

Director's Meeting Agenda

State Human Resources
Office of Financial Management

Meeting Date: Thursday, February 13, 2025

Meeting Time: 8:30 a.m.

Hosted By: State Human Resources
Office of Financial Management

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Exhibits:

The Exempt, Classification, Compensation and Rules items on the following pages have been submitted to staff for study and presentation to the State Human Resources Director at a quarterly scheduled public meeting.

Section A: Previous Minutes Approval

November 14, 2024

Section B: Exempt Compensation

Item 1	B0424 Personnel Manager - AGR	B1-B2
Item 2	B2692 Director of Marketing and Communications	B3-B4
Item 3	B3220 General Manager – Vocational Education	B5-B6
Item 4	B3275 Associate Director, Planning Coordinator	B7-B8
Item 5	B3368 Data Compiler – CFC	B9-B10
Item 6	B4482 Regional Director	B11-B12
Item 7	B5958 Communications Lead – PSP.....	B13- B14
Item 8	B8360 Legislative and Congressional Affairs Manager	B15-B16
Item 9	Multiple Exempt Abolishments.....	B17-B18
	A. State Procurement Officer - DES	
	B. Enterprise Applications Architect Manager - DES	
	C. Client Services Manager - DES	
	D. Enterprise Solution Manager - DES	
	E. Business Diversity Initiatives Manager - DES	

Section C: Classification

Item 10	IT Professional Structure Evaluation Handbook	C1-C3
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Section D: Compensation

None.

Section E: Rule Amendments

None.

Website Information

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

Proposal Package Submittals

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

Meeting Coordinator

For question and concerns, contact the Meeting Coordinator at <mailto:classandcomp@ofm.wa.gov>.

Individuals with Disabilities

If you are a person with a disability and require accommodation for attendance, contact the Meeting Coordinator no later than the first Thursday of the month.

Alternate Publication Formats

This publication will be made available in alternate formats upon request.

What is a Revision

When changes occur to an exhibit after the original Director's meeting agenda has been posted to the State HR website, a *revised exhibit* is created which reflects the most up-to-date information proposed for adoption. The revised exhibit appears in a separate Revised Agenda that will be available on the day of the meeting.

Section B: Exempt Compensation

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

Exempt Exhibit

Exempt Information

Item # 1

Requester (Agency/Institution): Department of Agriculture

C&C Specialist: Cindy Wulff

Primary Action (check all that apply):

- Abolishment Establishment Exemption Change
 Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

- Add Position Band Change Minor Scope Change Pay Outside Band
 Title Change Remove Position

Current Class Code/Title: B0424 Personnel Manager - AGR

Current EMS Band/Rate: 58

Proposed Class Code/Title: N/A

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description): RCW 41.06.070(1)(u)

“Executive assistants for personnel administration and labor relations...”

Proposed RCW Exemption (indicate number and description): N/A

Effective Date: 2/14/2025

Scope

Reporting to the Deputy Director, is responsible for managing the agency's comprehensive human resource management program. Serves as a member of the Executive Policy Group.

Explanation

State HR staff initiated a review of the EMS class title Personnel Manager - AGR 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 Agriculture is requesting abolishment as they are no longer using it. This exempt class was established July 8, 1993, never broadbanded and has not had a position assigned to it since June 30, 2015.

State HR staff confirm there are no positions assigned to this exempt class and supports abolishing the Personnel Manager - AGR, as requested.

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

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.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 2/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: N/A

Current Number of Approved Position(s): 1

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.

