>Item 5</b>	
<b>Agency</b> Department of Social and Health Services	<b>C&amp;C Specialist</b> Brett Alongi
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B2216 Deputy Director SOCR, DDA - DSHS	<b>Proposed EMS Band/Rate</b> EMS Band III (\$77,616 - \$138,360)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description RCW 41.06.070(3) – Governor's Pool "... involving the directing and controlling of program operations of a major administrative division. . ."

### Scope

Reporting to the Director of the State Operated Community Residential Division within the Developmental Disabilities Administration, this appointing authority is responsible for the successful implementation of SOCR and program specific initiatives and programs. The Deputy Director works with internal and external partners to identify and act upon issues and opportunities that impact SOCR's ability to achieve its goals and mission. The Deputy works, through partnership, to establish performance measures that make possible the achievement of DDA and SOCR's body of work, strategic goals, objectives, and key initiatives. This position actively monitors performance to assess and influence the accomplishment of performance objectives and core metrics as established by DSHS and DDA.

### Explanation

The Department of Social and Health Services is requesting the establishment of a new exempt class titled Deputy Director SOCR, DDA – DSHS. Due to significant growth and expansion of SOCR programs, such as expanded SOLA programs, Children's SOLA programs in Pierce and Spokane counties, Intensive Habilitation Services for children, and Stabilization and Intervention Facility for adults.

## 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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State HR staff reviewed the position description and evaluated it at a JVAC score of C3X-768 which falls within the EMS Band III.

This exempt class falls under the Governor’s Pool as it is responsible for “. . . directing and controlling of program operations of a major administrative division. . .”.

A fiscal impact statement was submitted to OFM budget and approved, stating the agency can absorb the costs associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director’s Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 11/3/2023
<b>EEOC Code</b> 41 Officials & Administrators	<b>Current Number of Approved Position(s)</b> N/A
<b>Workforce Indicator</b> 80148587 At-Will Governor's Pool	<b>Total Number of Approved Position(s)</b> 1

## Section B: Exempt Compensation

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<b>Item 6</b>	
<b>Agency</b> Department of Children, Youth, and Families	<b>C&amp;C Specialist</b> Marty Graf
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7027 Director of Operations, Safety, and Security – DCYF	<b>Proposed EMS Band/Rate</b> EMS Band III (\$77,616-\$138,360)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description 41.06.070(1)(v) "In each agency with fifty or more employees: ...assistant directors or division directors..."

### Scope

Reporting to the Assistant Secretary of Juvenile Rehabilitation, the Director of Operations, Safety and Security is responsible for a comprehensive and complex security and safety operations program and its activities, including federal Prison Rape Elimination Act (PREA) standards and infection control. This exempt class manages the security, safety, and emergency operations which involves complete administration, management, and oversight of all facilities and community services in order to establish and maintain physical, emotional and psychological safety. This foundation is essential for therapeutic environments that promote the rehabilitation of young people served by the Division in an anti-racist manner. This exempt class is responsible for activities such as resident movement and accountability, tool and key control, transportation standards, facility and resident searches, use of force program, resident hearings and grievances, staff safety, emergency and routine communications, training, emergency and staff preparedness, incident recovery, incident management and command, as well as all incident and significant event response activities that occur through the entire division in regions, sections, facilities, communities and offices. This exempt class is also responsible for isolation and confinement (RCW 13.22) oversight for youth within the Juvenile Rehabilitation Division and periodic reviews of isolation and confinement in county juvenile detention facilities (RCW 13.22.060).

## Section B: Exempt Compensation

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### Explanation

The Department of Children, Youth, and Families is requesting the establishment of an exempt class, Director of Operations, Safety, and Security at the EMS Band III level under RCW 41.06.070(1)(v) "In each agency with fifty or more employees...division directors..." This position is currently allocated to WMS Band III and upon establishment of this exempt class, the agency will reallocate the position to EMS.

State HR reviewed the position description dated December 5, 2023, and evaluated this class with a JVAC of C4X-800, which meets the EMS Band III level.

