

Classified Exhibit

Exhibit Information

Item #: 133

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 350E Corrections Specialist Assistant - TEAMSTERS

Proposed Salary Range/Rate: 40

Class Series Concept: This series is responsible for developing, coordinating, establishing and/or facilitating various correctional programs at the facility, regional or statewide levels. Some positions are responsible for corrections activities such as roster management for minor or major prison facilities and/or auditing of corrections programs. This series is distinguished from the Program Specialist series based on the correctional programs and activities performed such as, offender grievances, institutional hearings, contracted chemical dependency treatment services and deaf inmate program services.

Definition: This is the in-training and/or paraprofessional level of the series, assists and performs technical and/or administrative functions under general supervision of a corrections professional.

Explanation: The request for establishment of the shadow class titled Corrections Specialist Assistant - TEAMSTERS is a result of a Teamsters interest arbitration award dated 9/24/2024.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2026

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 45 Paraprofessionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 134

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 350F Corrections Specialist 4 - TEAMSTERS

Proposed Salary Range/Rate: 65

Class Series Concept: See Corrections Specialist Assistant.

Definition: This is the expert level of the series with statewide responsibility over corrections programs. Reviews and develops policies; provides quality assurance, improvement and oversight of correctional programs.

OR

Serves as the supervisor of assigned corrections specialist staff with facility-wide or regional-wide correctional program responsibilities.

Explanation: The request for establishment of the shadow class titled Corrections Specialist 4 - TEAMSTERS is a result of a Teamsters interest arbitration award dated 9/24/2024.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2026

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 135

Agency/HE Institution: Department of Social and Health Services

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 351J / Social Service Training Specialist

Current Salary Range/Rate: Range 62

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Serves as the designated expert specialist on federal and state social service programs and is responsible for coordinating, facilitating, and evaluating providing training, instructional design, leadership consultation, and technical assistance. This class focuses on teaching, tracking and trending program goals and objectives for Community Services Offices (CSOs) within an assigned region, program, division, residential setting, or within a statewide functional administrative group with the Customer Service Contact Center to facilitate ongoing success. ~~This includes upper and mid management staff; tribes; Employment Security; Social Security Administration; Commerce; State Board of Community and Technical Colleges; Refugee and Immigration Assistance providers; Basic Food Outreach; multiple community based organizations; and other division headquarters, and regional staff.~~

Examples of federal and state financial and/or social service programs include those administered by a social service agency. ~~community service, employment training, and programs, such as Basic Food; Medicaid, Medicare Supplemental; TANF; WorkFirst, Aged; Blind and Disabled; Pregnant Women Assistance; and Child Care Programs.~~

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the Social Service Training Specialist. The updates include revisions to the definition. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 100

Classified Exhibit

Exhibit Information

Item #: 136

Agency/HE Institution: Department of Social and Health Services

C&C Specialist: Barb Ursini

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

☒ **Abolishment** ☐ **Establishment** ☐ **Revision** ☐ **Salary Adjustment**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 351L WorkFirst Program Specialist

Current Salary Range/Rate: 49

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition:

As a case manager, provides direct client services to Temporary Assistance to Needy Families (TANF)/WorkFirst clients on an on-going basis to promote and assist clients in removing barriers to achieve economic self-sufficiency. Provides financial eligibility services, develops Individual Responsibility Plans (IRP), and reviews, plans, monitors, and evaluates clients needs, activities, and progress. Refers clients to contractors, other agency services and community organizations for assessment or specialized services.

Distinguishing Characteristics:

Positions are distinguished from the Public Benefits Specialist classes in that the majority of the work involves comprehensive case management of WorkFirst program activities for clients while balancing eligibility determinations for program services. Positions in this class are distinguished from the Community Service Office Social Service Specialists who provide formal in-depth physical and psychological assessments when clients are referred to them by the WorkFirst Program Specialist.

Explanation:

This request is from the Office of Financial Management to abolish the WorkFirst Program Specialist job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 137

Agency/HE Institution: Department of Social and Health Services and Department of Children, Families and Youth

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 351M / Social Service Specialist 4

Current Salary Range/Rate: Range 61

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: Range 62

Definition: Positions at this level serve as a lead worker and perform advanced level specialized case management conducting investigations of abandonment, abuse, neglect, ~~prepares court reports, and referrals,~~ financial exploitation, personal exploitation or self-neglect of vulnerable adults and children and prepares court reports, and referrals.

Distinguishing Characteristics: Work performed at this level is done independently and under general direction. Positions lead and provide coaching, mentoring, on the job training and assistance in the transition of staff from a formal training program to fieldwork. Positions also respond to difficult, publicly scrutinized, and /or high profile investigations of severe, high risk, life-threatening allegations of abandonment, abuse, neglect, financial exploitation, and self- neglect involving vulnerable individuals, ~~(adults, children, and/or families).~~ These cases are made difficult by factors such as internal/external audit or review, media coverage, public scrutiny, heightened political interest, and multiple private party involvement.

May perform visits in unregulated environments, such as private residences, to conduct investigations for allegations of abuse and/or neglect to vulnerable children and/or adults.

Explanation: This request is from the Department of Social and Health Services and Department of Children, Youth and Families for class plan maintenance to the Social Service Specialist 4. The updates

Section C: Classification

include revisions to the definition, distinguishing characteristics and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 101

Classified Exhibit

Exhibit Information

Item #: 138

Agency/HE Institution: Department of Social and Health Services and Department of Children, Families and Youth

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 3510 / Social Service Specialist 1

Current Salary Range/Rate: Range 51

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: Range 52

Distinguishing Characteristics: Work performed at this level is under direct supervision. Incumbents receive extensive and advanced level on-and off-site structured training related to assessments, community placement, information and referral, medical treatment, vocational training, risk assessment, protective services, and/or licensing activities. In the first six months, cases are not assigned to this classification. When cases are assigned, they are pre-screened, closely supervised, and limited in number and complexity. As a component of their training program, incumbents shall assist professional level staff with cases that will enable them to experience a full range of specific service functions. Employees remain in this classification for up to 18 months and then automatically promoted to the Social Service Specialist 2.

Explanation: This request is from the Department of Social and Health Services and Department of Children, Youth and Families for class plan maintenance to the Social Service Specialist 1. The updates include revisions to the distinguishing characteristics and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 83

Classified Exhibit

Exhibit Information

Item #: 139

Agency/HE Institution: Department of Social and Health Services and Department of Children, Families and Youth

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 351P / Social Service Specialist 2

Current Salary Range/Rate: Range 56

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: Range 57

Definition: This is the journey level of this series. Positions provide professional level social services to children and/or families in which risk of child abuse or neglect are minimal, performs intakes, assessment, case management and/or investigations of abandonment, abuse, neglect, financial/personal exploitation, and self-neglect for vulnerable adults resulting from varying degrees of incapacity, or vocational, social, cultural or health impairments that hinder economic or residential independence or abuse and neglect of children.