Exempt Exhibit

Exempt Information

Item #: 2

Requester (Agency/Institution): Washington State Historical Society

C&C Specialist: Crystal Mungarro

Primary Action (check all that apply):

- Abolishment Establishment Exemption Change
 Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

- Add Position Band Change Minor Scope Change Pay Outside Band
 Title Change Remove Position

Current Class Code/Title: B2692 Director of Marketing and Communications

Current EMS Band/Rate: EMS Band II (\$68,940-\$126,528)

Proposed Class Code/Title: N/A

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate 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 (indicate number and description): N/A

Effective Date: 2/14/2025

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

This action is housekeeping in nature. The November 14, 2024, Director’s meeting EMS exhibit reflected the exempt class code was assigned to Eastern Washington Historical Society, rather than Washington State Historical Society. This change will abolish exempt class B2692, Director of Marketing and Communications, from Washington State Historical Society.

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 confirmed there are no positions assigned to this exempt class and supports abolishing the Director of Marketing and Communications, as requested.

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

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 2/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148587 At-Will Governor's Pool

Date of Exempt Position Description on File: 10/31/2011

Current 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.

Exempt Exhibit

Exempt Information

Item #: 3

Requester (Agency/Institution): Workforce Training and Education Coordinating Board

C&C Specialist: Julie Moultime

Primary Action (check all that apply):

- Abolishment Establishment Exemption Change
 Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

- Add Position Band Change Minor Scope Change Pay Outside Band
 Title Change Remove Position

Current Class Code/Title: B3220 General Manager – Vocational Education

Current EMS Band/Rate: Range 66

Proposed Class Code/Title: N/A

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description): RCW 41.06.070 (3) Governor’s Pool, “...position...involving substantial responsibility...or one involving directing and controlling program operations of an agency or a major administrative division...”

Proposed RCW Exemption (indicate number and description): N/A

Effective Date: 2/14/2025

Explanation

State Human Resources staff initiated a review of the EMS class titled General Manager – Vocational Education as it was identified in a review of unused exempt class codes without a position assigned for at least two years.

The Workforce Training and Education Board responded to the audit stating the position was reallocated sometime in 2013 into the Washington Management Service. However, SHR was never notified.

Upon further review of the file B3220 General Manager – Vocational Education, it appears the position was broadbanded in 2000 and there is no official scope for the position or JVAC rating. State Human Resources staff confirmed there are no positions assigned to this exempt class and support abolishing the General Manager – Vocational Education.

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

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.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 2/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148587 At-Will Governor's Pool

Date of Exempt Position Description on File: N/A

Current Number of Approved Position(s): 1

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.

Exempt Exhibit

Exempt Information

Item #: 4

Requester (Agency/Institution): Workforce Training and Education Coordinating Board

C&C Specialist: Cindy Wulff

Primary Action (check all that apply):

- Abolishment Establishment Exemption Change
 Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

- Add Position Band Change Minor Scope Change Pay Outside Band
 Title Change Remove Position

Current Class Code/Title: B3275 Associate Director, Planning Coordinator

Current EMS Band/Rate: EMS Band III (\$79,944 - \$142,512)

Proposed Class Code/Title: N/A

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description): RCW 28C.18.040(3) "...the director shall appoint necessary deputy and assistant directors and other staff who shall be exempt..."

Proposed RCW Exemption (indicate number and description): N/A

Effective Date: 2/14/2025

Scope

The Associate Director reports to the Executive Director and has responsibility for planning, managing, and directing the Workforce Training and Education Coordinating Board's (WTECB) system planning and coordination. WTECB's system includes multiple and diverse agencies, programs, and education and training providers representing hundreds of millions of dollars. Planning includes the development and updating of the state's comprehensive plan for workforce training and coordination and consultation of local, regional, and state partners, public and private. Evaluation includes assessments, net-impact and cost-benefit studies, and targeted research projects. Policy development includes both technical and substantive decisions necessary for addressing critical issues for business, labor, and government. Supervises policy and research staff.

Explanation

State Human Resources staff initiated a review of the EMS class titled Associate Director, Planning Coordinator as it was identified in a review of unused exempt class codes without a position assigned for at least two years.

As a result of this review, the Workforce Training and Education Coordinating Board is requesting abolishment. The agency reallocated the position on January 1, 2023, and did not

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.

notify SHR. This exempt class was originally established in 1993, broadbanded in 2000 and has not had a position assigned to it since October 15, 2022.