A Fiscal Impact Statement was submitted and OFM Budget confirmed the agency can absorb the cost of this action.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director's Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 12/5/2023
<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

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<b>Item 7</b>	
<b>Agency</b> Department of Children, Youth, and Families	<b>C&amp;C Specialist</b> Marty Graf
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7028 Deputy Assistant Secretary, Juvenile Rehabilitation – DCYF	<b>Proposed EMS Band/Rate</b> EMS Band IV (\$93,036-\$160,308)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description RCW 41.06.0971 "...this chapter does not apply in the department of children, youth, and families to...deputy, assistant, and regional secretaries..."

### Scope

Reporting to the Assistant Secretary, Juvenile Rehabilitation, this exempt class provides care, custody, treatment, education, vocation, reentry and aftercare services for committed youth, consistent with the law and mission, vision, and core value of Juvenile Rehabilitation and the Department of Children, Youth and Families. This exempt class provides direct oversight of two Appointing Authorities that oversee two secure institutions and four Regional Administrators that oversee eight community facilities. This exempt class oversees the implementation of and compliance with statutes relating to juvenile justice including RCW 13.40 (Juvenile Justice Acts of 1977 and 1997), RCW 72.01.410, RCW 72.05 and youth and young adults' reentry programs and services as outlined in the Governor's Executive Order 16-05.

### Explanation

The Department of Children, Youth, and Families is requesting the establishment of an exempt class, Deputy Assistant Secretary, Juvenile Rehabilitation, at the EMS Band IV level under RCW 41.06.0971 "...this chapter does not apply in the department of children, youth, and families to...deputy, assistant, and regional secretaries..." This position is currently allocated to WMS

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Band IV and upon establishment of this exempt class, the agency will reallocate the position to EMS.

State HR reviewed the position description dated December 5, 2023, and evaluated this class with a JVAC of D4Y-1012, which meets the EMS Band IV level.

A Fiscal Impact Statement was submitted and OFM Budget confirmed the agency can absorb the cost of this action.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director's Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 12/5/2023
<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.

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<b>Item 8</b>	
<b>Agency</b> Department of Child, Youth, and Families	<b>C&amp;C Specialist</b> Marty Graf
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7029 Deputy Assistant Secretary, Child Welfare – DCYF	<b>Proposed EMS Band/Rate</b> EMS Band IV (\$93,036- \$160,308)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description RCW 41.06.0971 "...this chapter does not apply in the department of children, youth, and families to...deputy, assistant, and regional secretaries..."

### Scope

Reporting to the Assistant Secretary, Child Welfare, this exempt class is responsible for the development, management and implementation of the Child Welfare Operations program, Centralized Services, Central Intake, and Pre-Placement Reduction Facilities. This exempt class represents the department on numerous interagency committees and initiatives and provides leadership of interagency efforts as appropriate. It serves as liaison to the Office of the Family and Children's Ombuds with the Office of the Governor, including facilitating regular meetings, responding to concerns, and developing responses to adverse findings made by OFCO.

### Explanation

The Department of Children, Youth, and Families is requesting the establishment of an exempt class, Deputy Assistant Secretary, Child Welfare, at the EMS Band IV level under RCW 41.06.0971 "...this chapter does not apply in the department of children, youth, and families to...deputy, assistant, and regional secretaries..." This position is currently allocated to WMS Band IV and upon establishment of this exempt class, the agency will reallocate the position to EMS.

## 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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State HR reviewed the position description dated September 8, 2023, and evaluated this class with a JVAC of D4Y-1012, which meets the EMS Band IV level.

A Fiscal Impact Statement was submitted and OFM Budget confirmed the agency can absorb the cost of this action.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director's Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 9/8/2023
<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.

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<b>Item 9</b>	
<b>Agency</b> Department of Children, Youth, and Families	<b>C&amp;C Specialist</b> Marty Graf
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7030 Director of Child Welfare Programs and Practice - DCYF	<b>Proposed EMS Band/Rate</b> EMS Band III (\$77,616-\$138,360)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description 41.06.070(1)(v) "In each agency with fifty or more employees: ...assistant directors or division directors..."

### Scope

Reporting to the Assistant Secretary, Child Welfare, the Director of Child Welfare Programs and Practice provides leadership and strategic planning, direction, decision-making, and communications for the agency on child welfare operations, child welfare practice, Central Intake, statewide after-hours, 24/7 statewide End-Harm line, Region 4 daytime child abuse and neglect reporting, and policy and training for the agency's child welfare workforce. This exempt class acts on behalf of the Assistant Secretary to ensure that practice, program, and policy meet federal and state mandates and the mission, values, goals, and objectives of child welfare and the agency.