Distinguishing Characteristics: Positions in this classification ~~are~~ work under general supervision. Positions who perform routine social service functions related to assessments, information and referral, safety and risk assessment, investigation, protective services, and/or licensing activities at this level will continue to receive advanced level training.

Positions who perform routine social services functions related to varying degrees of vocational, social cultural, and/or medical impairments hindering economic stability will provide independent case management.

Explanation: This request is from the Department of Social and Health Services and Department of Children, Youth and Families for class plan maintenance to the Social Service Specialist 3. The updates

Section C: Classification

include revisions to the definition, distinguishing characteristics and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 587

Classified Exhibit

Exhibit Information

Item #: 140

Agency/HE Institution: Department of Social and Health Services and Department of Children, Families and Youth

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 351Q / Social Service Specialist 3

Current Salary Range/Rate: Range 58

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: Range 59

Definition: Functions as a lead worker or sole case manager in a remote location. Work performed at this level is done independently and under general direction.

Performs visits in unregulated environments, such as private residences, to conduct investigations for allegations of abuse and/or neglect to assess the safety of vulnerable adults and/or children and provides emergency, crisis intervention and afterhours services.

OR

Performs advanced level specialized case management in high profile or complex cases involving children or vulnerable adults. Positions have decision making authority for developing appropriate case/treatment plans for client safety, permanency and well-being.

OR

~~Performs visits in unregulated environments, such as private residences, to conduct investigations for allegations of abuse and/or neglect to assess the safety of vulnerable adults and/or children and provides emergency, crisis intervention and afterhours services.~~

Section C: Classification

Distinguishing Characteristics: Positions that serve as a lead worker or sole case manager in a remote location are responsible for the full scope of the social services provided in that location.

OR

Positions that perform advanced level specialized case management are responsible for intake, assessment and investigative allegations of child abuse, and neglect or abandonment, ~~prepares court reports and referrals.~~ Financial exploitation, personal exploitation, and self-neglect of children or vulnerable adults in the community and prepares court reports and referrals. Positions are also responsible for investigating high-profile licensed and certified settings where any of the above types of allegations have been reported.

Explanation: This request is from the Department of Social and Health Services and Department of Children, Youth and Families for class plan maintenance to the Social Service Specialist 3. The updates include revisions to the definition, distinguishing characteristics and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 2,576

Classified Exhibit

Exhibit Information

Item #: 141

Agency/HE Institution: Department of Social and Health Services and Department of Children, Families and Youth

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 351R / Social Service Specialist 5

Current Salary Range/Rate: Range 64

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: Range 65

Distinguishing Characteristics: Work performed at this level is done independently and under administrative direction.

Explanation: This request is from the Department of Social and Health Services and Department of Children, Youth and Families for class plan maintenance to the Social Service Specialist 5. The updates include revisions to the distinguishing characteristics and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 611

Classified Exhibit

Exhibit Information

Item #: 142

Agency/HE Institution: Department of Social and Health Services

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 351T / Developmental Disability Case/Resource Manager Trainee

Current Salary Range/Rate: Range 42

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: Within the Developmental Disabilities Administration, this series is responsible for access to services and other resources and/or manages and coordinates specific programs within a Department of Social and Health Services region, or within a DDA State Operated Community Residential program or a Residential Habilitation Center. Developmental Disability services are provided according to federal and state requirements.

Definition: Within the Developmental Disabilities Administration, As a Case/Resource Manager Trainee, provides case management services for people who have intellectual or developmental disabilities and their families. To developmentally disabled clients in a region, and/or provides vendor contract monitoring and corrective action for contractors providing services to a region's clients.

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the Developmental Disability Case/Resource Manager Trainee. The updates include revisions to the class series concept and definition. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 143

Agency/HE Institution: Department of Social and Health Services

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 351U / Developmental Disability Case/Resource Manager

Current Salary Range/Rate: Range 58

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: Range 59

Class Series Concept: See Developmental Disability Case/Resource Manager Trainee

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the Developmental Disability Case/Resource Manager. The updates include revisions to the class series concept and a salary increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 717

Classified Exhibit

Exhibit Information

Item #: 144

Agency/HE Institution: Department of Social and Health Services

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 351V / Developmental Disability Outstation Mgr

Current Salary Range/Rate: Range 60

Proposed Class Code/Title: Developmental Disability Case/Resource Manager Lead

Proposed Salary Range/Rate: Range 61

Class Series Concept: See Developmental Disability Case/Resource Manager Lead

Definition: Within the Division of Developmental Disabilities Administration, leads and provides coaching, mentoring, on the job training and assistance in the transition of staff from a formal training program to field work. Positions also provide specialized case management to complex cases and may function as an Outstation Manager. Manages an outstation office and provides advanced level of social services, specialized case management and provider/vendor resources to people who have developmental disabilities and to their families.

Distinguishing Characteristics: Within the Developmental Disabilities Administration, provides advanced level of social services, specialized case and/or resource management for people who have developmental disabilities and their families. Positions lead and provide coaching, mentoring, on the job training and assistance in the transition of staff from a formal training program to fieldwork. Positions located in an outstation office may represent the Regional Administrator in the designated local area. An outstation office is a designated area within a region, consisting of one or more counties; or an incorporated area with a minimum of 100 clients, which is at least 35 miles from the Regional Office, with the absence of on-site supervision. May lead other Case/Resource Managers in a designated outstation located away from the DDD Regional Office. Represents the Regional Administrator in the designated local area.

Section C: Classification

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the Developmental Disability Case/Resource Manager Lead. The updates include a title change and revisions to the class series concept, definition, distinguishing characteristics and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 9

Classified Exhibit

Exhibit Information

Item #: 145

Agency/HE Institution: Department of Social and Health Services

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 351Z / Habilitation Plan Administrator

Current Salary Range/Rate: Range 57

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: Range 59

Definition: Administers the establishment, implementation and evaluation of Individual Habilitation Plans and directs the activities of an interdisciplinary team within a Residential Habilitation Center; or on an institution-wide basis, monitors the implementation of individualized program plans and other standards to assure compliance with Federal and State policies, procedures, regulations, and laws; or under the direction of the statewide Intermediate Care Facility of Individuals with Intellectual or Developmental Disabilities coordinator, provides ICF/IID facilities assistance in interpreting and meeting program regulations through consultation and technical assistance within a region(s).