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.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 2/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: N/A

Current Number of Approved Position(s): 1

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.

Exempt Exhibit

Exempt Information

Item #: 5

Requester (Agency/Institution): Caseload Forecast Council

C&C Specialist: Julie Moultime

Primary Action (check all that apply):

- Abolishment Establishment Exemption Change
 Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

- Add Position Band Change Minor Scope Change Pay Outside Band
 Title Change Remove Position

Current Class Code/Title: B3368 Data Compiler - CFC

Current EMS Band/Rate: Range 43

Proposed Class Code/Title: N/A

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description): CFC's enabling statute - RCW 41.06.087 "In addition to the exemptions set forth in RCW 41.06.070, this chapter does not apply to the ...or the caseload forecast supervisor and staff employed under RCW 43.88C.010."

Proposed RCW Exemption (indicate number and description): N/A

Effective Date: 2/14/2025

Scope

The Data Compiler compiles, computes, assembles and compares data in support of reports, studies, surveys and forecasts. Compiles data from superior court Judgement and Sentence (J&S) forms that specify superior court sentences of offenders convicted of crimes. Enters compiled data into the Caseload Forecast Council's Adult Sentencing database and Juvenile Offender database using sentencing data from county juvenile courts.

Explanation

State Human Resources staff initiated a review of the EMS class titled Data Compiler 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 Caseload Forecast Council is requesting abolishment as they are no longer using this exempt classification.

State Human Resources staff confirmed there are no positions assigned to this exempt class and support abolishing the Data Compiler, as requested. This exempt class was originally established in 2011 and has not had a position assigned to it since.

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.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 2/13/2025

Management Type: N/A

EEOC Code: 46 Office and Clerical

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: N/A

Current Number of Approved Position(s): 1

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.

Exempt Exhibit

Exempt Information

Item #: 6

Requester (Agency/Institution): Employment Security Department

C&C Specialist: Cindy Wulff

Primary Action (check all that apply):

- Abolishment Establishment Exemption Change
 Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

- Add Position Band Change Minor Scope Change Pay Outside Band
 Title Change Remove Position

Current Class Code/Title: B4482 Regional Director

Current EMS Band/Rate: EMS Band III (\$79,944 - \$142,512)

Proposed Class Code/Title: B4482 Regional Director - ESD

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description) RCW 41.06.070(1)(v) "In each agency with fifty or more employees: "division directors..."

Proposed RCW Exemption (indicate 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..."

Effective Date: 2/14/2025

Scope

Directs the management and administration of all Employment Security Department programs and activities in a region. Reporting to the ~~Deputy Commissioner~~ Assistant Director of Service Delivery, maintains regional budget, sets influences and implements agency policy and provides direction to office administrators and managers.

Explanation

Employment Security Department is requesting an exemption change, minor scope and title change and adding one position to exempt class B4482. In the process of establishing a separate exempt class for the agency, it was discovered there was an additional position added to this exempt class without SHR approval and no official JVAC evaluation on record. This exempt class was broadbanded in 2001 to EMS Band III.

Since broadbanding, the agency has restructured the Employment Connections division creating a change in the reporting structure for this exempt class, which resulted in a need for a title and minor scope change and an exemption change. This action serves to document an official JVAC evaluation for EMS B4482, approve one additional position for a total of 5 approved positions, a minor scope change, title change adding the agency acronym at the end

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.

of the title as per standard, Regional Director – ESD, and an exemption change from RCW 41.06.070(1)(v) to RCW 41.06.070(3) Governor’s Pool.

This exempt class provides strategic leadership over ESD programs within their region including performance and accountability for ESD operations within their region in accordance with the agency strategic goals and those of the state WIOA and local plans. Responsibilities include developing regional operating budgets and operational agreements made within the local areas with the Local Workforce Development Boards and other system partners in the delivery of employment and training services. This exempt class is the appointing authority for their region. Based on the role and responsibilities, this exempt class meets the criteria of RCW 41.06.070(3) Governor’s Pool - “...one involving directing and controlling program operations of an agency or a major administrative division thereof...”.

