

Director's Meeting Agenda

State Human Resources
Office of Financial Management

- Meeting Date: Thursday, November 14, 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.
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Zoom Meeting [Launch link](#).
Meeting ID: 818 8933 6350
Passcode: 171240
- Call-In Option: One Tap Mobile:
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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

August 8, 2024

Section B: Exempt Compensation

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Item 4	B1462 Deputy Assistant Director for Strategic Operations, DLS – HCA	B5-B6
Item 5	B1465 Special Assistant for Prescription Drug Program - HCA	B7-B8
Item 6	B1540 Deputy Assistant Director for Medicaid Programs Division – HCA.....	B9-B10

Item 7	B1554 Chief Legal Officer – HCA	B11-B12
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Item 13	B1674 Chief Product Officer – DSHS.....	B23-B24
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	f) B1804 Chief, IT Systems Development, Economic Services Division (ESA) - DSHS	
	g) B1807 Director, Information Technology Solutions, ESA - DSHS	
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Section D: Compensation

- Item 38 WFSE IAA Shadow Classes – Department of Corrections Only [Permanent Adoption](#) D1
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- Rule 1: Expanded Family Member Definition E1-E7

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 Labor and Industries	C&C Specialist Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" 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 B0378 Director of Strategy and Performance - L&I	Current EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description RCW 41.06.070 (1)(v) "In an agency with fifty or more employees: Deputy agency heads, assistant director, or division directors".	Proposed RCW Exemption number and description RCW 41.06.070 (1)(v) "In each agency with fifty or more employees: ...or division directors...".

Scope

The Director of Strategy and Performance reports to the Deputy Director of Strategy and Finance of the Department of Labor and Industries and advises the executive leadership on crucial issues, initiatives and planning that is central to the agency achieving its goals and mission. This exempt class is responsible for the development and implementation of initiatives in support of the agency's strategic plan, portfolio management, performance measures, leadership and organizational development, and risk assessment. Manages the Change Readiness, Business Transformation, Organizational Change Management, and Strategy programs and their agency wide transformation activities.

Explanation

This exempt class was established at the August 8, 2024, Director's Meeting with an incorrect RCW definition. This action is housekeeping in nature to correct the definition of RCW 41.06.070(1)(v) from "In **an** agency with fifty or more employees: Deputy agency heads, assistant director, or division directors...." to "In **each** agency with fifty or more employees: ...or division directors...".

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.

No fiscal impact related to this action.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 2/14/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
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 Labor and Industries	C&C Specialist Meiklynn Flannery
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Current Code/Title B0380 Chief Policy Officer - LNI	Current EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description RCW 41.06.070(3): Governor's Pool – "...one involving directing and controlling program operations of an agency or a major administrative division thereof..."	Proposed RCW Exemption number and description RCW 41.06.070(1)(v)... "The provisions of this chapter do not apply to...in an agency with fifty or more employees...and not more than three principal policy assistants..."

Scope

Reporting to the Assistant Director for Insurance Services, manages the legislative, policy, and rulemaking processes for the Insurance Services division. Ensures division strategy is translated into mission critical functions, and oversees the Legal Services program. Evaluates legal decisions and recommends policy and/or program changes to executive leadership.

Explanation

This is a request from the Department of Labor and Industries to change the RCW Exemption to RCW 41.06.070(1)(v)... "The provisions of this chapter do not apply to... In each agency with fifty or more employees...and not more than three principal policy assistants...". This exempt class is one of three principal policy assistants. Currently the exemption for this class is under RCW 41.06.070(3) – Governor's Pool. This exemption change to RCW 41.06.070(1)(v) is a more appropriate exemption for this class.

State HR staff supports the agency's request for an exemption change from RCW 41.06.070(3) Governor's Pool to RCW 41.06.070(1)(v). There is no cost associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Policy	Date of Exempt Position Description on File 7/1/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
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 Agriculture	C&C Specialist Marty Graf
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	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B0479 Tribal Liaison-AGR	Proposed EMS Band/Rate EMS Band II (\$68,940-\$126,528)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description 41.06.070(3) Governor's Pool "...one involving substantial responsibility for the formulation of basic agency or executive policy..."

Scope

Reporting to the Director, the Tribal Liaison is the first point of contact for tribal governments. This exempt class provides strategic guidance and consultation to agency leadership while working to maintain and improve intergovernmental relations, develop protocols, create engagement opportunities, and build deep relationships with Tribal nations. The Tribal Liaison develops and implements tribal policies and protocols by advising the Leadership team and all agency programs in government-to-government affairs and agency responsibilities to tribal treaty rights within the department.

Explanation

The Department of Agriculture is requesting the establishment of an exempt class, Tribal Liaison, at the EMS Band II level under RCW 41.06.070(3) Governor's Pool "...one involving substantial responsibility for the formulation of basic agency or executive policy..."

State HR reviewed the position description dated September 16, 2024, and evaluated this class with a JVAC of C2W-630, which meets the EMS Band II 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.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Policy	Date of Exempt Position Description on File 9/16/2024
EEOC Code 42 Professionals	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Director's Meeting Agenda
Exempt Compensation
November 14, 2024

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 Health Care Authority	C&C Specialist Barb Ursini
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	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B1462 Deputy Assistant Director for Strategic Operations, DLS - HCA	Proposed EMS Band/Rate EMS Band III (\$79,944 - \$142,512)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070(3) Governor's Pool: "...involving directing and controlling program operations of an agency or a major administrative division..."

Scope

Reporting to the Chief Legal Officer, the Deputy Assistant Director for Strategic Operations, Division of Legal Service, is responsible for executive level direction of multiple sections and programs within the DLS, including the Office of Rules and Publications and the Enterprise Risk Management Office. It ensures strategic oversight and implementation of various initiatives providing operational leadership and direction in support of DLS and the agency. The position manages DLS's portfolio of projects, including employer of choice activities, strategic planning, agency-wide management of the ADA compliance program, and administration of DLS's legislative and bill analysis processes. It provides project leadership for implementation of the OneWashington project, and develops, organizes, and leads various agency-wide strategic projects on behalf of the Chief Legal Officer.

Explanation

The Health Care Authority requests to establish a Deputy Assistant Director for Strategic Operations, DLS – HCA, due to the pace and growth of the HCA programs which has stretched the Chief Legal Officer's capacity thin, so creation of this exempt class is necessary to build internal capacity to support HCA's new programs and initiatives.

The Deputy Assistant Director for Strategic Operations, DLS – HCA reports directly to the Chief Legal Officer and provides strategic operational support to all DLS' programs on behalf of and in coordination with the CLO.

Currently, this work is being performed by a WMS position. Upon adoption, this WMS job class would be abolished.

This exempt class is appropriate for RCW 41.06.070(3) Governor's Pool: "...involving directing and controlling program operations of an agency or a major administrative division..."

State HR staff and the agency evaluated the position description and materials provided with a JVAC of C3X – 768, which places this exempt class within EMS Band III.

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.

OFM Budget has reviewed their fiscal impact statement and verified 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 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 7/31/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 5	
Agency Washington State Health Care Authority	C&C Specialist Mindy Portschy
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	
Current Code/Title B1465 Special Assistant for Prescription Drug Program - HCA	Current EMS Band/Rate EMS Medical Band (\$173,796 - \$349,860)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description RCW 41.05.021(1) State Health Care Authority: "... The director may employ ... special assistants as may be needed to administer the authority..."	Proposed RCW Exemption number and description N/A

Scope

The Special Assistant for the Prescription Drug Program reports to the Medical Director for the Health Care Authority (HCA). The position provides executive leadership and public health strategies that improve health outcomes for 1.6 million Washington State residents, promote cost savings, mitigate risks, and increase productivity and quality of care for the HCA's programs and policies. This position is the HCA clinical expert for the Prescription Drug Program, serves as part of the HCA Executive Leadership Team, and represents the HCA in communications with legislative committees and staff, the Washington Pharmacy and Therapeutics Committee, special interest groups, health care executives of large health care organizations, and senior management of other agencies. The position is responsible for management oversight, structuring, procurement, and administration of the Medicaid provider feedback report program intended to improve patient outcomes without affecting the quality of care. The position manages federal and state grants exceeding \$2 million dollars per biennium and the Drug Effectiveness Review project contract budget of \$180,000 per biennium.

Explanation

State Human Resources staff initiated a review of the EMS class titled Special Assistant for Prescription Drug Program - HCA as it was identified in a review of unused exempt class codes without a position assigned for at least two years. Based on this review, the Washington State Health Care Authority is requesting abolishment as they are no longer using it. This exempt class has not had a position assigned to it since May 16, 2016.

State Human Resources staff confirmed there are no positions assigned to this exempt class and support abolishing the Special Assistant for Prescription Drug Program - HCA, as requested.

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.

A Fiscal Impact Statement was not required as there is no cost associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 2003
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) N/A

Section B: Exempt Compensation

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

Item 6	
Agency Health Care Authority	C&C Specialist Shelby Sheldon
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 B1540 Deputy Assistant Director for Medicaid Programs Division - HCA	Proposed EMS Band/Rate EMS Band III (\$79,944 - \$142,512)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070(3) Governor's Pool..."involving directing and controlling program operations of an agency or major administrative division..."

Scope

The Deputy Assistant Director for Medicaid Programs Division reports to the Assistant Director for MPD and is integral to the division's executive leadership team. This exempt class assists the Assistant Director in managing the priorities of the division; provides leadership in the development and monitoring of program performance accountability, data analysis, and research and reporting; and has substantial responsibilities in legislative relations, public information and the preparation and administration of the division budget. It leads the Business Operations section that is responsible for the agency's Language Access program, a team of Operations Specialists who provide process improvement, change management, and project management services to the division, and directs the division's Medicaid Transformation Waiver work. This exempt class provides leadership, coaching, organizational support, and strategic direction to the division and makes decisions on division resources, project management, strategic planning and performance measurement.