### Explanation

The Department of Children, Youth, and Families is requesting the establishment of an exempt class, Director of Child Welfare Programs and Practice at the EMS Band III level under RCW 41.06.070(1)(v) "In each agency with fifty or more employees...division directors..." This position is currently allocated to WMS Band III and upon establishment of this exempt class, the agency will reallocate the position to EMS.

## 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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State HR reviewed the position description dated December 5, 2023, and evaluated this class with a JVAC of C4Y-888, which meets the EMS Band III level.

A Fiscal Impact Statement was submitted and OFM Budget confirmed the agency can absorb the cost of this action.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director's Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 12/5/2023
<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.

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<b>Item 10</b>	
<b>Agency</b> Department of Children, Youth and Families	<b>C&amp;C Specialist</b> Marty Graf
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7031 Director, Child Welfare Workforce Support – DCYF	<b>Proposed EMS Band/Rate</b> EMS Band III (\$77,616 - \$138,360)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description RCW 41.06.70(1)(v) "In each agency with fifty or more employees: ...assistant directors or division directors..."

### Scope

Reporting to the Assistant Secretary, Child Welfare, the Director, Child Welfare Workforce Support oversees the entire range of retention and support initiatives and operations of the agency's child welfare workforce. This exempt class contributes to the mission and strategic plan of the Department of Children, Youth and Families by providing subject matter expertise on child welfare, and child welfare workforce recruitment, retention, and support and by promoting the quality and intentionality of agency practice and moving the Child Welfare Division towards a more liberatory, human-centered, healing-centered, and anti-racist organization.

### Explanation

The Department of Children, Youth, and Families is requesting the establishment of an exempt class, Director, Child Welfare Workforce Support, at the EMS Band III level under RCW 41.06.70(1)(v) "In each agency with fifty or more employees...assistant directors or division directors..." This position is currently allocated to WMS Band III and upon establishment of this exempt class, the agency will reallocate the position to EMS.

## 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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State HR reviewed the position description dated December 6, 2023, and evaluated this class with a JVAC of C4X-800, which meets the EMS Band III level.

A Fiscal Impact Statement was submitted and OFM Budget confirmed the agency can absorb the cost of this action.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director's Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 7/11/2023
<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.

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<b>Item 11</b>	
<b>Agency</b> Department of Children, Youth, and Families	<b>C&amp;C Specialist</b> Marty Graf
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B7032 Director, Strategic Initiatives, Culture, and Training - DCYF	<b>Proposed EMS Band/Rate</b> EMS Band III (\$77,616 - \$138,360)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description RCW 41.06.70(1)(v) "In each agency with fifty or more employees...assistant directors or division directors..."

### Scope

Reporting to the Assistant Secretary, Juvenile Rehabilitation, the Director, Strategic Initiatives, Culture, and Training is a representative of the Department of Children, Youth and Families Juvenile Rehabilitation executive team and represents the division across all Juvenile Rehabilitation programs. This position provides leadership in formulating policies and ensures effective and efficient use of operational resources through integrated policies, procedures, and resource allocation. Provides overall management, leadership, and direct/indirect supervision of strategic initiatives regarding quality assurance, training, and staff support programs such as wellness, trauma recovery, and equity and inclusion efforts through the Division and across the agency statewide.

### Explanation

The Department of Children, Youth, and Families is requesting the establishment of an exempt class, Director, Strategic Initiatives, Culture, and Training, at the EMS Band III level under RCW 41.06.70(1)(v) "In each agency with fifty or more employees...assistant directors or division directors..." This position is currently allocated to WMS Band III and upon establishment of this exempt class, the agency will reallocate the position to EMS.

## 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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State HR reviewed the position description dated December 6, 2023, and evaluated this class with a JVAC of C3X-768, which meets the EMS Band III level.

A Fiscal Impact Statement was submitted and OFM Budget confirmed the agency can absorb the cost of this action.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director's Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 12/6/2023
<b>EEOC Code</b> 42 Professionals	<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.