State HR supports the agency request for a minor scope, title, and exemption change as well as, adding a position to B4482 and documenting an official JVAC evaluation. State HR reviewed an updated position description submitted by ESD and found there were no significant changes to the purpose of the exempt class which provides strategic leadership over ESD programs and operations within their regions in accordance with the agency’s strategic goals. State HR evaluated it with a JVAC score of C2X-704, which still meets EMS Band III.

A Fiscal Impact Statement has been reviewed and approved by OFM Budget for this action. There is no fiscal impact as the agency has been covering the cost of the additional position for several years.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director’s Meeting Date: 2/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148587 At-Will Governor's Pool

Date of Exempt Position Description on File: 7/21/2023

Current Number of Approved Position(s): 4

Total Number of Approved Position(s): 5

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.

Exempt Exhibit

Exempt Information

Item #: 7

Requester (Agency/Institution): Puget Sound Partnership

C&C Specialist: Julie Moultine

Primary Action (check all that apply):

- Abolishment Establishment Exemption Change
 Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

- Add Position Band Change Minor Scope Change Pay Outside Band
 Title Change Remove Position

Current Class Code/Title: N/A

Current EMS Band/Rate: N/A

Proposed Class Code/Title: B5958 Communications Lead - PSP

Proposed EMS Band/Rate: EMS Band I (\$52,236 - \$106,548)

Current RCW Exemption (indicate number and description):

N/A

Proposed RCW Exemption (indicate 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."

Effective Date: 2/14/2025

Scope

Reporting to the Communications Manager, this exempt class is responsible for executing and monitoring communication strategies, tracking and reporting analytics on marketing and communications campaigns and coordinating promotional events. Builds relationships with communication professionals and maintains a network of connections that mutually supports efforts in Puget Sound restoration and protection. Researches complex science and policy issues related to marine ecosystem recovery, highly technical and statistical information and creates and/or edits comprehensive materials used by the agency for a variety of audiences. Serves as the agency's Public Information Officer and point of contact for all media inquiries and coaching staff on interview best practices. Provides communication and support to the Legislative Director during legislative sessions including drafting testimony and legislative updates and researching issues. Responsible for writing talking points and speeches for the Executive Director and other directors in public speaking roles.

Section B: Exempt Compensation

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

Explanation

The Puget Sound Partnership submitted an updated position description for B5941 Communications Specialist – PSP and requested to have the EMS job class title change to Communications Lead – PSP. However, there are two approved positions in EMS job class B5941 (71098865/2091 and 71073229/2068. Position number 71098865/2091 will not be a lead position but rather will remain as a Communications Specialist. A new EMS job classification will need to be established for position number 71073229/2068 and have this position removed from EMS job class B5941, which will have only one approved position.

PSP states that they have grown by 35% since the Communications Specialist job class was created in November 2019. PSP has discovered it needs to have a Communications Specialist perform more complex work due to new technology, the dynamic nature of the political landscape, social changes and the demands of the growing agency programs. PSP feels the work outcomes would be more efficient and productive if one of the Communications Specialist positions is the lead for the program's more complex technical skills in content creation, editing, analytics and publishing including the agency's own quarterly magazine about their Puget Sound recovery efforts. Therefore, position number 71073229/2068 has been identified to become the Communications Lead.

State HR staff supports the agency's request to establish exempt class, B5958 Communications Lead – PSP at the EMS Band I level. Staff have reviewed the position description for the Communications Lead and rated it with a JVAC score of A1W-422, which meets the EMS Band I level.