Explanation

Health Care Authority is requesting to establish a Deputy Assistant Director for Medicaid Programs Division. This request is in response to the significant changes and growth with this position.

This position is exempt from civil service in accordance with RCW 41.06.070(3)"...involving directing and controlling program operations of an agency or major administrative division..."

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

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.

OFM Budget has reviewed the fiscal impact statement and verified 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 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 8/26/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 7	
Agency Health Care Authority	C&C Specialist Shelby Sheldon
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 B1554 Chief Legal Officer - HCA	Proposed EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
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 of more employees... division directors..."

Scope

The Chief Legal Officer reports to the Administrative Services Director and is a member of the Executive Leadership Team. This exempt class is the appointing authority over the Division for Legal Services and is the key advisor to the Health Care Authority Director and other members of the Executive Leadership Team related to legal services and litigation management; enterprise risk management; agency contracting; procurement and acquisitions; public disclosure, privacy, HIPAA, and general records management; internal control; WAC development and regulatory reform; compliance with Executive Ethics law; administration of the Washington State Plan; Medicaid provider billing instructions and publications; all hearings and appeals from all agency programs by public employees and retirees, clients, providers, or citizens; and other non-employment-related dispute and complaint resolution activities. This exempt class serves as the liaison between external federal and state oversight and compliance agencies related to legal compliance of agency programs and provides essential leadership and vision on how to best address the strategic legal resource needs of the agency.

Explanation

Health Care Authority is requesting to establish a Chief Legal Officer. This request is in response to the total footprint of this position growing significantly, including the expansion of HCA's contracting operations from a five-person team to its current 38-person team, and expansion of the division to a total of 94 staff.

This position is exempt from civil service in accordance with RCW 41.06.070(1)(v) "In each agency with fifty of more employees... division directors..."

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 and the agency evaluated this exempt class at D5Y-1136, which meets the EMS Band IV level.

OFM Budget has reviewed the fiscal impact statement and verified 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 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 7/30/2024
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 8	
Agency Health Care Authority	C&C Specialist Shelby Sheldon
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 B1556 Deputy Chief Legal Officer - HCA	Proposed EMS Band/Rate EMS Band III (\$79,944 - \$142,512)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070(3) Governor's Pool..."involving directing and controlling program operations of an agency or major administrative division..."

Scope

The Deputy Chief Legal Officer provides executive-level direction and legal/policy support on behalf of the Chief Legal Officer to program areas including Public Employees Benefits Board, School Employees Benefits Board, Behavioral Health/Involuntary Commitment, Medicaid, Children's Health Insurance Program, and a variety of state-funded only programs such as Apple Health Expansion. This exempt class has delegated signature authority for settlement agreements on behalf of the Health Care Authority Director and is the Director's designee, as assigned by the Chief Legal Officer, to manage, conduct, and decide disputes and appeals that arise outside of the state's Administrative Procedures Act (e.g. Medicaid rates appeals, contract dispute appeals, etc.), public records disputes, and disputes related to HCA's ADA anti-discrimination program. This exempt class provides guidance and support to the Director, Deputy Director, Administrative Services Director, Medicaid Director, PEBB/SEBB Director, Behavioral Health Director, Chief Medical Director, and other members of the executive leadership team on legal and risk management matters affecting the agency.

Explanation

Health Care Authority is requesting to establish a Deputy Chief Legal Officer. This request is in response to the Chief Legal Officer exempt class expanding significantly over the last few years as HCA continues to grow and requiring the creation of the Deputy Chief Legal Officer, which will be delegated responsibility to manage, conduct and decide dispute and appeals that would otherwise be heard and adjudicated by the CLO. The pace and growth of HCA programs has stretched the CLO's capacity thin, so creating this position is necessary to build internal capacity to support HCA's new programs and initiatives.

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 position is exempt from civil service in accordance with RCW 41.06.070(3) Governor's Pool... "involving directing and controlling program operations of an agency or major administrative division..."

State HR and the agency evaluated this exempt class at C4X-800, which meets the EMS Band III level.

OFM Budget has reviewed the fiscal impact statement and verified 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 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 7/30/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 9	
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	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B1608 Director, Systems Development and Operations, TIA – DSHS	Proposed EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070 (3) Governor's Pool: "...senior experts in enterprise information technology infrastructure, engineering, or systems..."

Scope

Reporting to the Deputy Chief Information Officer for Solution Acceleration, this exempt class provides vision and leadership for developing and implementing IT initiatives in support of IT applications for all administrations within the agency. The Director has significant authority for policy development, implementation, and interpretation within program area, including the design and delivery of IT applications affecting a substantial number of citizens. This exempt class is the senior expert regarding IT applications supporting public assistance programs, providing strategic direction for statewide IT programs, policy and practice.

Explanation

The Department of Social and Health Services is requesting to establish a Director, Systems Development and Operations within DSHS' Technology Innovation Administration. This is in response to the agency's changing business needs and a major reorganization where prior to 2022, IT staff were embedded in each of the five administrations that existed at the time. In 2022, DSHS realigned IT staff into a single administration focused on creating the organization and is in the process of creating unified teams to provide enterprise services rather than isolated and federated services.

This exempt class is exempt from civil service in accordance with RCW 41.06.070(3) Governor's Pool as it is a: "...senior expert in enterprise information technology infrastructure, engineering, or systems..."

State HR staff supports this request and after reviewing the position description and organizational chart, the agency and SHR evaluated this exempt class with a JVAC rating of C5Y – 948, which meets the EMS Band IV level.

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.

A Fiscal Impact Statement was submitted and approved October 9, 2024, by OFM Budget, confirming 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 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 8/27/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 10	
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	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B1609 Director, Contract and Vendor Management, TIA – DSHS	Proposed EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070 (3) Governor's Pool: "...senior experts in enterprise information technology infrastructure, engineering, or systems..."

Scope

Reporting to the Deputy Chief Information Officer for Solutions Acceleration, this exempt class is responsible for the comprehensive oversight of IT contract and vendor management staff and is responsible for the development and execution of associated principles, guidelines, and procedures. Key responsibilities include ensuring strict adherence to contractual obligations, overseeing vendor performance management, and creation, monitoring and reporting on service level agreements and key performance indicators. The Director identifies and manages contract and vendor-related risks, the implementation of cost-saving initiatives, and the supervision of IT procurement processes. This exempt class safeguards organizational interests and advances the strategic objectives of DSHS through effective contract and vendor management.

Explanation

The Department of Social and Health Services is requesting to establish a Director, Contract and Vendor Management within DSHS' Technology Innovation Administration. This is in response to the agency's changing business needs and a major reorganization where prior to 2022, IT staff were embedded in each of the five administrations that existed at the time. In 2022, DSHS realigned IT staff into a single administration focused on creating the organization and is in the process of creating unified teams to provide enterprise services rather than isolated and federated services.

This exempt class is exempt from civil service in accordance with RCW 41.06.070(3) Governor's Pool as it is a: "...senior expert in enterprise information technology infrastructure, engineering, or systems..."

State HR staff supports this request and after reviewing the position description and organizational chart, the agency and SHR evaluated this exempt class with a JVAC rating of C5Y – 948, which meets the EMS Band IV level.

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.

A Fiscal Impact Statement was submitted and approved October 9, 2024, by OFM Budget, confirming 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 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 8/27/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 11	
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	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B1611 Director, Platform Innovation, TIA – DSHS	Proposed EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070 (3) Governor's Pool: "... <i>senior experts in enterprise information technology infrastructure, engineering, or systems...</i> "

Scope

Reporting to the Deputy Chief Information Officer for Enterprise Platforms, this exempt class oversees senior managers who are responsible for cloud platforms, identity and access management, process automation, Workday and HR management, and other enterprise-wide technology platforms. The Director maintains a strategic view that integrates these platforms, even under strong constraints or when the required outcomes are novel to the state. This exempt class is the senior executive responsible for multiple technical platforms used across the agency and has final approval authority for multiple areas of technology modernization that provides the foundation that delivers services to millions of Washington residents.

Explanation

The Department of Social and Health Services is requesting to establish a Director, Platform Innovation within DSHS' Technology Innovation Administration. This is in response to the agency's changing business needs and a major reorganization where prior to 2022, IT staff were embedded in each of the five administrations that existed at the time. In 2022, DSHS realigned IT staff into a single administration focused on creating the organization and is in the process of creating unified teams to provide enterprise services rather than isolated and federated services.

This exempt class is exempt from civil service in accordance with RCW 41.06.070(3) Governor's Pool as it is a: "...*senior expert in enterprise information technology infrastructure, engineering, or systems...*".

State HR staff supports this request and after reviewing the position description and organizational chart, the agency and SHR evaluated this exempt class with a JVAC rating of C5Y – 948, which meets the EMS Band IV level.

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.

A Fiscal Impact Statement was submitted and approved September 4, 2024, by OFM Budget, confirming 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 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 8/28/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 12	
Agency Department of Social and Health Services	C&C Specialist Mindy Portschy
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 B1657 Office Chief, Program Integrity, Performance and Advancement, APS/ALTSA - DSHS	Proposed EMS Band/Rate EMS Band III (\$79,944 - \$142,512)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description Governor's Pool, 41.06.070 (3) ". . . directing and controlling program operations of an agency or a major administrative division. . .".

Scope

Reporting to the Deputy Director of the Adult Protective Services Division, the Office Chief manages and oversees the Office of Program Integrity, Performance and Advancement and is accountable for the division's program integrity and quality improvement initiatives, workforce development activities, projects, grants, contracts and outreach and engagement activities, which support the entire division and staff statewide. This exempt class serves broadly as a decision-maker on the executive leadership team to include substantial review of division-wide quality improvement operations and policies, input and review of division with trainings, and regular decision-making regarding programmatic direction.