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the Habilitation Plan Administrator. The updates include revisions to the definition and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 39

Classified Exhibit

Exhibit Information

Item #: 146

Agency/HE Institution: Employment Security Department

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 358H WorkSource Specialist 4

Current Salary Range/Rate: 50

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

See WorkSource Specialist 1.

Definition:

This is the journey level of the series. Positions independently manages an assigned caseload, and delivers direct basic provide complex, intensive employment; and/or training services to job seekers and/or employers.

Distinguishing Characteristics:

Working Under general supervision, independently positions provides the entire a full range of complex employment and job training services which includes the authority to approve training funds and authorize supportive services.

Positions at this level independently perform complex tasks services such as determining eligibility for programs, administering and/or interpreting skill, interest, and aptitude assessments, identifying and analyzing employment barriers with job seekers, developing individual written employment plans designated to resolve barriers to employment, and guiding, monitoring and motivating clients to follow through with approved plans. May P provides coaching and mentoring to instruct and/or guide lower level WorkSource specialists or non-employee staff (i.e. work-study, AmeriCorps, volunteers).

Explanation:

This request is from the Employment Security Department for class plan maintenance to the WorkSource Specialist 4 classification. The updates include revisions to the class series concept, definition, and

distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 288

Classified Exhibit

Exhibit Information

Item #: 147

Agency/HE Institution: Department of Social & Health Services

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 362C Psychologist 3

Current Salary Range/Rate: 69

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 71

Class Series Concept:

See Psychology Affiliate 362A.

Definition:

This is the senior, specialist, or lead worker level of the series. ~~Subject to supervision of a licensed psychologist has~~ Positions are responsible for a major institution-wide psychology program, project or system within an institution, or serves as the psychology specialist for an institutional training, reception/admissions, pre-vocational/ vocational, violent geriatric behavior modification program, or to a multidisciplinary team within a ~~Division of Developmental Disabilities (DDD)~~ Developmental Disability Administration and/or Behavioral Health Administration facility ~~Program Area Team (PAT)~~.

Positions in this class are distinguished from lower-level psychologists by institution-wide or cross unit responsibility. A major program, project or system is one which affects clients in an institution or community-based setting. Incumbents may provide direct psychological services to clients in addition to coordinating, monitoring and managing the assigned program, project or system.

~~Specialist positions may report to other than psychology staff, but clinical supervision by a licensed psychologist must be available.~~

Explanation:

This request is from the Department of Social & Health Services for class plan maintenance to the Psychologist 3 classification. The updates include revisions to the class series concept, definition, and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 13

Classified Exhibit

Exhibit Information

Item #: 148

Agency/HE Institution: Department of Social & Health Services

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 362C Psychologist 3 - Teamsters

Current Salary Range/Rate: 71

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

See Psychology Affiliate 362A.

Definition:

This is the senior, specialist, or lead worker level of the series. ~~Subject to supervision of a licensed psychologist has~~ Positions are responsible for a major institution-wide psychology program, project or system within an institution, or serves as the psychology specialist for an institutional training, reception/admissions, pre-vocational/ vocational, violent geriatric behavior modification program, or to a multidisciplinary team within a ~~Division of Developmental Disabilities (DDD)~~ Developmental Disability Administration and/or Behavioral Health Administration facility ~~Program Area Team (PAT)~~.

Positions in this class are distinguished from lower-level psychologists by institution-wide or cross unit responsibility. A major program, project or system is one which affects clients in an institution or community-based setting. Incumbents may provide direct psychological services to clients in addition to coordinating, monitoring and managing the assigned program, project or system.

~~Specialist positions may report to other than psychology staff, but clinical supervision by a licensed psychologist must be available.~~

Explanation:

This request is from the Department of Social & Health Services for class plan maintenance to the Psychologist 3 – Teamsters classification. The updates include revisions to the class series concept and definition. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 4

Classified Exhibit

Exhibit Information

Item #: 149

Agency/HE Institution: Department of Social & Health Services

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 362D Psychologist 4

Current Salary Range/Rate: 79

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 81

Class Series Concept:

See Psychology Affiliate 362A.

Definition:

This is the supervisory or expert level of the series. Directs and coordinates all activities, including supervision of doctoral level staff, in a large psychology department having a multi-functional program; within a ~~Division of Developmental Disabilities~~ Developmental Disability Administration and/or Behavioral Health Administration residential facility or Division of Mental Health hospital is responsible, institution-wide, for developing, implementing and monitoring performance standards, policies and procedures to ensure cross-unit standardization and quality control in psychological services; or plans, organizes and directs the administrative and therapeutic programs for a mental health residential facility to maintain regulatory compliance and necessary accreditation.

Explanation:

This request is from the Department of Social & Health Services for class plan maintenance to the Psychologist 4 classification. The updates include revisions to the class series concept, definition, and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 43

Classified Exhibit

Exhibit Information

Item #: 150

Agency/HE Institution: Department of Social & Health Services

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 362D Psychologist 4 - Teamsters

Current Salary Range/Rate: 81

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

See Psychology Affiliate 362A.

Definition:

This is the supervisory or expert level of the series. Directs and coordinates all activities, including supervision of doctoral level staff, in a large psychology department having a multi-functional program; within a ~~Division of Developmental Disabilities~~ Developmental Disability Administration and/or Behavioral Health Administration residential facility or Division of Mental Health hospital is responsible, institution-wide, for developing, implementing and monitoring performance standards, policies and procedures to ensure cross-unit standardization and quality control in psychological services; or plans, organizes and directs the administrative and therapeutic programs for a mental health residential facility to maintain regulatory compliance and necessary accreditation.

Explanation:

This request is from the Department of Social & Health Services for class plan maintenance to the Psychologist 4 – Teamsters classification. The updates include revisions to the class series concept and definition. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 29

Classified Exhibit

Exhibit Information

Item #: 151

Agency/HE Institution: Department of Social & Health Services

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 362F Psychologist – Forensic Evaluator

Current Salary Range/Rate: 79

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 81

Class Series Concept:

See Psychology Affiliate 362A.

Explanation:

This request is from the Department of Social & Health Services for class plan maintenance to the Psychologist – Forensic Evaluator classification. The updates include revisions to the class series concept and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 96

Classified Exhibit

Exhibit Information

Item #: 152

Agency/HE Institution: Criminal Justice Training Commission

C&C Specialist: Angie Strozyk

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

☐ **Abolishment** ☒ **Establishment** ☐ **Revision** ☐ **Salary Adjustment**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 382A Criminal Justice Trainer 1

Proposed Salary Range/Rate: 50

Class Series Concept: Within the Washington State Criminal Justice Training Commission, positions in this series provide training to criminal justice professionals both in the basic academies (Basic Law Enforcement, Basic Law Enforcement Equivalency, Corrections Officer, Corrections Officer Equivalency, Juvenile Corrections, and Juvenile Services) and in advanced training for incumbent officers in specialty areas of instruction as required by RCW 43.101 and WAC 139-03-250.