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<b>Item 12</b>	
<b>Agency</b> Department of Health	<b>C&amp;C Specialist</b> Marty Graf
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B8245 Deputy Secretary, Chief of Strategic Partnerships - DOH	<b>Proposed EMS Band/Rate</b> EMS Band IV (\$93,036-\$160,308)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description RCW 41.06.074 "In addition to the exemptions under RCW 41.06.070, the provisions of this chapter shall not apply in the department of health to any deputy secretary..."

### Scope

Reporting to the Secretary, this exempt class is responsible for leading the work with partners (including funding, policy initiatives, joint legislative efforts) setting strategy for the work across the governmental public health system (local, state, tribes and State Board of Health) and leading the regional offices across the state. This exempt class serves as a trusted advisor to the Secretary and Executive Leadership Team, providing policy, political and private/public partnership insights and recommendations. This exempt develops and implements the agency transformational strategic plan, leads key health policy priorities, and directs work across the agency to ensure the success of key agency priorities.

## 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 Department of Health is requesting the establishment of an exempt class, Deputy Secretary, Chief of Strategic Partnerships, at the EMS Band IV level under RCW 41.06.074 "In addition to the exemptions under RCW 41.06.070, the provisions of this chapter shall not apply in the department of health to any deputy secretary..." This position is currently allocated to WMS Band IV and upon establishment of this exempt class, the agency will reallocate the position to EMS.

State HR reviewed the position description dated February 27, 2024, and evaluated this class with a JVAC of D4Y-1012, which meets the EMS Band IV level.

A Fiscal Impact Statement was submitted and OFM Budget confirmed the agency can absorb the cost of this action.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director's Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 2/27/2024
<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.

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<b>Item 13</b>	
<b>Agency</b> Department of Health	<b>C&amp;C Specialist</b> Marty Graf
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
<b>Administrative Action(s)</b> 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	
<b>Current Code/Title</b> N/A	<b>Current EMS Band/Rate</b> N/A
<b>Proposed Code/Title</b> B8381 Chief of Global and One Health – DOH	<b>Proposed EMS Band/Rate</b> EMS Medical Band (\$168,732-\$339,672)
<b>Current RCW Exemption</b> number and description N/A	<b>Proposed RCW Exemption</b> number and description RCW 41.06.074 "In addition to the exemptions under RCW 41.06.070, the provisions of this chapter shall not apply in the department of health to any...person who administers the necessary divisions, offices, bureaus, and programs..."

### Scope

Reporting to the Secretary, this exempt class is responsible for setting strategic direction, policy development and fostering of Global and One Health relations in support of the mission of the agency. This exempt class is responsible for leading the agency's activities related to Global and One Health and will enact strategies and initiatives to ensure that collaboration and mission objectives are met effectively and consistently. This position is expected to work closely with the agency's Office of Strategic Partnerships (and others) to ensure connection with appropriate partnership opportunities are available with global, federal, state, local, and academic leaders, and agencies. This exempt class brings a lens to those partnerships of expert understanding in human, animal, and environmental global health in both community and clinical settings; experiences in outbreak management; and pandemic response and planning.

## 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 Department of Health is requesting the establishment of an exempt class, Deputy Secretary, Chief of Strategic Partnerships, at the EMS Band IV level under RCW 41.06.074 “In addition to the exemptions under RCW 41.06.070, the provisions of this chapter shall not apply in the department of health to any...person who administers the necessary divisions, offices, bureaus, and programs...” This position is currently allocated to WMS Band IV and upon establishment of this exempt class, the agency will reallocate the position to EMS. The agency requests the exempt class be placed within the EMS Medical Band.

State HR reviewed the position description dated February 27, 2024, and evaluated this class with a JVAC of D4Y-1012, which meets the EMS Band IV level. This exempt class is appropriate for EMS Medical Band placement.

A Fiscal Impact Statement was submitted and OFM Budget confirmed the agency can absorb the cost of this action.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director’s Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> Management	<b>Date of Exempt Position Description on File</b> 2/27/2004
<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

<b>Item 14</b>	
<b>Agency/HE Institution</b> Department of Health	<b>Analyst</b> Sarah Hawkins
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision(s)</b> - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 143M Fiscal Analyst 5	<b>Current Salary Range/Rate</b> 59
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> N/A

### Definition

Positions at this level may be found in a variety of different organizational settings performing one the following options. Note: Positions allocated under options 1, 2, or 3 are not required to lead or supervise fiscal related professional staff to qualify under these criteria.