The position in this exempt class identifies short- and long-term planning opportunities for performance improvement by ensuring improved quality improvement measures, improving statewide consistency, performance measure outcomes, with the goal of consistency, accountability, and risk reduction.

Explanation

The Department of Social and Health Services requests the establishment of this exempt class to support the overall organizational infrastructure and continuous growth of the division. Roles within workforce development and quality improvement will be reassigned to this proposed exempt class, which will oversee several units, including program integrity, grants, outreach and engagement, contract development and monitoring, and organizational development.

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.

The Office Chief, PIPA, meets establishment under Governor's Pool 41.06.070 (3), as it is "... directing and controlling program operations of an agency or a major administrative division. . .". This exempt class is responsible for development, management and implementation of statewide program integrity and quality improvement efforts, related policies, procedures, outreach and workforce development. Further, State HR and the agency evaluated this exempt class with a JVAC of C3X – 768, which is within EMS Band III.

OFM Budget has reviewed and approved the fiscal impact statement provided by the agency stating they can absorb all costs associated with this establishment.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 7/12/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 13	
Agency Department of Social and Health Services	C&C Specialist Angie Strozyk
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 B1674 Chief Product Officer - DSHS	Proposed EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070(3) Governor's Pool "In addition to the exemptions specifically provided by this chapter...is a senior expert in enterprise information technology infrastructure, engineering, or systems..."

Scope

The Chief Product Officer – DSHS reports to the Assistant Secretary/Chief Technology Innovation Officer. This exempt class is a member of the Technology Innovation Administration Executive Team and is a critical strategic leader for TIA. The CPO provides strategic guidance, defines the technology product roadmap and provides high-level coordination of TIA initiatives and projects. The CPO collaborates with DSHS leadership and staff across all administrations, the Governor's Office, the Legislature, Office of Financial Management, Coalition State Agency Leadership, External Vendor Partners, and Technology Industry Representatives to resolve, make recommendations, and make decisions on complex issues, products and projects.

Explanation

The Department of Social and Health Services, Technology Innovation Administration is requesting to establish this exempt class under the exemption of RCW 41.06.070(3) Governor's Pool as it meets the criteria of a senior expert in enterprise information technology infrastructure, engineering, or systems.

This request is in response to the agency's changing business needs and a major re-organization. Prior to 2022, DSHS Information Technology consisted of a small IT organization at the agency level with IT staff embedded in each of the five administrations that existed at that time. In 2022, DSHS consolidated all IT professionals into the Technology Innovation Administration, realigning staff into a single administration.

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.

The CPO will consolidate and centralize program management, portfolio management, and business analysts into this organization. The CPO will lead the broader product organization that will be the front end of the IT processes working with other administrations and partner agencies in identifying the agency priorities and the solutions.

The JVAC evaluation resulted in a score of D4Y-1012, which places the work performed by the CPO in EMS Band IV. OFM Budget has reviewed the Fiscal Impact Statement provided by the agency and identified they can absorb all costs associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 8/21/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 14	
Agency Department of Social and Health Services	C&C Specialist Angie Strozyk
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 B1798 Chief Information Security Officer – DSHS	Proposed EMS Band/Rate EMS Band IV (\$95,832 – \$165,120)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description Governor's Pool RCW 41.06.070(3) "In addition to the exemptions specifically provided by this chapter...is a senior expert in enterprise information technology infrastructure, engineering, or systems..."

Scope

The Chief Information Security Officer reports to the Deputy Assistant Secretary/Chief Technology Operations Officer and directly oversees an organization of IT Security professionals, managers and supervisors. The CISO manages all IT Security staff, and policy and process for the DSHS enterprise, including but not limited to IT security, disaster recovery, disaster recovery compliance and corrective action planning for programs within DSHS. The CISO directs the activities of the IT Security/Disaster Recovery staff to guide compliance with state and agency policy, standards, and best practice.

Explanation

The Department of Social and Health Services is requesting to establish this exempt class to provide statewide leadership and manage all IT Security professionals. The CISO will move all IT Security teams from across multiple federated IT organizations into a single IT Security focused organization for the entire agency.

This request is in response to the agency's changing business needs and a major re-organization. Prior to 2022, DSHS Information Technology consisted of a small IT organization at the agency level with IT staff embedded in each of the five administrations that existed at that time. In 2022, DSHS consolidated all IT professionals into the Technology Innovation Administration, realigning staff into a single administration.

State HR staff reviewed this exempt class, and it meets the criteria to be exempted under Governor's Pool RCW 41.06.070(3) "In addition to the exemptions specifically provided by this chapter...is a senior expert in enterprise information technology infrastructure, engineering, or systems..."

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.

The JVAC evaluation resulted in a score of C5Y - 948, which places the work performed by the CISO in EMS Band IV. OFM Budget has reviewed the Fiscal Impact Statement provided by the agency and identified they can absorb all costs associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 8/7/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 15	
Agency Department of Social and Health Services	C&C Specialist Barb Ursini
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	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B1815 Director, Project and Portfolio Management, TIA - DSHS	Proposed EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070(3) – Governor’s Pool “...directing and controlling program operations of ...a major administrative division...”

Scope

The Director, Project and Portfolio Management reports to the Chief Product Officer and develops, interprets, and applies the Department of Social and Health Services and state mandates for statewide programs that support Information Technology project management programs. The Director ensures the DSHS IT Project Management Program is, and remains, in compliance with state policy and standards and that the department uses industry best practice within its programs. The DPPM has significant authority for policy development, implementation, and interpretation within IT portfolio management ensuring standard practices are consistent, predictable, current and enforced.

This class provides crucial assessment, review, and guidance for project management methodologies and practice considerations to ensure projects and initiatives align with agency IT goals, policies and objectives. The Director collaborates with agency and IT leadership and is a critical member of the Chief Product Officer’s leadership team and participates in organizational and work structure conversations for the Technology Innovation Administration.

Explanation

The Department of Social and Health Services requests to establish an exempt class Director, Project and Portfolio Management - TIA - DSHS, due to restructuring of the Technology Innovation Administration to create unified teams of IT professionals which provide enterprise services. Once implemented, the restructured TIA would have more capacity to take on additional IT projects without increasing FTEs, improve the quality of solutions and services, and reduce the time to deliver efficient solutions.

Once approved, DSHS plans to abolish an existing vacant ITPS position to provide the bulk of funding for the proposed DPPM.

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 is appropriate for the Governor’s Pool as it is responsible for “. . . directing and controlling program operations of . . . a major administrative division. . .”

State HR staff and the agency evaluated the position description and materials provided with a JVAC of C5Y-948, which places this exempt class within EMS Band IV.

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

This information is entered into Human Resources Management System and CC Jobs.	
Director’s Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 8/20/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 16	
Agency Department of Social and Health Services	C&C Specialist David Kelley
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	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B2121 Chief Data and Analytics Officer, TIA - DSHS	Proposed EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.16.070(3) Governor's Pool "...a senior expert in enterprise IT infrastructure..."

Scope

The Chief Data and Analytics Officer reports to the Deputy Chief Technology Officer and as a member of the Technology Innovation Administration (TIA) executive leadership team, this class ensures the alignment of data and analytics strategies and the overall agency strategy. The CDAO serves as the organization's most senior expert on data and analytics market and technology trends, policy positions and customer needs. This exempt class provides strategic direction and operational leadership for the DSHS enterprise data and analytics. Specifically, the CDAO is responsible for data governance, the development of data strategy, accurate, relevant and timely data analytics, and data analytics contractor oversight. This exempt class collaborates with external data providers, purchasers, other DSHS administrations, other state agencies, vendors and other stakeholders. The CDAO oversees the data needs of the agency's support programs including assistance for low-income families, healthcare services, and support for individuals with disabilities, impacting approximately 3 million vulnerable adults, families, children and seniors annually.

Explanation

The Department of Social and Health Services is requesting the establishment of exempt class Chief Data and Analytics Officer, TIA - DSHS to address the agency's changing business needs and a major re-organization of the IT workforce at DSHS designed to streamline IT services to provide more capacity to take on additional IT projects without increasing FTEs, improve the quality of service, and create efficiency in delivering solutions.

This class is exempt from civil service rules in accordance with RCW 41.06.070(3) Governor's Pool "...a senior expert in enterprise IT infrastructure..."

State HR and the agency evaluated this exempt class at D4Y-1012, which meets the EMS Band IV level.

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.

A Fiscal Impact Statement was submitted and approved October 9, 2024 by OFM Budget, confirming the agency can absorb any costs associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 8/16/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 17	
Agency Department of Commerce	C&C Specialist 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	
Current Code/Title B2640 Executive Director – Public Works Board	Current EMS Band/Rate EMS Band III (\$79,944 - \$142,512)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description RCW 41.06.070 (3) Governor’s Pool “...involving directing and controlling program operations of an agency...”	Proposed RCW Exemption number and description N/A

Scope

Manages the Community Investments unit representing 17 programs which consists of five Public Works Board programs--commonly known as the Public Works Trust Fund (PWTF), four Community Economic Revitalization Board (CERB) programs, seven active and one in development Community Development Block Grant programs, three Bond Cap Allocation programs, and the Municipal Research Council. The two Boards and the Municipal Research Council are all Governor-appointed Boards/Councils. Manages through four program managers with a total staff of 18.5 providing community investment services.

Explanation

State Human Resources staff initiated a review of the EMS class titled Executive Director - Public Works Board as it was identified in a review of unused exempt class codes without a position assigned for at least two years. Based on this review, Department of Commerce is requesting the abolishment of EMS class titled Executive Director - Public Works Board as they are no longer needing it. This exempt class was established May 11, 1977, due to RCW 42.155.030 and has not had a position assigned since March 31, 2015.

State Human Resources staff confirmed there is no position assigned to this exempt class and supports abolishing B2640 Executive Director – Public Works Board, as requested.

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.