Positions within this criminal justice series supply instruction, demonstration, experience, and evaluation in the following areas to include but not limited to: defensive tactics, use of force, de-escalation, less lethal tools, and firearms training. Facilitate instruction and training in preventing and discovering crime, conduct enforcement of Federal, State, and Local laws and regulations. Responds and answers calls and complaints of traffic accidents, domestic situations, robberies, and other misdemeanor and felony crimes, while employing necessary and reasonable law enforcement action. Instruct criminal justice professionals on identifying, reporting, and acting on conditions conducive to crime and danger. Educate students on conducting investigations at crime scenes and accidents, gather evidence, find, interview, and question victims, suspects, and witnesses. Train on conducting enforcement, making arrests, and employing life safety actions as proper under the circumstances. Instruct on preparation of forms, reports, and documents necessary to file charges, as well as testifying in support of criminal cases.

Definition: Under direct supervision, assists with delivery of WSCJTC's approved training curriculum to ensure effective, efficient, and ethical training to WSCJTC students (recruit law enforcement and corrections

Section C: Classification

officers, certified officers, 911 dispatchers, etc.) in various disciplines required by curriculum course work. Supports facilitation and delivery of classroom, scenario-based, practical skill development, mock scenes, patrol tactics, and firearms skills under the supervision and mentoring of higher-level criminal justice trainers. Supports recruit skill development through deliberate practice, enhances the trainer to student 1-5 ratio for effective engagement, personalization, and a supportive learning environment to train students to acceptable levels

Explanation: This is a request from the Criminal Justice Training Commission to establish the Criminal Justice Trainer 1. This change is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 153

Agency/HE Institution: Criminal Justice Training Commission

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 382B Criminal Justice Trainer 2

Proposed Salary Range/Rate: 59

Class Series Concept: See CRIMINAL JUSTICE TRAINER 1.

Definition: Delivers instruction to criminal justice personnel to include classroom, scenario-based, practical skills, mock scenarios, patrol tactics, and verbal de-escalation, VIRTRA training simulation, control and defensive tactics, and firearms skills to include concepts surrounding proper methodology of psychomotor skills, integration of verbal skills, use of less lethal tools, etc. for criminal justice courses.

Distinguishing Characteristics: Under general supervision, delivers training classes of 30-36 students according to Washington State Criminal Justice Training Commission's approved training curriculum to ensure effective, efficient, and ethical training to WSCJTC students (recruit law enforcement and corrections officers, certified officers, 911 dispatchers, etc.) in various disciplines required by curriculum course work. Facilitates and delivers classroom, scenario-based, practical skill development, mock scenes, patrol tactics, and firearms skills under limited supervision of higher-level criminal justice trainers. Educates recruits and ensures knowledge and skill development through strong communication, deliberate practice, effective engagement, personalization, and supporting a learning environment which trains students to acceptable levels.

Explanation: This is a request from the Criminal Justice Training Commission to establish the Criminal Justice Trainer 2. This change is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 154

Agency/HE Institution: Criminal Justice Training Commission

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 382C Criminal Justice Trainer 3

Proposed Salary Range/Rate: 62

Class Series Concept: See CRIMINAL JUSTICE TRAINER 1.

Definition: Serves as lead instructor on decision-making for students. Using agency curriculum and training philosophy teaches students in classroom, scenario-based, practical skills, mock scenarios, patrol tactics, and verbal de-escalation, VIRTRA training simulation, control and defensive tactics and firearms skills to include concepts surrounding proper methodology of psychomotor skills, integration of verbal skills, use of less lethal tools, etc. for criminal justice courses.

Distinguishing Characteristics: Under general direction, serves as a lead or supervisory instructor, training, mentoring, supporting, and evaluating Criminal Justice Trainers 1-2 and provides timely feedback to contract instructors.

Explanation: This is a request from the Criminal Justice Training Commission to establish the Criminal Justice Trainer 3. This change is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 155

Agency/HE Institution: Criminal Justice Training Commission

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 382D Criminal Justice Trainer 4

Proposed Salary Range/Rate: 65

Class Series Concept: See CRIMINAL JUSTICE TRAINER 1.

Definition: As supervisor, oversees the learning environment to ensure training curriculum is delivered effectively, efficiently, and ethically to Washington State Criminal Justice Training Commission students in the various disciplines required by curriculum course work. Possesses, maintains, and utilizes expert knowledge in specialty area(s) to assist with curriculum development and training of other trainers. Facilitates and delivers instruction in areas of curriculum requiring advanced degrees and/or experience such as criminal law, criminal procedures, crisis intervention, special investigations, Law Enforcement Training and Community Safety Act, violence, de-escalation, patrol tactics, etc. for criminal justice courses.

Distinguishing Characteristics: Under administrative direction, supervises, mentors, trains, supports and evaluates Criminal Justice Trainers and provides timely feedback to contract instructors. Serves as a subject matter expert in assigned courses.

Explanation: This is a request from the Criminal Justice Training Commission to establish the Criminal Justice Trainer 4. This change is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 156

Agency/HE Institution: Parks and Recreation Commission

C&C Specialist: Meiklynn Flannery

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 389A Park Ranger 1

Current Salary Range/Rate: 46

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 48

Definition: This level of the series ~~has~~performs ~~limited-law enforcement commission~~. Incumbents are responsible for protecting, preserving and enhancing state parks while ensuring the safety and welfare of park visitors. Under the oversight of a higher level ranger, incumbents perform visitor services, maintenance, administration/or ~~and~~ law enforcement duties. Incumbents may serve as a supervisor or lead worker for less trained park employees, volunteers, and temporary employees.

Distinguishing Characteristics: Works under general supervision to provide limited ~~commissioned-law~~ enforcement to provide security and to provide facility and program support services. Some positions, at the discretion and need of the agency, may serve as in-training positions, with training opportunities and experience to become fully qualified for any future Park Ranger 2 opportunities. For in-training positions, incumbents will remain a Park Ranger 1 through the required Criminal Justice Training Commission Law Enforcement Academy and Field Training Officer training, and will perform law enforcement duties under the direct supervision of a fully commissioned law-enforcement ranger.