1. Functions as the Chief Financial Accountant for a state agency;
2. Serves as a ~~Principle~~ Principal Assistant or Primary Financial Advisor to Fiscal Manager in Washington Management or Exempt Service; a Fiscal Manager is defined as a position responsible for an entire agency's fiscal operations. To be considered a Fiscal Manager, a position would have to report to the divisional level in the agency.
3. Functions as the highest agency statewide expert in a financial specialty area;
4. Functions as a second line Fiscal Supervisor over a fiscal related supervisor with fiscal related professional staff;

Plans, organizes, supervises and conducts the accounting, budgeting, and business activities for a higher education institution.

## Section C: Classification

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### Explanation

Department of Health has submitted a request to correct a grammatical error in the Definition of the classification specification for Fiscal Analyst 5. This update is housekeeping in nature only.

<b>This information is entered into Human Resources Management System and CC Jobs.</b>	
<b>Director's Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/9/2024
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 42 Professionals	<b>Number of Position(s) Affected</b> 167

## Section C: Classification

Item 15	
<b>Agency/HE Institution</b> University of Washington	<b>Analyst</b> Sarah Hawkins
<b>Director's Meeting Action(s)</b> - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision(s)</b> - select all that apply <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> 307A Child Life Specialist	<b>Proposed Salary Range/Rate</b> Range 59 (\$30.70 - \$41.29)

### Definition

As a member of a health care team, perform professional and age-appropriate psychosocial services to children and their families and teach/consult with staff working with pediatric patients to enhance the experience of care.

### Distinguishing Characteristics

Under general supervision, facilitate age-appropriate interactions, increase effective patient/family coping and promote optimal development of hospitalized children and the children of hospitalized adults; provide child life services using specialized skills, including assessment, treatment program planning, and implementation.

### Explanation

State HR supports the University of Washington's request for a new job class titled Child Life Specialist based on the need to recognize this unique body of work and to aid the institution in their recruitment efforts for these critical positions.

The institution states that while Recreation Therapist services are similar, the differences stem from the underlying principles of each profession. Recreation Therapy is primarily a treatment/therapy-based profession (e.g., functional skill development), whereas the foundation of Child Life is a helping-based profession (e.g., coping within the hospitalized environment). The collaboration between these two professions is essential to maximize patient outcomes. It is rare to find a candidate who has dual certification as a Recreation Therapist and Child Life Specialist.

UW confirmed there are no fiscal impacts when implemented. UW is requesting an effective date of May 16, 2024.

This information is entered into Human Resources Management System and CC Jobs.	
<b>Director's Meeting Date</b> 5/8/2024	<b>Effective Date</b> 5/16/2024
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 42 Professionals	<b>Number of Position(s) Affected</b> 3

**Section D: Compensation**

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**Higher Education  
Special Pay**

**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.

<b>Item 16</b>				
<b>Requester (HE Institution)</b> University of Washington			<b>Analyst</b> Sarah Hawkins	
<b>Action</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision			<b>Effective Date</b> 5/16/2024	
<b>Class Title(s)</b>	<b>Class Code(s)</b>	<b>Current Salary Range or Special Pay Range</b>	<b>Proposed Special Pay Range</b>	<b>Proposed Special Pay Increase</b>
Child Life Specialist	307A	Range 59	O4 – Y5	19.5%

**Category (select all that apply):**

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

**Explanation**

The University of Washington submitted a proposal for the creation of a Child Life Specialist for non-represented staff in the hospital setting, specifically Harborview Medical Center. In addition, the institution is requesting health care special pay for the classification based on effective operations. UW is requesting the job class be paid a salary range of \$5,999 - \$8,583 per month, which is equivalent to HCSP Range 88 on the 1% grid. The basis of this request is effective operations, the need to recognize this unique body of work. UW is currently using the Recreation Therapist 1 job classification as a best fit. The Recreation Therapist 1 is currently approved for a healthcare special pay range of O4-Y5 (\$5,999 - \$8,583). Adopting the healthcare special pay range will support effective operations and is slightly higher than the two comparators in the Seattle area which is reflective of the higher patient acuity at Harborview Medical Center.