A Fiscal Impact Statement was not required as there is no cost associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 6/23/2008
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) N/A

Section B: Exempt Compensation

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

Item 18	
Agency Eastern Washington State Historical Society	C&C Specialist Crystal Mungarro
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	
Current Code/Title B2692 – Director of Marketing and Communications	Current EMS Band/Rate EMS Band II (\$68,940-\$126,528)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description 41.06.070 (3) – Governor’s Pool “...exemption requested is one involving substantial responsibility for the formulation of basic agency or executive policy...”	Proposed RCW Exemption number and description N/A

Scope

Reporting to the Director, is a senior level management position responsible for the development and implementation of a strategic marketing and communications plan for the Society. Oversees all marketing and external relations activities; Marketing and external relations includes coordinating audience development with other programmatic areas of the museum, public relations, advertising, visitor services, special events, and rentals. Develops and implements agency-wide communications policies and procedures; serves as an advisor to the Director on all communications, public relations and media relations activities.

Explanation

State Human Resources staff conducted a review of exempt class codes without positions assigned or used for at least two years. Exempt class B2692, Director of Marketing and Communications, was identified in the review and has been vacant since 5/1/2015. Based on this review, the Eastern Washington State Historical Society is requesting the abolishment of this EMS class as it is no longer needed.

State Human Resources staff confirmed there are no positions assigned to this exempt class and supports the request to abolish.

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.

A Fiscal Impact Statement is not required as there is no cost associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 10/31/2011
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) N/A

Section B: Exempt Compensation

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

Item 19	
Agency Utilities and Transportation Commission	C&C Specialist Crystal Mungarro
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	
Current Code/Title B3111 – Deputy Executive Director – UTC	Current EMS Band/Rate EMS Band IV (\$95,832-\$165,120)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current 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...”	Proposed RCW Exemption number and description N/A

Scope

Reporting to the Executive Director, the Deputy Executive Director is responsible for the commission's day-to-day operations and its administrative functions, planning, and agency performance management and improvement activities. Responsibilities include advising the commissioners and Executive Director on matters related to safety, transportation licensing, and consumer protection; supervising the five division directors; leading development and implementation of agency operational and administrative strategic objectives; participating with division directors and commissioners in developing agency regulatory goals and legislative initiatives; and serving as appointing authority. The position acts for the Executive Director in his absence.

Explanation

State Human Resources staff conducted a review of exempt class codes without positions assigned or used for at least two years. Exempt class B3111, Deputy Executive Director - UTC, was identified in the review and has never been filled. Based on this review, the Utilities and Transportation Commission is requesting the abolishment of this EMS class, as it is no longer needed.

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 Human Resources staff confirmed there are no positions assigned to this exempt class and supports the request to abolish.

A Fiscal Impact Statement is not required as there is no cost associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File N/A
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) N/A

Section B: Exempt Compensation

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

Item 20	
Agency Criminal Justice Training Commission	C&C Specialist Marty Graf
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" 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 B3352 Assistant Director, Accountability Bureau – CJTC	Current EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description RCW 41.06.70(1)(v) “In each agency with fifty or more employees...assistant directors or division directors...”	Proposed RCW Exemption number and description RCW 41.06.070(1)(v) “In each agency with fifty or more employees...assistant directors or division directors...”

Scope

Reporting to the Deputy Director, the Assistant Director, Accountability Bureau carries out the mission of the agency by overseeing the Gender Based Violence Division as well as Policy & Accreditation, Curriculum Development, Instructor Development, Instructor Certification, and Audit & Evaluation programs. This exempt class supervises the creation of model policy and procedure as well as the creation of training to be followed by Washington State Criminal Justice Training Commission staff, all law enforcement agencies and prosecutors’ offices throughout the state of Washington in critical public safety areas through oversight of the Policy & Accreditation Unit. This exempt class will ensure the training developed is legally defensible and scientifically valid through oversight of the Audit & Evaluation Unit.

Explanation

The establishment of this exempt class was approved at the August 8, 2024, Director’s Meeting with an incorrect RCW listed. At establishment, the RCW cited was missing the zero before the seven. This action is to correct the RCW listed from 41.06.70(1)(v) to 41.06.070(1)(v).

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.

A Fiscal Impact Statement is not required for this action.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 4/29/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
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 21	
Agency Criminal Justice Training Commission	C&C Specialist Marty Graf
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" 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 B3353 Assistant Director, Training Bureau - CJTC	Current EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description RCW 41.06.70(1)(v) "In each agency with fifty or more employees...assistant directors or division directors..."	Proposed RCW Exemption number and description RCW 41.06.070(1)(v) "In each agency with fifty or more employees...assistant directors or division directors..."

Scope

Reporting to the Deputy Director, this exempt class is a member of the agency Executive Team and will oversee the execution of statewide basic, advanced, skills-based, leadership and other law enforcement training with an emphasis on proper decision making, legal and ethical standards. This exempt class ensures that all Criminal Justice Training Commission training aligns with the needs of the public, is of a high quality, and ensures delivery of this training is done in a manner that builds public trust. It is responsible for ensuring trainers are kept up to date with federal and state laws, policy, and curriculum changes. This exempt class represents the agency to the full Commission, the media, the legislature, and to the people of the State and acts on behalf of the Executive Director and Deputy Director in their absence.

Explanation

The establishment of this exempt class was approved at the August 8, 2024, Director's Meeting with an incorrect RCW listed. At establishment, the RCW cited was missing the zero before the seven. This action is to correct the RCW listed from 41.06.70(1)(v) to 41.06.070(1)(v).

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.

A Fiscal Impact Statement is not required for this action.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 4/29/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
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 22	
Agency Washington State Investment Board	C&C Specialist Mindy Portschy
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	
Current Code/Title B3815 Human Resources Director	Current EMS Band/Rate EMS Band III (\$79,944 - \$142,512)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description RCW 41.06.070 (1)(u): "Executive assistants for personnel administration..."	Proposed RCW Exemption number and description N/A

Scope

Reporting to the Deputy Director, this position serves as the agency's Human Resources Director and is responsible for providing senior staff support in the areas of staff development and training, personnel administration, labor and employee relations, ethics and code of conduct compliance, and risk management. Responsible for the consistent application of state personnel rules, agency policies, and state and federal employment laws. Manages the agency's recruitment services, training and employee development activities, recognition program, performance development planning and evaluations program, and the agency's performance confirmation program. Advises the agency's executive managers, division managers, and supervisors on personnel practices. Manages a biennial salary survey for Investment Officer positions and provides input to Executive Management prior to action by the Board. Major decision making responsibilities include recruitment and selection processes, position allocations, and serving as a member of the agency's JVAC (Job Value Assessment Chart) Committee and the Performance Based Practices Committee.

Explanation

State Human Resources staff initiated the review of the EMS class titled Human Resources Director as it was identified in review of unused exempt class codes without any positions assigned for at least two years. Based on this review, the Washington State Investment Board is requesting the abolishment of EMS class titled Human Resources Director as the exempt class has not had a position assigned since September, 2017. The position previously assigned to this exempt class had been assigned to another exempt class code.

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 Human Resources staff confirmed there are no positions assigned to this exempt class and support abolishing the Human Resources Director, as requested.

A Fiscal Impact Statement is not required as there is no cost associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 3/6/2013
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) N/A

Section B: Exempt Compensation

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

Item 23	
Agency Office of Minority and Women's Business Enterprises	C&C Specialist 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	
Current Code/Title B3941 Staff Attorney - OMWBE	Current EMS Band/Rate EMS Band III (\$79,944 - \$142,512)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description RCW 41.06.070(3) Governor's Pool- "...exemption requested is one involving substantial responsibility for the formulation of basic agency or executive policy..."	Proposed RCW Exemption number and description N/A

Scope

Reporting to the Director, this position serves as the in-house legal counsel for the agency and has primary responsibility for legal, regulatory, contracting, procurement, policy, procedures, and ethics issues for the agency related to the agency's business functions and strategic initiatives. The position performs legal research, analysis, and writing of legal memoranda, policies, and procedures in a variety of substantive areas, including administrative law, rulemaking, policy, procurement and contracting, records and retention laws, public disclosure, employment law, risk management, and ethics. The position assists the Director and Ad Hoc Advisory Committee with research, issue and dispute resolution, risk analysis and termination of certifications. This position is a member of the agency's senior management team.

Explanation

State Human Resources staff initiated a review of the EMS class titled Staff Attorney - OMWBE as it was identified in a review of unused exempt class codes without a position assigned for at least two years. Based on this review, the Office of Minority and Women's Business Enterprises is requesting the abolishment of this EMS class as they are not going to use the exempt class. This exempt class was established November 9, 2012, and has never had a position assigned to it.

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 Human Resources staff confirmed there are no positions assigned to this exempt class and support abolishing the Staff Attorney - OMWBE, as requested.

A Fiscal Impact Statement was not required as there is no cost associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Policy	Date of Exempt Position Description on File N/A
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) N/A

Section B: Exempt Compensation

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

Item 24	
Agency Department of Revenue	C&C Specialist Julie Moultime
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	
Current Code/Title B5210 Assistant Director Special Programs	Current EMS Band/Rate EMS Band IV (\$95,832 - \$165,096)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description 41.06.070(1)(v) "In each agency with fifty or more employees: Deputy agency heads, assistant directors..."	Proposed RCW Exemption number and description N/A

Scope

Under the direction of the Deputy Director, Operations, manages the statewide Miscellaneous Tax and Unclaimed Property programs within the Department of Revenue. Responsible to develop, implement and manage policy relating to assigned programs.

Explanation

State Human Resources staff initiated a review of the EMS class titled Assistant Director Special Programs as it was identified in a review of unused exempt class codes without a position assigned for at least two years. Based on this review, the Department of Revenue is requesting abolishment as they are no longer using it. SHR is unable to determine when the position was established as there is no position description in the file, no scope or history in CCJobs. There is a document in the file from January 1, 1992, approving a salary adjustment with a scope that was used in this exhibit. A check in HRMS revealed a JVAC score of D4Y-1012 and has not had a position assigned to it since November 19, 2019.