Explanation: This is a request from the Parks and Recreation Commission for class plan maintenance to the Park Ranger 1. The updates include revisions to the definition, distinguishing characteristics and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: 79

Classified Exhibit

Exhibit Information

Item #: 157

Agency/HE Institution: Parks and Recreation Commission

C&C Specialist: Meiklynn Flannery

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 389B Park Ranger 2

Current Salary Range/Rate: 51

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 53

Class Series Concept: See Park Ranger 1

Explanation: This is a request from the Parks and Recreation Commission for class plan maintenance to the Park Ranger 2. The updates include the addition of a class series concept and a salary range increase. These changes are the result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: 46

Classified Exhibit

Exhibit Information

Item #: 158

Agency/HE Institution: Parks and Recreation Commission

C&C Specialist: Meiklynn Flannery

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 389C Park Ranger 3

Current Salary Range/Rate: 56

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 59

Class Series Concept: See Park Ranger 1

Explanation: This is a request from the Parks and Recreation Commission for class plan maintenance to the Park Ranger 3. The updates include the addition of a class series concept and a salary range increase. These changes are the result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: 38

Classified Exhibit

Exhibit Information

Item #: 159

Agency/HE Institution: Parks and Recreation Commission

C&C Specialist: Meiklynn Flannery

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 389D Park Ranger 4

Current Salary Range/Rate: 65

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See Park Ranger 1

Explanation: This is a request from the Parks and Recreation Commission for class plan maintenance to the Park Ranger 4. The updates include the addition of a class series concept. These changes are the result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: 25

Classified Exhibit

Exhibit Information

Item #: 160

Agency/HE Institution: Parks and Recreation Commission

C&C Specialist: Meiklynn Flannery

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 389E Park Operations Ranger

Proposed Salary Range/Rate: 56

Definition: Positions within this class have one or more of the following assignments:

- Assigned to direct, oversee and administer park operations and programs as the highest-level position at an independent park within a Park Area, as designated in writing by the Operations Region Superintendent; and/or
- The principal assistant/operations manager to the manager of a Park Area, overseeing daily park work activities. They also assist in the development and control of all program activities for all or part of the Park Area.

Distinguishing Characteristics: This class is distinct from the Park Ranger series as positions in this class do not have commissioned law enforcement authority.

Responsible for overseeing and managing public service, visitor safety, maintenance and program operations, interpretive programs, stewardship of park resources, preservation of facilities, operational and administrative functions and processes, and training for park staff (excluding commissioned law enforcement training) in an independent park; and/or serves as a principal assistant to the Park Area Manager of a park area. Larger or more complex Park Areas may have more than one principal assistant/operations manager.

Section C: Classification

Explanation: This is a request from the Parks and Recreation Commission to establish the Park Operations Ranger. This change is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Revised

Exhibit Information

Item #: 161**Agency/HE Institution:** WA State Liquor and Cannabis Board**C&C Specialist:** Sarah Hawkins**Director's Meeting Action(s) – select all that apply:**
☐ Abolishment
 ☐ Establishment
 ☒ Revision
 ☒ Salary Adjustment
If Revision(s) – select all that apply:
☒ Title Change
 ☒ Class Series Concept
 ☒ Definition
 ☒ Distinguishing Characteristics
Current Class Code/Title: 390F LCB Enforcement Officer 1**Current Salary Range/Rate:** 55**Proposed Class Code/Title:** 390F LCB Enforcement Officer Recruit**Proposed Salary Range/Rate:** 57**Class Series Concept:**

Within the Liquor and Cannabis Board, ~~positions in this series exercise discretionary authority in the enforcement of~~ Enforcement and Education Division, positions enforce state liquor, cannabis, tobacco and vapor, criminal and administrative laws; ~~initiates investigations of violations to state liquor, cannabis, and tobacco related~~

Positions in this series are charged with investigating and prosecuting all violations of state liquor, cannabis, tobacco and vapor penal laws and regulations; ~~LCB Enforcement Officers write and arrests violators;~~ execute arrest warrants, arrest violators, files administrative and criminal charges; serves subpoenas and other legal documents; coordinates and works with local ~~State~~ state, tribal and Federal ~~federal~~ law enforcement agencies and may supervise investigators on undercover assignments; and provides education to liquor, cannabis, vapor and tobacco licensed businesses. Incumbents require commissioned police powers as authorized by RCW 43.101.080. ~~conducts investigations of suspected illegal activities in liquor, cannabis and tobacco licensed locations. Duties related to “cannabis” throughout this series are those resulting from the passage of Initiative 502~~

Definition:

~~In a training capacity and under close supervision, enforces state liquor, cannabis and tobacco laws by conducting investigations, financial audits, on-premises inspections, and citing and arresting violators; and provides education.~~

This is the entry level of the series. The duties of this level require the developmental knowledge, skills, and abilities necessary to investigate and prosecute all violations of state liquor, cannabis, tobacco and vapor penal laws and regulations; and provide education to liquor, cannabis, vapor, and tobacco licensed businesses.

Distinguishing Characteristics:

~~Incumbents in these positions work under close supervision and are expected to function with independence by the end of the in-training period. of a higher level LCB Enforcement Officer and participate in two training programs: the Criminal Justice Training Commission (CJTC) Basic Law Enforcement Academy (BLEA) and a Field Training Program (FTP). After successful completion of BLEA and a 12 month post training period, which includes FTP, incumbents will advance to the LCB Enforcement Officer 2 level. The total time shall not exceed 18 months. Upon successful completion of the required in-training plan, incumbents may advance to the LCB Enforcement Officer level.~~

Explanation:

This request is from the WA State Liquor and Cannabis Board for class plan maintenance to the LCB Enforcement Officer 1 classification. The updates include revisions to the title, class series concept, definition, distinguishing characteristics and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: 11

Classified Exhibit

Exhibit Information

Item #: 162

Agency/HE Institution: WA State Liquor and Cannabis Board

C&C Specialist: Sarah Hawkins

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

☒ **Abolishment** ☐ **Establishment** ☐ **Revision** ☐ **Salary Adjustment**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 390G LCB Enforcement Officer 2

Current Salary Range/Rate: 58

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition:

Within the Liquor and Cannabis Board, independently, or as part of a specialized team, enforces state liquor, cannabis and tobacco laws by conducting investigations, financial audits, on-premises inspections, and citing and arresting violators; and provides education.