A fiscal impact statement is not required as there is no cost associated with this establishment as it is cost neutral due to moving one of the two approved positions from B5941.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 2/13/2025

Management Type: Consultant

EEOC Code: 42 Professionals

Workforce Indicator: 80148586 At-Will

Date of Exempt Position Description on File: 11/19/2024

Current Number of Approved Position(s): N/A

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.

Exempt Exhibit

Exempt Information

Item #: 8

Requester (Agency/Institution): Department of Health

C&C Specialist: Tina Cooley

Primary Action (check all that apply):

- Abolishment Establishment Exemption Change
 Substantial Scope Change

Secondary Action - As a result of Primary Action (check all that apply):

- Add Position Band Change Minor Scope Change Pay Outside Band
 Title Change Remove Position

Current Class Code/Title: B8360 Legislative and Congressional Affairs Manager

Current EMS Band/Rate: EMS Band II (\$68,940-\$126,528)

Proposed Class Code/Title: N/A

Proposed EMS Band/Rate: N/A

Current RCW Exemption (indicate number and description):

41.06.074 DOH enabling Statute “In addition to the exemptions under RCW 41.06.070, the provisions of this chapter shall not apply in the department of health to any deputy secretary, assistant secretary, or person who administers the necessary divisions, offices, bureaus, and programs and five additional positions involved in policy or program direction.”

Proposed RCW Exemption (indicate number and description):

N/A

Effective Date: 2/14/2025

Scope

Reporting to the Director, Constituent and Government Relations, has primary responsibility for administration of department legislative and congressional programs.

Explanation

The Department of Health is requesting abolishment of exempt class B8360, Legislative and Congressional Affairs Manager. This exempt class was vacated in October 2023 and the position abolished March 2024. The agency has determined this exempt class is no longer needed.

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

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.

HRMS Information

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date: 2/13/2025

Management Type: Management

EEOC Code: 41 Officials & Administrators

Workforce Indicator: 80148587 At-Will Governor's Pool

Date of Exempt Position Description on File: 3/25/2003

Current Number of Approved Position(s): 1

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.

Exempt Exhibit Multiple Abolishment

Item #: 9

Agency: Department of Enterprise Services

C&C Specialist: Cindy Wulff

Action: Abolishment

Effective Date: 2/14/2025

A.

Exempt "B" Code: B9611

Current Title: STATE PROCUREMENT OFFICER - DES

Current Salary Band: EMS Band III

RCW Exemption: RCW 43.19.011(2)(c) Director – Powers and duties

Number of Approved Positions: 1

B.

Exempt "B" Code: B9616

Current Title: ENTERPRISE APPLICATIONS ARCHITECT MANAGER - DES

Current Salary Band: EMS Band III

RCW Exemption: RCW 43.19.011(2)(c) Director – Powers and duties

Number of Approved Positions: 1

C.

Exempt "B" Code: B9623

Current Title: CLIENT SERVICES MANAGER - DES

Current Salary Band: EMS Band III

RCW Exemption: RCW 43.19.011(2)(c) Director – Powers and duties

Number of Approved Positions: 1

D.

Exempt "B" Code: B9632

Current Title: ENTERPRISE SOLUTION MANAGER - DES

Current Salary Band: EMS Band III

RCW Exemption: RCW 43.19.011(2)(c) Director – Powers and duties

Number of Approved Positions: 1

E.

Exempt "B" Code: B9633

Current Title: BUSINESS DIVERSITY INITIATIVES MANAGER - DES

Current Salary Band: EMS Band II

RCW Exemption: RCW 43.19.011(2)(c) Director – Powers and duties

Number of Approved Positions: 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.

Explanation:

State Human Resources staff conducted a review of the EMS class codes without positions assigned or vacant for at least two years. Staff reached out to Department of Enterprise Services, and they confirmed the above exempt classes are no longer needed. Based on this review, the Department of Enterprise Services is requesting the abolishment of these EMS classes.