State Human Resources staff confirmed there are no positions assigned to this exempt class and support abolishing the Assistant Director Special Programs, as requested.

A Fiscal Impact Statement was not required as there is no cost associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File N/A
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) N/A

Section B: Exempt Compensation

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

Item 25	
Agency Department of Services for the Blind	C&C Specialist Marty Graf
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 B5431 Chief Information Officer - DSB	Proposed EMS Band/Rate EMS Band III (\$79,944-\$142,512)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description Agency enabling statute – RCW 74.18.050 “The director may appoint such personnel as necessary... who are assigned substantial responsibility... directing and controlling a major administrative division...”

Scope

Reporting to the Executive Director, the Chief Information Officer serves on the executive management team participating in the development of the agency's mission, strategic plan, and initiatives. This exempt class provides leadership and oversight of agency IT services, infrastructure, and digital accessibility. The CIO has authority over agency IT resources and is responsible for the delivery of IT services to support the agency's business needs and customers. This exempt class leads in the strategy, planning, implementation, and integration of all information systems and manages key relationships with business partners and internal stakeholders.

Explanation

The Department of Services for the Blind is requesting the establishment of an exempt class, Chief Information Officer, at the EMS Band III level under the agency's enabling statute RCW 74.18.050 “The director and other personnel who are assigned substantial responsibility for formulating agency policy or directing and controlling a major administrative division, together with their confidential secretaries, up to a maximum of six persons, shall be exempt from the provisions of chapter 41.06 RCW.”

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 August 21, 2024, 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.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 8/21/2024
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 26	
Agency Puget Sound Partnership	C&C Specialist 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	
Current Code/Title B5911 ECO Network Coordinator - PSP	Current EMS Band/Rate EMS Band I (\$52,236 - \$106,548)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description RCW 41.06.098 "...the provisions of this chapter shall not apply in the Puget Sound partnership...and to all professional staff."	Proposed RCW Exemption number and description N/A

Scope

Reporting to the Regional Stewardship Program Manager, the ECO Network Coordinator is the principal liaison and agency representative with a major network developed and maintained by the agency - ECO Net (Education, Communication and Outreach Network). The position administers the network and its sub structures and coordinates its 470 participating organizations. As such, the position communicates and negotiates on behalf of the Puget Sound Partnership. This position directs resources, assists in the development and management of grant programs, and provides technical assistance, training opportunities, and leadership at the regional level for the ECO Net. This position develops strategies for the development, deployment and advancement of the ECO Net and provides substantive input to the next level of management on policy and strategy issues for the overall Stewardship Program. This position administers up to \$2 million in grants to partner agencies (federal funds), and up to \$500,000 in consultant contracts (federal funds).

Explanation

State Human Resources staff initiated a review of the EMS class titled ECO Network Coordinator - PSP as it was identified in a review of unused exempt class codes without a position assigned for at least two years. Based on this review, the Puget Sound Partnership is requesting the abolishment of this EMS class as they are no longer using it. This exempt class was established May 10, 2012, and has been vacant since October 20, 2021.

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 Human Resources staff confirmed there are no positions assigned to this exempt class and support abolishing the ECO Network Coordinator - PSP, as requested.

A Fiscal Impact Statement was not required as there is no cost associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type N/A	Date of Exempt Position Description on File N/A
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 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 27	
Agency Puget Sound Partnership	C&C Specialist Julie Moultime
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	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B5957 Puget Sound Recovery Strategist	Proposed EMS Band/Rate EMS Band I (\$52,236 - \$106,548)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description PSP's enabling statute - RCW 41.06.098 "...the provisions of this chapter shall not apply in the Puget Sound partnership to the executive director, to one confidential secretary, and to all professional staff."

Scope

Reporting to the Puget Sound Recovery Integration Manager, the Puget Sound Recovery Strategist is responsible for representing the agency in external venues and functions to influence the work of partners (local, state, federal, tribal and businesses) and elicit input on agency priorities, policies and programs as well as regionwide ecosystem recovery systems overall. The Puget Sound Recovery Strategist is also responsible for promoting the potential of local recovery partners to advance local priority work for ecosystem recovery by working towards supporting process improvements and applying targeted support working with local, tribal and regional partners.

Explanation

The Puget Sound Partnership submitted an updated position description, dated October 2, 2023, on July 25, 2024; for position number 71034745/2043 within EMS B5900, Ecosystem Recovery Coordinator. This position is one of six approved positions within EMS B5900. State Human Resources noticed the job title on the position description was changed from Ecosystem Recovery Coordinator to Puget Sound Recovery Specialist. Upon inquiry with the PSP, SHR found that in 2023 the agency had taken three of the six positions (71032218/2021, 71011969/2032 and 71034745/2043) within exempt class B5900 and made significant changes to them and they no longer fit within the scope of B5900. PSP explained this action was driven by an organizational restructuring in the External Programs Division to accommodate the division's increase in size, scope, workload, need for specific support from regional partners and job satisfaction. This creates the need for a new exempt classification for the Puget Sound Recovery Strategist.

State HR staff supports the agency's request to establish exempt class, B5957 Puget Sound Recovery Strategist – PSP at the EMS Band I level with a total of three positions. Staff have reviewed all three position descriptions for the Puget Sound Recovery Strategist – PSP and rated it with a JVAC score of A1W-422, which meets EMS Band I level.

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.

A fiscal impact statement was submitted, however, there is no cost associated with this establishment as it is cost neutral due to moving three (of six) approved positions from B5900.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date November 15, 2024
Management Type Consultant	Date of Exempt Position Description on File 10/2/2023
EEOC Code 42 Professionals	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 3

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 28	
Agency Office of the Attorney General	C&C Specialist Mindy Portschy
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	
Current Code/Title B6080 Chief Criminal Investigator/Administrator	Current EMS Band/Rate Range 73
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption number and description RCW 41.06.070 (3) Governors Pool: "...one involving directing and controlling program operations of an agency or a major administrative division thereof..."	Proposed RCW Exemption number and description N/A

Scope

Reporting to the Division Chief of the Criminal Justice Division, a senior Assistant Attorney General, administers all facets of investigation and trial preparation for all statewide, multi-county and local criminal investigations and prosecutions undertaken by the Criminal Justice Division; and administers the Homicide Investigation Tracking System (HITS), which is responsible for collecting, analyzing and disseminating murder and sexual assault investigative information submitted by all law enforcement agencies in Washington State and the Pacific Northwest. Plans, manages and directs statewide, multi-county or local criminal Investigations and prosecutions referred to the Attorney General, including investigations of violent crime, official misconduct, governmental corruption and white collar crime. In addition, the position administers the Supervision Management & Recidivist Tracking (SMART) system and supervises the Child Abduction and Homicide Study. The Chief Criminal Investigator Administrator supervises and directs the work of the HITS unit, the investigators of the Sexually Violent Predator Unit (SVP) and the Criminal Litigation Unit. On occasion the Chief Criminal Investigator Administrator will also be called upon to personally investigate criminal matters. These matters may involve virtually any crime, including government corruption and misconduct.

Explanation

State Human Resources staff initiated a review of the EMS class titled Chief Criminal Investigator/Administrator as it was identified in a review of unused exempt class codes without a position assigned for at least two years. Based on this review, the Office of the Attorney General is requesting abolishment as they are no longer using it. This exempt class was originally established in 1993 and has not had a position assigned to it since June 30, 2015.

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 Human Resources staff confirmed there are no positions assigned to this exempt class and support abolishing the Chief Criminal Investigator/Administrator, as requested.

A Fiscal Impact Statement is not required as there is no cost associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File None on file
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) N/A

Section B: Exempt Compensation

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

Item 29	
Agency Department of Children, Youth and Families	C&C Specialist David Kelley
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 B7035 Deputy Director, Administrative Services - DCYF	Proposed EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.06.070(3) – Governor’s Pool <i>“...directing and controlling program operations of an agency or a major administrative division...”</i>

Scope

The Deputy Director, Administrative Services reports directly to the Director, Administrative Services of the Department of Children, Youth, and Families, and is responsible for providing leadership, strategic direction, and decision-making within the Policies and Rules Office, Background Checks, Employee Supports, Provider Supports, and the Service Access and Civil Rights programs of the Administrative Services Division.

This exempt class supports critical strategic guidance and consultation to executive management in supporting the DCYF workforce in the areas of background checks, crisis response and peer support, emergency management and safety, policies and rules, provider supports, and service access and civil rights.

This exempt class is accountable for the design and implementation of policies and services that support the operations of DCYF to ensure children and families are safe, focuses on strengthening families, children, and communities, while also promoting the safety, well-being, and permanency of all children.

Explanation

The Department of Children, Youth, and Families is requesting the establishment of exempt class Deputy Director, Administrative Services – DCYF to address agency need for strategic direction and decision making within the Policies and Rules Office within DCYF.

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 class is exempt from civil service rules in accordance with RCW 41.06.070(3) – Governor’s Pool “...directing and controlling program operations of an agency or a major administrative division...”

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

A Fiscal Impact Statement was submitted and approved May 28, 2024, by OFM Budget, confirming the agency can absorb any costs associated with this request. The agency identified that they do not intend to increase the salary of the intended appointed incumbent at establishment as they are currently within WMS Band 4, and the salary will remain as it is (with the 7/1/2024 3% general wage adjustment). The agency *will* be abolishing the WMS job class.