Explanation:

This request is from the WA State Liquor and Cannabis Board to abolish the LCB Enforcement Officer 2 classification. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: 60

Classified Exhibit

Exhibit Information

Item #: 163

Agency/HE Institution: WA State Liquor and Cannabis Board

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 390F LCB Enforcement Officer 3

Current Salary Range/Rate: 61

Proposed Class Code/Title: 390F LCB Enforcement Officer

Proposed Salary Range/Rate: 63

Class Series Concept:

~~Within the Liquor and Cannabis Board, positions in this series exercise discretionary authority in the enforcement of criminal and administrative law; initiates investigations of violations to state liquor, marijuana, and tobacco related laws and regulations; arrests violators, execute warrants, files administrative and criminal charges; serves subpoenas and other legal documents; coordinates and work with local State and Federal law enforcement agencies and supervise investigators on undercover assignments; conducts investigations of suspected illegal activities in liquor, marijuana and tobacco licensed locations. Duties related to “marijuana” throughout this series are those resulting from the passage of Initiative 502.~~

See LCB Enforcement Officer – Recruit.

Definition:

~~Within the Liquor and Cannabis Board, serves as a Field Training Officer (FTO); trains new employees through the Field Training Officer (FTO) Program and is responsible for training other division officers in selected topics as identified by division command.~~

~~Independently, or as part of a specialized team, enforces state liquor, marijuana and tobacco laws by conducting investigations, financial audits, on premise inspections, citing and arresting violators; and provides education.~~

This is the journey level of the series. Positions at this level independently plan, organize, and perform complex enforcement investigations to prosecute all violations of state liquor, cannabis, tobacco and vapor penal laws and regulations; and provide education to liquor, cannabis, vapor, and tobacco licensed businesses. Positions are fully competent and qualified in all areas of LCB enforcement and education and may be required to perform duties as a Field Training Officer. May provide training to other LCB Enforcement Officers on a specific area of enforcement.

Distinguishing Characteristics:

Positions work under general supervision, performing complex duties and responsibilities in LCB enforcement and education, exercises independent judgement, final decision-making authority is limited.

Explanation:

This request is from the WA State Liquor and Cannabis Board for class plan maintenance to the LCB Enforcement Officer 3 classification. The updates include revisions to the title, class series concept, definition, distinguishing characteristics and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: 5

Classified Exhibit

Exhibit Information

Item #: 164

Agency/HE Institution: WA State Liquor and Cannabis Board

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 390I LCB Enforcement Officer 4

Current Salary Range/Rate: 65

Proposed Class Code/Title: 390I LCB Enforcement Lieutenant

Proposed Salary Range/Rate: 68

Class Series Concept:

See 390F LCB Enforcement Officer 4 – Recruit spec.

Definition:

~~Within the Liquor and Cannabis Board, functions~~ This is the supervisory level of the series. Positions serve as a first-line supervisor for a team of LCB Enforcement Officers that enforces state liquor, marijuana and tobacco laws, by conducting investigations, financial audits, on premise inspections, citing and arresting violators; who perform complex enforcement investigations to prosecute all violations of state liquor, cannabis, tobacco and vapor penal laws and regulations and provides education to liquor, cannabis, vapor, and tobacco licensed businesses.

OR;

~~As the training officer, administer and supervise the Enforcement and Education Divisions~~ Serves as a training supervisor for the Training and Field Training Officer Program; supervises LCB Enforcement Officers while assigned to the Criminal Justice Training Center Basic Law Enforcement Academy; works with first line supervisors to assign, schedule, evaluate and conduct performance management reviews of staff enforcement officers who have assigned training officer duties.

Distinguishing Characteristics:

Working under administrative direction, provides supervisory leadership for all enforcement division activities, including developing work plans, training, monitoring enforcement activities, evaluating team performance and ensuring compliance with division regulations and agency policy.

Explanation:

Section C: Classification

This request is from the WA State Liquor and Cannabis Board for class plan maintenance to the LCB Enforcement Officer 4 classification. The updates include revisions to the title, class series concept, definition, distinguishing characteristics and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: 23

Classified Exhibit

Exhibit Information

Item #: 165

Agency/HE Institution: Department of Labor & Industries

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 391A Electrical Construction Inspector 1

Proposed Salary Range/Rate: 70E

Class Series Concept:

In the Department of Labor and Industries, Electrical Program, this series is responsible for upholding the rules, regulations, and standards under statute Chapter 19.28 RCW, Electricians and Electrical Installations and Chapter 296-46B WAC, Electrical Safety Standard, Administration and Installation. Positions in this series inspect the installation of all wiring, device, appliance, or equipment and must adhere to all applicable regulations and standards adopted through the National Electric Code ensuring installations and accompanying maintenance are safe for consumers, workers and the citizens of Washington State. Incumbents are required to possess a Washington General Journey Level Electrician (EL01) license and/or certificate issued by L&I.

Definition:

This is the entry level of the series. Positions at this level are engaged in an electrical training program and require the development of the knowledge, skills and abilities necessary to perform a wide range of electrical wiring inspections in an assigned area. Positions independently perform basic routine electrical wiring installations to ensure compliance with the National Electrical Code, state laws, rules and regulations. May assist higher-level electrical construction inspectors with more complex wiring inspections.

Distinguishing Characteristics:

Positions work under general supervision and are expected to function with independence by the end of the training period. Positions must complete the electrical in-training program within the first two years of employment. Upon successful completion, positions may advance to the Electrical Construction Inspector 2 level.

Explanation:

This request is from the Department of Labor & Industries for establishment of the Electrical Construction Inspector 1 job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 166

Agency/HE Institution: Department of Labor & Industries

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 391B Electrical Construction Inspector 3

Proposed Salary Range/Rate: 77E

Class Series Concept:

See Electrical Construction Inspector 1.

Definition:

Positions in this level specialize in one of the assigned areas:

Field Inspector:

Positions inspect a wide range of complex electrical wiring installations to ensure compliance with National Electrical Code, state laws, rules and regulations. Positions direct and perform electrical inspections; provide inspection of contractor's work; perform on-site inspections; provide technical advice to contractors; and prepares inspection reports, progress reports, or deficiency reports. Positions work in collaboration with the lead and supervisor to solve highly complex electrical wiring installation problems.

OR

Virtual Electrical Inspections Inspector:

Using a variety of video calling platforms positions perform complex virtual electrical wiring inspections to ensure compliance with National Electrical Code, state laws, rules and regulations. Positions direct and perform virtual electrical inspections; review contractors plan prior to inspection to highlight areas to review during inspections and prepares detailed reports of virtual inspections. Performs outreach and training to users on VEI systems. Positions work in collaboration with the lead and supervisor to solve highly complex virtual electrical wiring installation problems.