## Section D: Compensation

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UW did not provide a certification of funds, but confirmed there are no fiscal impacts associated with this request. The institution plans to move the current incumbent into the new classification at the step that is closest to their current pay without being under what the current compensation is.

State HR supports the institution's request based on effective operations.

<b><i>Internal Use Only</i></b>
<b>Director's Meeting Date</b> 5/8/2024

**Section D: Compensation**

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**Higher Education  
Special Pay**

**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.

Item 17				
<b>Requester (HE Institution)</b> University of Washington		<b>Analyst</b> Sarah Hawkins		
<b>Action</b> <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision		<b>Effective Date</b> 5/16/2024		
Class Title(s)	Class Code(s)	Number of Positions	Current Certification Premium	Proposed Certification Premium
Child Life Specialist	307A	3	\$0.00	\$1.25

**Category (select all that apply):**

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

**Explanation**

The University of Washington submitted a proposal for the creation of a Child Life Specialist for non-represented staff in the hospital setting, specifically Harborview Medical Center. In addition, the institution is requesting health care special pay for the classification based on effective operations. UW is further requesting certification premium of \$1.25 per hour for Child Life Specialist staff who are certified in a specialty area by a national organization and working in that area of certification. The basis of this request is effective operations and the need to recognize this unique body of work.

UW is requesting certification premium of \$1.25 per hour for Child Life Specialists who are certified in a specialty area by a national organization and working in that area of certification, provided the certification has been approved by management, and further provided that the employee continues to meet all educational requirements to keep the certification current and in good standing. The certification premium supports effective operations by providing an incentive to employees with specialty certifications not required as part of the minimum qualifications for their position. UW did not provide a certification of funds, but confirmed there are no fiscal impacts associated with this request.

## Section D: Compensation

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The institution plans to move the current incumbent into the new classification at the step that is closest to their current pay without being under what the current compensation is. The current incumbent is not currently eligible for certification premium.

State HR supports the institution's request based on effective operations.

<b><i>Internal Use Only</i></b>
<b>Director's Meeting Date</b> 5/8/2024

**Section D: Compensation**

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**Higher Education  
Special Pay**

**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.**

<b>Item 18</b>				
<b>Requester (HE Institution)</b> Central Washington University		<b>Analyst</b> Sarah Hawkins		
<b>Action</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision		<b>Effective Date</b> 7/1/2024		
<b>Class Title(s)</b>	<b>Class Code(s)</b>	<b>Current Salary Range or Special Pay Range</b>	<b>Proposed Special Pay Range</b>	<b>Proposed Special Pay Increase</b>
Campus Police Lieutenant	3871	61	71	10 ranges (approx. 25 percent)

**Category (select all that apply):**

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

**Explanation**

State HR staff **supports** the request from Central Washington University to provide a ten (10) range special pay increase to one (1) Campus Police Lieutenant from salary range 61 to salary range 71, based on inversion with the subordinate Campus Police Sergeant and Campus Police Officer. As a result of collective bargaining for the 2019-2021 biennium between Teamsters and Central Washington University, the following compensation changes were implemented:

- Campus Police Officers moved from a salary range 51 to a salary range 62
- Campus Police Sergeants moved from salary range 56 to salary range 66

As a result of collective bargaining for the 2023-2025 biennium between Teamsters and Central Washington University, the Campus Police Sergeants salary increase was negotiated at the special pay range of 66 with a 4.5% wage increase. Effective June 1, 2023, the Campus Police

## Section D: Compensation

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Lieutenant position was reallocated from an exempt position to a civil service classification. The institution utilized Y-rate to ensure an inversion did not take place. Effective July 1, 2024, Campus Police Sergeants will receive another 4.5% wage increase. Approving a ten (10) range special pay increase to one (1) Campus Police Lieutenant will alleviate the current inversion issue and result in a five (5) range differential, approximately 8% as of 7/1/2024.

<b><i>Internal Use Only</i></b>
<b>Director's Meeting Date</b> 5/8/2024

## Section E: Rule Amendments

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No rule amendments for this meeting.