This information is entered into Human Resources Management System and CC Jobs.	
Director’s Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 2/28/2024
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148587 At-Will Governor’s Pool	Total Number of Approved Position(s) 1

Section B: Exempt Compensation

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

Item 30	
Agency Health Care Authority	C&C Specialist David Kelley
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 B8131 Enterprise Portfolio Management Office Director - HCA	Proposed EMS Band/Rate EMS Band IV (\$95,832 - \$165,120)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description RCW 41.05.021(1) "...director may employ... such assistant directors...as may be needed to administer the authority, who shall be exempt from chapter 41.06..."

Scope

The Enterprise Portfolio Management Office (EPMO) Director is responsible for the overall coordination and oversight of the Health and Human Services (HHS) Coalition portfolio of information technology programs and projects that span all HHS Coalition agencies. This exempt class directs portfolio management, governance, communications, contract and vendor management, and other core portfolio office functions to maintain the highly complex, cross-agency portfolio of HHS Coalition projects, governed by the HHS Coalition. This class is the senior technical expert and managerial executive responsible for directing and controlling the critical development, implementation, and operationalization of the HHS Coalition governance program and leads interagency and external activities essential to the implementation and management of HHS Coalition enterprise governance. The work of this class directly affects the management of the HHS Coalition design, development, and implementation (DDI) and maintenance and operations (M&O) by ensuring integrated enterprise-level coordination of the programs and projects that comprise the HHS Coalition portfolio.

Explanation

Washington State Health Care Authority is requesting the establishment of exempt class Enterprise Portfolio Management Office Director – HCA to address agency need to provide senior technical expertise and leadership for the Health and Human Services Coalition governance program within HCA.

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 class is exempt from civil service rules in accordance with RCW 41.05.021(1) “...director may employ... such assistant directors...as may be needed to administer the authority, who shall be exempt from chapter 41.06...”.

Washington State Health Care Authority’s preliminary JVAC score for this position is D5Y-1136, EMS Band IV. State HR evaluated this exempt class at D4Y-1012, which meets the EMS Band IV level.

This information is entered into Human Resources Management System and CC Jobs.	
Director’s Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 5/15/2024
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 31	
Agency Health Care Authority	C&C Specialist Angie Strozyk
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	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B8161 Assistant Director for Finance, Health Care Purchasing, and Informatics - HCA	Proposed EMS Band/Rate EMS Band V (\$116,364 - \$189,096)
Current RCW Exemption number and description N/A	Proposed RCW Exemption number and description Agency enabling statute - RCW 41.05.021(1): "The director may employ...such assistant directors... as may be needed to administer the authority..."

Scope

The Assistant Director for Finance, Health Care Purchasing and Informatics – HCA reports directly to the agency Director, is a member of the agency senior leadership team and is the executive expert in health care finance, health care purchasing, and financial informatics. Responsible for ensuring the agency's health care purchasing and budget allocations strategically align with the state's goals for high-quality and low-cost health care. Directly impacts the state's general fund expenditures and balance sheet. Works closely with the Office of State Treasurer staff and bond investors regarding the state's debt issuances and requires specific entries on the state's financial statements. Decisions and negotiations for the PEBB and SEBB programs directly impact all state agencies through the PEBB funding rate, all K-12 school districts through the SEBB funding rate, multiple private health insurance organizations, and health care providers throughout Washington.

Explanation

This is a request from HCA to establish the Assistant Director for Finance, Health Care Purchasing and Informatics – HCA. This request is a result of significant growth within the agency, including doubling in staff size and the addition of several programs. Upon the establishment of this exempt class, B8160 Assistant Director for Financial Services will be retitled to the Chief Financial Officer, who will report to B8161.

This exempt class meets the requirements of RCW 41.05.021(1) "The director may employ...such assistant directors...as may be needed to administer the authority...", as it is an assistant director who reports to the agency head.

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 staff evaluated this class with a JVAC rating of E5Y-1410 which is within EMS Band V. OFM Budget has approved the fiscal impact statement and state the agency can absorb the cost associated with this action.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File 6/17/2024
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 32	
Agency Department of Health	C&C Specialist Crystal Mungarro
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	
Current Code/Title B8900 - Special Assistant for Quality & Employee Involvement	Current EMS Band/Rate EMS Band II (\$62,328-\$114,396)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current 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..."	Proposed RCW Exemption number and description N/A

Scope

As special assistant to the Director for the Quality and Employee Involvement, plans, organizes, and conducts major management, organizational, and operational activities to implement strategic programs in support of Labor and Industries' primary focus to continuously improve quality to customers and foster employee involvement to achieve agency goals. Develops and implements multi-level quality programs, measuring results with reliability and validity, and coordinates activities for maximizing the use of technical, financial, and human resources through the Quality Initiative process.

Explanation

State Human Resources staff conducted a review of exempt class codes without positions assigned or used for at least two years. Exempt class B8900, Special Assistant for Quality & Employee Involvement, was identified in the review and has been vacant since 11/16/2015. Based on this review, the Department of Health is requesting the abolishment of this EMS class, as it is no longer needed.

State Human Resources staff confirmed there are no positions assigned to this exempt class and supports the request to abolish.

A Fiscal Impact Statement is not required as there is no cost associated with this request.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 11/14/2024	Effective Date 11/15/2024
Management Type Management	Date of Exempt Position Description on File N/A
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) N/A

Section B: Exempt Compensation

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

Item 33					
Agency Department of Corrections			Analyst Crystal Mungarro		
Action Abolishment					
	Exempt "B" Code	Current Title	Current Salary Band	RCW Exemption	Number of Approved Positions
a.	B6400	Administrative Assistant - Corrections	50	RCW 41.06.071 Department of corrections	1
b.	B6411	Community Corrections Progs Adm - DOC	EMS Band IV	RCW 41.06.071 Department of corrections	1

Explanation

State Human Resources staff initiated a review of the EMS classes titled Administrative Assistant - Corrections and Community Corrections Progs Adm – DOC, as they were identified in a review of unused exempt class codes without a position assigned for at least two years. Based on this review, the Department of Corrections is requesting the abolishment of these EMS classes as they are no longer needed.

- Exempt class B6400 was established 7/01/1981 and no position was ever assigned to it.
- Exempt class B6411 was established 9/14/2001 and no position was ever assigned to it.

State Human Resources staff confirmed there are no positions assigned to these exempt classes and supports abolishing these two exempt classes, as requested.

A Fiscal Impact Statement was not required as there is no cost associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date	Effective Date
11/14/2024	11/15/2024

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 34					
Agency Department of Labor and Industries			Analyst Cindy Wulff		
Action Abolishment					
	Exempt "B" Code	Current Title	Current Salary Band	RCW Exemption	Number of Approved Positions
a.	B0381	Program Manager, Retrospective Rating, L&I	EMS Band II	RCW 41.06.070(3) Governor's Pool	1
b.	B0383	Consultation Program Manager	62	RCW 41.06.070(3) Governor's Pool	1
c.	B0407	Citizens Relations Manager, L&I	50	RCW 41.06.070(3) Governor's Pool	1

Explanation

State Human Resources staff initiated a review of the EMS classes titled Program Manager, Retrospective Rating, L&I, Consultation Program Manager, and Citizens Relations Manager, L&I as they were identified in a review of unused exempt class codes without a position assigned for at least two years. Based on this review, the Department of Labor and Industries is requesting the abolishment of these EMS classes as they are no longer needed.

- Exempt class B0381 was established 11/11/1993 and has been vacant since 9/15/2020.
- Exempt class B0383 was established 11/11/1993 and has been vacant since 1/12/2010.
- Exempt class B0407 was established 9/10/1993 and no position was ever assigned to it.

State Human Resources staff confirmed there are no positions assigned to these exempt classes and supports abolishing these three exempt classes, as requested.

A Fiscal Impact Statement was not required as there is no cost associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date	Effective Date
11/14/2024	11/15/2024

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 35					
Agency Office of the Governor			Analyst Mindy Portschy		
Action Abolishment					
	Exempt "B" Code	Current Title	Current Salary Band	RCW Exemption	Number of Approved Positions
a)	B8010	Undergraduate Intern 1	19E	43.06.410, State internship program – Governor’s duties.	1
b)	B8020	Undergraduate Intern 2	25E	43.06.410, State internship program – Governor’s duties.	1
c)	B8030	Executive Fellow 1	37	43.06.410, State internship program – Governor’s duties.	1
d)	B8040	Executive Fellow 2	41	43.06.410, State internship program – Governor’s duties.	1

Explanation

State Human Resources conducted a review of exempt class codes without positions assigned or used for at least two years. Staff reached out to the Human Resources staff of the Office of Financial Management and they confirmed the above exempt classes are no longer needed for the agency and requested abolishment. State HR staff confirmed there are no current positions assigned to the above exempt job class codes and support abolishment.

A Fiscal Impact Statement is not required as there are no costs associated with the above actions.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director’s Meeting Date	Effective Date
11/14/2024	11/15/2024

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 36					
Agency			Analyst		
Department of Social and Health Services			Mindy Portschy		
Action					
Abolishment					
	Exempt "B" Code	Current Title	Current Salary Band	RCW Exemption	Number of Approved Positions
a)	B1630	Administrative Services Division Director	EMS Band III	41.06.070(1)(v)	1
b)	B1636	Chief, Division Support & Evaluation, Division of Behavioral Health & Recovery	EMS Band III	41.06.070 (3) Governor's Pool	1
c)	B1644	Vocational Rehabilitation Regional Administrator	EMS Band II	41.06.070 (3) Governor's Pool	1
d)	B1740	Assistant Director, Media Relations - DSHS	EMS Band II	41.06.070 (3) Governor's Pool	1
e)	B1791	Research and Data Analysis Chief	EMS Band II	41.06.070 (3) Governor's Pool	1
f)	B1804	Chief, IT Systems Development, Economic Services Division (ESA) - DSHS	EMS Band III	41.06.070 (3) Governor's Pool	1
g)	B1807*	Director, Information Technology Solutions, ESA - DSHS	EMS Band IV	41.06.076, DSHS Enabling Statute	1
h)	B2010	Mental Health Division Director (MED)	EMS Medical Band	41.06.070(1)(v)	1
i)	B2442	Chief, Finance	EMS Band II	41.06.070 (3) Governor's Pool	1
j)	B2445*	Chief, Office of Administrative Resources	EMS Band III	41.06.070 (3) Governor's Pool	1

Explanation

State Human Resources conducted a review of exempt class codes without positions assigned or used for at least two years. Staff reached out to the Department of Social and Health Services and they confirmed, due to business needs, the above exempt classes are no longer needed for the agency and requested abolishment. State HR staff confirmed there are no positions assigned to the above exempt job class codes and support abolishment.