OR

Electrical Compliance, Outreach, Regulation, and Education Inspector:

Residing in the E-CORE Program, positions serve as a statewide representative. Positions combat the underground electrical economy; ensure the legitimacy of contractors seeking out industrial insurance tax evasion. Develop cases and interface with regional electrical inspection staff and others to ensure compliance with electrical laws and refer violators to industrial insurance and other regulators. Train inspectors and others in electrical laws to achieve maximum compliance with electrical licensing laws and rules and industrial insurance reporting.

OR

Electrical Licensing Auditor:

Performs complex audits of electrical contractors who have verified hours of experience submitted by an electrical trainee ensuring compliance under Chapter 19.28. Reviews applications and determines if an applicant is eligible to take an examination for the master journey level electrician, journey level electrician, master specialty electrician, or specialty electrician certificate of competency. Positions are responsible for identifying fraudulent hours on trainee affidavits; contractors use of unsupervised trainees and/or absentee administrators and non-permitted electrical work. Makes recommendations to revoke any certification of competency obtained through error or fraud.

OR

Electrical Plans Examiner:

Examine plans for electrical installations of a complex nature that are required by law in schools, colleges and universities, hospitals, public and private buildings and commercial construction. Determines compliance with the National Electrical Code, state laws, rules and regulations, or develops electrical codes/construction standards to comply with NEC and/or to incorporate into state regulations, or trains Electrical Construction Inspectors in a formal training program.

Distinguishing Characteristics:

Positions independently perform complex functions and are required to be highly proficient in electrical laws and policies within a specialized program area. Positions at this level will work with and assist higher level electrical construction inspectors ensuring compliance with National Electrical Code, state laws, rules and regulations. May lead team projects in conducting complex electrical inspections.

Explanation:

This request is from the Department of Labor & Industries for establishment of the Electrical Construction Inspector 3 job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 167

Agency/HE Institution: Department of Labor & Industries

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 391I Electrical Construction Inspector

Current Salary Range/Rate: 65E

Proposed Class Code/Title: 391I Electrical Construction Inspector 2

Proposed Salary Range/Rate: 75E

Class Series Concept:

See Electrical Construction Inspector 1.

Definition:

This is the journey level of the series. Positions independently inspects a wide range of electrical wiring installations of all types in an assigned area to ensure alterations in residential, educational, institutional, industrial and commercial structures are in compliance with National Electrical Code, and State laws, Rules and Regulations.

Distinguishing Characteristics:

Positions work under general direction and are expected to work with little direct supervision. Positions are fully competent and qualified in performing electrical wiring inspections within an assigned area and have broad familiarity with all program areas.

Explanation:

This request is from the Department of Labor & Industries for class plan maintenance to the Electrical Construction Inspector classification. The updates include revisions to the title, class series concept, definition, distinguishing characteristics and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 73

Classified Exhibit

Exhibit Information

Item #: 168

Agency/HE Institution: Department of Labor & Industries

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 391J Electrical Construction Lead

Current Salary Range/Rate: 67E

Proposed Class Code/Title: 391J Electrical Construction Inspector 4

Proposed Salary Range/Rate: 79E

Class Series Concept:

See Electrical Construction Inspector 1.

Definition:

This is the lead and/or senior level of the series. Positions have lead responsibility over lower-level Electrical Construction Inspectors and/or serve as the senior performing complex electrical wiring inspections in one or more areas of the program (field inspection; virtual electrical inspections; electrical compliance, outreach, regulation, and education; audits, and planning) ensuring compliance with National Electrical Code, state laws, rules and regulations. Directly assists Electrical Construction Inspector 5 with daily duties. May assume supervisory responsibilities.

~~Inspects electrical wiring installations to ensure compliance with the National Electrical Code and State Rules and Regulations and has lead responsibility over Electrical Construction Inspectors. Directly assists the Electrical Inspection Field Supervisor.~~

Distinguishing Characteristics:

Electrical Construction Inspector 4 positions are distinguished from the Electrical Construction Inspector 3 positions in that assignments focus on one or more areas of the program to perform complex electrical wiring inspections that require advanced knowledge in electrical laws and policies in all program areas. Responsibilities include resolving complex electrical inspections having long-range potential impacts. Evaluates and makes recommendations regarding policies and procedures and implements changes. Leads and is responsible for regularly assigning, directing, providing guidance, and checking the work of inspectors in one or more assigned program areas.

Section C: Classification

Lead responsibilities include conducting the more complex and unusual inspections, coordinating workload distribution, reviewing procedures for compliance, acts as liaison resolving issues between parties, assists in training new inspectors, and assists with code interpretations, changes in policies and procedures for inspectors. Responds to questions from inspectors, ensuring consistency in code applications.

Explanation:

This request is from the Department of Labor & Industries for class plan maintenance to the Electrical Construction Inspector Lead classification. The updates include revisions to the title, class series concept, definition, distinguishing characteristics and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 38

Classified Exhibit

Exhibit Information

Item #: 169

Agency/HE Institution: Department of Labor & Industries

C&C Specialist: Sarah Hawkins

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 391K Electrical Inspector Field Supervisor/Tech Specialist

Current Salary Range/Rate: 72E

Proposed Class Code/Title: 391K Electrical Construction Inspector 5

Proposed Salary Range/Rate: 82E

Class Series Concept:

See Electrical Construction Inspector 1.

Definition:

~~Supervises Electrical Construction Inspectors or Electrical Plans Examiners; or functions as a~~ This is the supervisor and/or expert technical specialist reporting to the Chief Electrical Inspector by level of the series. Working as part of the management team for the agency's Electrical Program, positions supervise, direct, mentor, and counsel electrical inspector staff ensuring work is done in accordance with the National Electrical Code, state laws, rules and regulations and/or serves as an assigned program expert performing highly complex electrical wiring inspections in one or more areas of the program (field inspection; virtual electrical inspections; electrical compliance, outreach, regulation, and education; audits, and plans). Providing expert level interpretations of to staff regarding electrical RCW's, policies and codes directly related to electrical wiring methods; provides guidance and consultation to management on highly complex specialized technical issues with long-range impacts to the program and agency.

Distinguishing Characteristics:

Positions at this level are recognized as supervisors and/or experts of electrical construction inspections. Positions have the highest level of responsibility that requires extensive knowledge in all aspects of electrical laws and policies related to electrical wiring for all areas within the program.