- Exempt class B9611 was established 11/14/2011 and has been vacant since 6/30/2013.
- Exempt class B9616 was established 11/14/2011 and has been vacant since 6/30/2021.
- Exempt class B9623 was established 11/14/2011 and has been vacant since 5/15/2018.
- Exempt class B9632 was established 8/10/2012 and has been vacant since 9/22/2022.
- Exempt class B9633 was established 8/12/2016 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 five 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 CCJobs.

Director's Meeting Date: 2/13/2025

Classified Exhibit

Exhibit Information

Item #: 10

Agency/HE Institution: Office of Financial Management

C&C Specialist: Melissa Bovenkamp

Director's Meeting Action(s) – select all that apply:

Abolishment Establishment Revision Salary Adjustment

Explanation:

The Office of Financial Management State Human Resources is recommending updates to the IT Professional Structure Evaluation Handbook, which was developed in conjunction with the implementation of the ITPS in July 2019. The updates consist of clarification and consistencies that have been realized since the structure's implementation. These updates have been vetted through the IT Governance Committee as well as the agency and higher education human resource partners.

The following outlines the changes to the ITPS Evaluation Handbook effective February 14, 2025:

Page numbers below are reflective of the current [IT Evaluators Handbook \(rev. May, 2020\)](#).

Current page 6 - Inclusion/Exclusion chart, IT Worker – Requires knowledge of IT systems, concepts, and methods as the paramount requirement of the position and are directly involved in developing, implementing, and/or maintaining IT systems and services.

Current page 8 – Third paragraph under bolded “IT User”:

However, the position is not directly involved in developing, implementing, configuring, delivering, and/or supporting IT systems and services, which is a requirement of positions within the professional IT structure.

Current page 10 – Second sentence under bolded “IT Professional”:

Work is directly involved in developing, implementing and/or maintaining IT systems and services.

A clarification statement will be added at each of the rating (e.g. Technical Know-How) “Notes” in the “Rating the Position” (current page 18) section of the handbook. This clarification provides the intention of the “Notes” included for each rating to address the confusion we were seeing from agencies/HE that were using the content in the rating sections to be required qualifications in a position description.

Section C: Classification

The following is being added at the beginning of each rating section to address that confusion:

These notes are intended to provide consistent guidance on understanding and applying the rating criteria. They are not intended to be required qualifications. Required qualifications are identified on a position-by-position basis and are determined by the agency/HE institution hiring authorities.

Current page 22 - Scope of responsibilities rating will be updated to a table format rather than bullets. This updated table format will be at each of the Scope of responsibilities selections: Singular, Multiple Components, and Multifaceted.

Current page 32 - Entry Level competencies table. Change to the first bullet in this table: Baseline understanding of principles and theory within area(s) of responsibility (gained through multiple years of progressive experience, training and/or formal education in area of assignment) and is developing depth of knowledge and practical application.

Current page 33 - Journey level competencies table. Change to the third bullet in this table:

Work is primarily focused on the modification, development and/or maintenance of existing technology.

IT Manager level changes -

The following are related to clarification that will be added at the IT Manager level that positions at the IT Manager level *typically supervise professional IT staff.*

Page 12 - New third sentence under bolded IT Manager section added:
Typically, positions at this level supervise professional IT staff.

Page 37 - IT Manager level competencies table. New second bullet added:
Typically supervises professional IT staff.

Page 94 - IT Manager under Guidance (formerly References) section. New third bullet added:
Typically supervises professional IT staff.

Page 38 - IT Senior Manager level competencies table. New second bullet added:
Supervises IT Managers or IT Supervisors.

Section C: Classification

HRMS/CC Jobs Information

This information is entered into Human Resources Management System and CC Jobs.

Director's Meeting Date: 2/13/2025

Effective Date: 2/14/2025

Management Type: N/A

Workforce Indicator: N/A

EEOC Code: N/A

Number of Position(s) Affected: N/A

Section D: Compensation

There are no compensation items for this meeting.

Section E: Rule Amendments

There are no rule amendments for this meeting.