*The agency had requested OFM State HR abolish exempt job class B1807, Director, Information Technology Solutions, ESA – DSHS and B2445, Chief, Office of Administrative Services as the agency is no longer using these exempt classes. State HR staff supports the request to abolish these additional EMS job classes as requested. State HR staff has confirmed the positions assigned are vacant.

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.

A Fiscal Impact Statement is not required as there are no costs associated with the above actions.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date	Effective Date
11/14/2024	11/15/2024

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 37					
Agency Washington Technology Solutions			Analyst Mindy Portschy		
Action Abolishment					
	Exempt "B" Code	Current Title	Current Salary Band	RCW Exemption	Number of Approved Positions
a.	B9619	IT Operations & Support Team Manager – WATECH	EMS Band III	*RCW 41.06.070(1)aa	1
b.	B9631	Enterprise Solution Architect – WATECH	EMS Band II	*RCW 41.06.070(1)aa	4
c.	B9634	Senior Strategist, Electronic Media & Digital Content – WATECH	EMS Band II	*RCW 41.06.070(1)aa	1

Explanation

State Human Resources conducted a review of exempt class codes without positions assigned or used for at least two years. Staff reached out to Washington Technology Solutions and they confirmed, due to business needs, the above exempt classes are no longer needed for the agency and requested abolishment. State HR staff confirmed there are no positions assigned to the above exempt job class codes and support abolishment.

*RCW 41.06.070(1)aa Officers and employees of Washington technology solutions created in RCW 43.105.006 that perform the following functions or duties: Systems integration; data center engineering and management; network systems engineering and management; information technology contracting; information technology customer relations management; and network and systems security;

A Fiscal Impact Statement is not required as there are no costs associated with the above actions.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date	Effective Date
11/14/2024	11/15/2024

Section C: Classification

No classification items for this meeting.

Section D: Compensation

**Washington Federation of State Employees IAA Shadow Classes
Department of Corrections Only**

Permanent Adoption

Item 38				
Action Base Range Salary Adjustments			Analyst Mindy Portschy	
Item subsection number	Class Code	Job Title	Current Salary Range	Proposed Salary Range
a	350D	CORRECTIONS SPECIALIST 3 – DOC WFSE	59	No Change
b	350F	CORRECTIONS SPECIALIST 4 – WFSE	63	No Change

Explanation

The proposed salary range establishments of these shadow classes are a result of Washington Federation of State Employees Department of Corrections Memorandum of Understanding dated 7/17/2024.

Both of these job classifications were presented at the November 13, 2023 State Human Resources Director’s meeting with an effective date of July 1, 2024, however, per the referenced MOU, is being corrected to reflect January 1, 2024.

This item was presented as an emergency item on August 8, 2024 and is coming back for permanent adoption at the November 14, 2024 meeting.

For Office of Financial Management, State Human Resources use only. This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director’s Meeting Date 11/14/2024	Effective Date 11/15/2024

Section D: Compensation

Item 39	
Requester (Agency/HE Institution) State School for the Blind (SFB) and Washington State Center for Deaf and Hard of Hearing Youth (CDHY)	Analyst Mindy Portschy
Action V-Range Salary Schedule (Certificated Teaching Salary Rate Adjustment)	

The 2024-2025 Certificated Teaching Salary rate adjustment on the following page is proposed for Adoption with an effective date of September 1, 2024.

By statute RCW 72.40.028, Washington State Center for Childhood Deafness and Hearing Loss and the School for the Blind are required to set their salaries according to "...Salaries of all certificated employees shall be based on the statewide average salary set forth in RCW 28A.150.410, adjusted by the regionalization factor that applies to the school district in which the program or facility is located."

Please contact Mindy Portschy at 360-790-1384 or Mindy.Portschy@ofm.wa.gov if you have any questions.

Internal Use Only	
Director's Meeting Date 11/14/2024	Effective Date 9/1/2024

Section E: Rule Amendments

Item #1 – Expanded Family Member Definition

Staff note: Engrossed Substitute Senate Bill ([ESSB 5793](#)), Chapter 356, Laws of 2024, passed during the 2024 legislative session, effective January 1, 2025. Section 1 of this bill amends RCW 49.46.210(1)(b)(iii) to clarify an employee is authorized to use paid sick leave when the employee's place of business or an employee's child's school or place of care has been closed by order of a public official for any health-related reason or after the declaration of an emergency by a local or state government or agency, or federal government. Section 1 also amends RCW 49.46.210(2) to expand the definition of a family member to include any individual who regularly resides in the employee's home or where the relationship creates an expectation the employee cares for the person and that individual depends on the employee for care, except it does not include an individual who simply resides in the same home with no expectation the employee cares for the individual. The definition of a child was also expanded to include a child's spouse or child's registered domestic partner.

A policy decision was made to expand the definition of a family member for all sick leave reasons provided in WAC 357-31-130, not just limiting to ones included in RCW 49.46.210, and also apply these changes to both overtime-eligible and overtime-exempt employees to allow for equal treatment of all employees.

Staff is proposing to:

- Amend WAC 357-01-072 to expand the definition of child for the purpose of using accrued sick leave under WAC 357-31-130 to include a child's spouse or child's registered domestic partner.
- Amend WAC 357-01-172 to expand the definition of family member for the purpose of using accrued sick leave under WAC 357-31-130 to include any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. Family member does not include an individual who simply resides in the same home with no expectation that the employee cares for the individual for the purposes of WAC 357-31-130.
- Amend WAC 357-31-130(5) to align with the changes made to RCW 49.46.210(1)(b)(iii).

Staff is proposing a January 1, 2025, permanent effective date.

AMENDATORY SECTION

WAC 357-01-072 Child.

A biological, adopted, foster child, stepchild, legal ward, or a child of a person standing *in loco parentis*, a child of a legal guardian, or a child of a de facto parent, regardless of age or dependency status. For the purpose of using accrued sick leave under WAC 357-31-130, child also includes a child's spouse or child's registered domestic partner.

Section E: Rule Amendments

AMENDATORY SECTION

WAC 357-01-172 Family members.

(1) Individuals considered to be members of the family are parent, sibling, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, minor/dependent child, and child.

(2) For the purpose of domestic violence, sexual assault, or stalking provisions within Title 357 WAC, in addition to subsection (1) of this section, family member also includes a domestic partner as defined in RCW 26.60.020 or a person with whom the employee has a dating relationship as defined in RCW 49.76.020.

(3) For the purpose of using accrued sick leave under WAC 357-31-130, in addition to subsection (1) of this section family member also includes any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. Family member does not include an individual who simply resides in the same home with no expectation that the employee cares for the individual.

AMENDATORY SECTION

WAC 357-31-130 When must an employer allow an employee to use their accrued sick leave?

The employer may require medical verification or certification of the reason for sick leave use in accordance with the employer's leave policy and in compliance with chapter 296-128 WAC.

Employers **must** allow the use of accrued sick leave under the following conditions:

(1) An employee's mental or physical illness, disability, injury or health condition that has incapacitated the employee from performing required duties; to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or an employee's need for preventive medical care.

(2) By reason of exposure of the employee to a contagious disease when the employee's presence at work would jeopardize the health of others.

(3) When a high-risk employee seeks an accommodation to protect themselves from the risk of exposure to an infectious or contagious disease and the employer determines no other accommodation is reasonable besides the use of leave.

(4) To allow an employee to provide care for a child who has been exposed to a contagious disease and is required to quarantine; or when a household or family member needs additional care, not covered by subsection (6) of this section, who has been exposed to a contagious disease and is required to quarantine.

(5) When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such health-related reason, or after the declaration of an emergency by a local or state government or agency, or by the federal government.

(6) To allow an employee to provide care for a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care for a family member who needs preventive medical care.

(7) For family care emergencies per WAC 357-31-290, 357-31-295, 357-31-300 and 357-31-305.

(8) When an employee is required to be absent from work to care for members of the employee's household or relatives of the employee or relatives of the employee's

Section E: Rule Amendments

spouse/registered domestic partner who experience an illness or injury, not including situations covered by subsection (6) of this section.

(a) The employer must approve up to five days of accumulated sick leave each occurrence. Employers may approve more than five days.

(b) For purposes of this subsection, "relatives" is limited to spouse, registered domestic partner, child, grandchild, grandparent or parent.

(9) When requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW as provided in WAC 357-31-248. Leave taken under this subsection may be subject to verification that the employee has been approved to receive benefits for paid family and/or medical leave under Title 50A RCW.

(10) If the employee or the employee's family member, as defined in chapter 357-01 WAC, is a victim of domestic violence, sexual assault or stalking as defined in RCW 49.76.020. An employer may require the request for leave under this section be supported by verification in accordance with WAC 357-31-730.

(11) In accordance with WAC 357-31-373, for an employee to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.

(12) When an employee requests to use sick leave for the purpose of parental leave to bond with a newborn, adoptive or foster child for a period up to 18 weeks. Sick leave for this purpose must be taken during the first year following the child's birth or placement.

(13) If the employee requests to use sick leave when granted a temporary leave of absence for legislative service in accordance with WAC 357-31-374(2).

REFERENCE ONLY

RCW [49.46.210](#) Paid sick leave—Authorized purposes—Limitations. (Effective January 1, 2025.)

(1) Beginning January 1, 2018, except as provided in RCW [49.46.180](#), every employer shall provide each of its employees paid sick leave as follows:

(a) An employee shall accrue at least one hour of paid sick leave for every forty hours worked as an employee. An employer may provide paid sick leave in advance of accrual provided that such front-loading meets or exceeds the requirements of this section for accrual, use, and carryover of paid sick leave.

(b) An employee is authorized to use paid sick leave for the following reasons:

(i) An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;

(ii) To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care; and

(iii) When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government.

(c) An employee is authorized to use paid sick leave for absences that qualify for leave under the domestic violence leave act, chapter [49.76](#) RCW.

(d) An employee is entitled to use accrued paid sick leave beginning on the ninetieth calendar

Section E: Rule Amendments

day after the commencement of his or her employment.

(e) Employers are not prevented from providing more generous paid sick leave policies or permitting use of paid sick leave for additional purposes.

(f) An employer may require employees to give reasonable notice of an absence from work, so long as such notice does not interfere with an employee's lawful use of paid sick leave.

(g) For absences exceeding three days, an employer may require verification that an employee's use of paid sick leave is for an authorized purpose. If an employer requires verification, verification must be provided to the employer within a reasonable time period during or after the leave. An employer's requirements for verification may not result in an unreasonable burden or expense on the employee and may not exceed privacy or verification requirements otherwise established by law.

(h) An employer may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

(i) For each hour of paid sick leave used, an employee shall be paid the greater of the minimum hourly wage rate established in this chapter or his or her normal hourly compensation. The employer is responsible for providing regular notification to employees about the amount of paid sick leave available to the employee.

(j) Except as provided in (l) of this subsection, accrued and unused paid sick leave carries over to the following year, but an employer is not required to allow an employee to carry over paid sick leave in excess of 40 hours.

(k) Except as provided in (l) of this subsection, an employer is not required to provide financial or other reimbursement for accrued and unused paid sick leave to any employee upon the employee's termination, resignation, retirement, or other separation from employment. When there is a separation from employment and the employee is rehired within 12 months of separation by the same employer, whether at the same or a different business location of the employer, previously accrued unused paid sick leave shall be reinstated and the previous period of employment shall be counted for purposes of determining the employee's eligibility to use paid sick leave under (d) of this subsection. For purposes of this subsection (1)(k), "previously accrued and unused paid sick leave" does not include sick leave paid out to a construction worker under (l) of this subsection.

(l)(i) A construction industry employer must pay a construction worker, who has not met the 90th day eligibility under (d) of this subsection at the time of separation, the balance of the worker's accrued and unused paid sick leave at the end of the established pay period following the worker's separation pursuant to RCW [49.48.010](#)(2).

(ii) The definitions in this subsection (1)(l)(ii) apply throughout this subsection (1)(l) unless the context clearly requires otherwise.

(A) "Construction worker" means a worker who performed service, maintenance, or construction work on a jobsite, in the field or in a fabrication shop using the tools of the worker's trade or craft.

(B) "Construction industry employer" means an employer in the industry described in North American industry classification system industry code 23, except for residential building construction code 2361.

(2) The definitions in this subsection apply throughout this section, except for subsection (5) of this section:

(a) "Family member" means a child, grandchild, grandparent, parent, sibling, or spouse of an employee, and also includes any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. "Family member" includes any individual who regularly resides in the employee's home, except that it does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

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(b) "Child" means a biological, adopted, or foster child, a stepchild, a child's spouse, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.

(c) "Grandchild" means a child of the employee's child.

(d) "Grandparent" means a parent of the employee's parent.

(e) "Parent" means the biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis to an employee when the employee was a child.

(f) "Spouse" means a husband or wife, as the case may be, or state registered domestic partner.

(3) An employer may not adopt or enforce any policy that counts the use of paid sick leave time as an absence that may lead to or result in discipline against the employee.

(4) An employer may not discriminate or retaliate against an employee for his or her exercise of any rights under this chapter including the use of paid sick leave.

(5)(a) The definitions in this subsection apply to this subsection:

(i) "Average hourly compensation" means a driver's compensation during passenger platform time from, or facilitated by, the transportation network company, during the 365 days immediately prior to the day that paid sick time is used, divided by the total hours of passenger platform time worked by the driver on that transportation network company's driver platform during that period. "Average hourly compensation" does not include tips.

(ii) "Driver," "driver platform," "passenger platform time," and "transportation network company" have the meanings provided in RCW [49.46.300](#).

(iii) "Earned paid sick time" is the time provided by a transportation network company to a driver as calculated under this subsection. For each hour of earned paid sick time used by a driver, the transportation network company shall compensate the driver at a rate equal to the driver's average hourly compensation.

(iv) For purposes of drivers, the following definitions apply:

(A) "Family member" means a child, grandchild, grandparent, parent, sibling, or spouse of a driver, and also includes any individual who regularly resides in the driver's home or where the relationship creates an expectation that the driver care for the person, and that individual depends on the driver for care. "Family member" includes any individual who regularly resides in the driver's home, except that it does not include an individual who simply resides in the same home with no expectation that the driver care for the individual.

(B) "Child" means a biological, adopted, or foster child, a stepchild, a child's spouse, or a child to whom the driver stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.

(C) "Grandchild" means a child of the driver's child.

(D) "Grandparent" means a parent of the driver's parent.

(E) "Parent" means the biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of a driver or the driver's spouse, or an individual who stood in loco parentis to a driver when the driver was a child.

(F) "Spouse" means a husband or wife, as the case may be, or state registered domestic partner.

(b) Beginning January 1, 2023, a transportation network company must provide to each driver operating on its driver platform compensation for earned paid sick time as required by this subsection and subject to the provisions of this subsection. A driver shall accrue one hour of earned paid sick time for every 40 hours of passenger platform time worked.

(c) A driver is entitled to use accrued earned paid sick time upon recording 90 hours of passenger platform time on the transportation network company's driver platform.

(d) For each hour of earned paid sick time used, a driver shall be paid the driver's average hourly compensation.

(e) A transportation network company shall establish an accessible system for drivers to

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request and use earned paid sick time. The system must be available to drivers via smartphone application and online web portal.

(f) A driver may carry over up to 40 hours of unused earned paid sick time to the next calendar year. If a driver carries over unused earned paid sick time to the following year, accrual of earned paid sick time in the subsequent year must be in addition to the hours accrued in the previous year and carried over.

(g) A driver is entitled to use accrued earned paid sick time if the driver has used the transportation network company's platform as a driver within 90 calendar days preceding the driver's request to use earned paid sick time.

(h) A driver is entitled to use earned paid sick time for the following reasons:

(i) An absence resulting from the driver's mental or physical illness, injury, or health condition; to accommodate the driver's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;

(ii) To allow the driver to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;

(iii) When the driver's child's school or place of care has been closed by order of a public official for any health-related reason or has been closed after the declaration of an emergency by a local or state government or agency, or by the federal government;

(iv) For absences for which an employee would be entitled for leave under RCW [49.76.030](#); and

(v) During a deactivation or other status that prevents the driver from performing network services on the transportation network company's platform, unless the deactivation or status is due to a verified allegation of sexual assault or physical assault perpetrated by the driver.

(i) If a driver does not record any passenger platform time in a transportation network company's driver platform for 365 or more consecutive days, any unused earned paid sick time accrued up to that point with that transportation network company is no longer valid or recognized.

(j) Drivers may use accrued days of earned paid sick time in increments of a minimum of four or more hours. Drivers are entitled to request four or more hours of earned paid sick time for immediate use, including consecutive days of use. Drivers are not entitled to use more than eight hours of earned paid sick time within a single calendar day.

(k) A transportation network company shall compensate a driver for requested hours or days of earned paid sick time no later than 14 calendar days or the next regularly scheduled date of compensation following the requested hours or days of earned paid sick time.

(l) A transportation network company shall not request or require reasonable verification of a driver's qualifying illness except as would be permitted to be requested of an employee under subsection (1)(g) of this section. If a transportation network company requires verification pursuant to this subsection, the transportation network company must compensate the driver for the requested hours or days of earned paid sick time no later than the driver's next regularly scheduled date of compensation after satisfactory verification is provided.

(m) If a driver accepts an offer of prearranged services for compensation from a transportation network company during the four-hour period or periods for which the driver requested earned paid sick time, a transportation network company may determine that the driver did not use earned paid sick time for an authorized purpose.

(n) A transportation network company shall provide each driver with:

(i) Written notification of the current rate of average hourly compensation while a passenger is in the vehicle during the most recent calendar month for use of earned paid sick time;

(ii) An updated amount of accrued earned paid sick time since the last notification;

(iii) Reduced earned paid sick time since the last notification;

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- (iv) Any unused earned paid sick time available for use; and
- (v) Any amount that the transportation network company may subtract from the driver's compensation for earned paid sick time. The transportation network company shall provide this information to the driver no less than monthly. The transportation network company may choose a reasonable system for providing this notification, including but not limited to: A pay stub; a weekly summary of compensation information; or an online system where drivers can access their own earned paid sick time information. A transportation network company is not required to provide this information to a driver if the driver has not worked any days since the last notification.
- (o) A transportation network company may not adopt or enforce any policy that counts the use of earned paid sick time as an absence that may lead to or result in any action that adversely affects the driver's use of the transportation network.
- (p) A transportation network company may not take any action against a driver that adversely affects the driver's use of the transportation network due to his or her exercise of any rights under this subsection including the use of earned paid sick time.
- (q) The department may adopt rules to implement this subsection.
[[2024 c 356 s 1](#); [2024 c 39 s 1](#); [2023 c 267 s 1](#); [2022 c 281 s 6](#); [2019 c 236 s 3](#); [2017 c 2 s 5](#) (Initiative Measure No. 1433, approved November 8, 2016).]