Explanation:

This request is from the Department of Labor & Industries for class plan maintenance to the Electrical Inspector Field Supervisor/Tech Specialist classification. The updates include revisions to the title, class

Section C: Classification

series concept, definition, and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 21

Classified Exhibit

Exhibit Information

Item #: 170

Agency/HE Institution: Department of Labor & Industries

C&C Specialist: Sarah Hawkins

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

☒ **Abolishment** ☐ **Establishment** ☐ **Revision** ☐ **Salary Adjustment**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: Electrical Plans Examiner

Current Salary Range/Rate: 67E

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition:

Examines plans for electrical installation in schools, colleges and universities, hospitals, public and private buildings and commercial construction, to determine compliance with the National Electrical Code (NEC) and Washington State Rules and Regulations; or develops electrical codes/ construction standards to comply with NEC and/or incorporate into state regulations; or trains Electrical Construction Inspectors in a formal training program.

Explanation:

This request is from the Department of Labor & Industries to abolish the Electrical Plans Examiner job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 3

Classified Exhibit

Exhibit Information

Item #: 171

Agency/HE Institution: Department of Transportation

C&C Specialist: Crystal Mungarro

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 392E Occupational Safety & Health Professional 1

Current Salary Range/Rate: Range 46

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: This is a professional series within the Department of Labor & Industries that is required to successfully maintain the federally approved state occupational safety and health program and meet the authorizing statute, Chapter 49.17 RCW, the Washington Industrial Safety and Health Act at the Department of Labor and Industries. This series represents the predominant professional classifications necessary to maintain federal requirements and approval in regards to consultation, internal training, rulemaking, policy development, Voluntary Protection Program, Safety Through Achieving Recognition Together, education and outreach, and safety and health discrimination. The work includes assisting and ensuring employers understand how to meet safety and health requirements, general duty clauses and employee safety laws, rules and regulations and to reduce hazards in their workplaces. Work also includes developing safety and health policies, rules, and laws, evaluating and addressing safety and health discrimination allegations.

~~In institutions of higher education, positions conduct field and laboratory investigations of facilities, equipment, and environment to assess occupational hygiene hazards; evaluations of HE institution's workplaces to assess existing and potential occupational health hazards; and/or develop and coordinate major components of an industrial hygiene program such as management of toxic materials, hazardous wastes, and/or surveillance of employee exposure to hazardous chemicals.~~

Explanation: This request is from the Department of Transportation for class plan maintenance to the Occupational Safety & Health Professional 1 classification. The updates include revisions to the class series concept. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: N/A

EEOC Code: 43 Technicians

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 172

Agency/HE Institution: Washington State Patrol

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 396K Assistant Deputy State Fire Marshal

Current Salary Range/Rate: 48

Proposed Class Code/Title: 396K Deputy State Fire Marshal 1

Proposed Salary Range/Rate: 52

Explanation: This request from the Washington State Patrol for class plan maintenance to the Assistant Deputy State Fire Marshal. The updates include a title change and salary range adjustment. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 173

Agency/HE Institution: Washington State Patrol

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☐ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 396L Deputy State Fire Marshal

Current Salary Range/Rate: 62

Proposed Class Code/Title : 396L Deputy State Fire Marshal 2

Proposed Salary Range/Rate: N/A

Definition: Within the Washington State Patrol Fire Protection Bureau, in cooperation with state, federal and local officials, serves as a technical expert, as designated in writing by the Assistant State Fire Marshal, in assisting with the development and implementation of statewide fire programs such as: fire training, standards and accreditation, life safety inspections, public fire education, fire incident reporting, fire sprinkler and fireworks licensing, plan review, emergency mobilization, regional outreach, hazardous materials, and/or fire investigations.

Positions Ssupports and strengthens efforts to prevent fire and emergency incidents and control risk to life, property, and community vitality that may result from destructive fire and emergency incidents.

Explanation: This request from the Washington State Patrol for class plan maintenance to the Deputy Assistant State Fire Marshal. The updates include a title change and revisions to the definition. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: 30

Classified Exhibit

Exhibit Information

Item #: 174

Agency/HE Institution: Washington State Patrol

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 396M Deputy State Fire Marshal 3

Proposed Salary Range/Rate: 68

Definition: Positions at this level train and mentor Deputy State Fire Marshals or other in-training positions within the Washington State Patrol Fire Protection Bureau and are designated as lead. Positions may be assigned responsibility for developing curriculum for employees and stakeholders and ensuring compliance with codes and standards. Duties performed require substantive knowledge of a variety of regulations, rules, policies, procedures, and processes.

Explanation: This request from the Washington State Patrol for establishment of the Deputy State Fire Marshal 3. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 44 Protective Service Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 175

Agency/HE Institution: Military Department

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☐ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 397A Emergency Management Program Specialist

Current Salary Range/Rate: 46

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 52

Class Series Concept: Positions in this classification series perform professional emergency management duties to support one or more of the four components of emergency management (preparedness, hazard mitigation, response and recovery). Work involves disaster and emergency management activities related to public health, natural and man-made hazards.

Positions in this series serve in the Emergency Operations Center or at other locations as may be assigned during exercises, emergencies, disasters, and/or other occurrences.

Distinguishing Characteristics: Positions work under ~~general supervision~~ close supervision and perform first level professional assignments. Works under the regular guidance of a higher-level professional or manager. and

Uses established procedures to complete assignments in support of higher-level professional staff for emergency management programs, projects and functions with state agencies, local jurisdictions, tribal governments, federal agencies, and the private sector including tasks such as conducting research, fiscal/budget reporting and tracking, grant expenditure reconciliations, invoicing, and maintaining databases.

Incumbents work independently in making decisions regarding work processes or methods which will be used. Assignments are typically reoccurring, of limited scope, and involve a portion of a program.

Section C: Classification

Assignments require analysis of a variety of policies, rules, and procedures and assist with the development of strategies to resolve problems consistent with established standards. Unusual problems, probable outcomes and solutions are presented to others for resolution.

Explanation: This request from the Military Department for class plan maintenance to the Emergency Management Program Specialist 1. The updates include a revision to the class series concept, definition and salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 9

Classified Exhibit

Exhibit Information

Item #: 176

Agency/HE Institution: Military Department

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 397B Emergency Management Program Specialist 2

Current Salary Range/Rate: 52

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 58

Definition: Performs journey-level professional emergency management duties in one or more of the four components of emergency management (preparedness, hazard mitigation, response and recovery) to coordinate program components, projects, and/or functions with state agencies, local jurisdictions, tribal governments, federal agencies, the private sector, and/or other states.- Positions may manage small programs/-projects.

Distinguishing Characteristics: Positions work independently under general direction supervision with delegated authority for the delivery of emergency management services as determined by the program manager. Responsibilities include tasks such as facilitating training and exercise plans; initiating response notifications; researching state and federal rules and regulations; monitoring grants and contracts and providing technical direction and assistance to jurisdictions.

Positions at this level may have program management responsibilities for small programs which have clear and defined procedures, precedents, and professional standards governing judgment used to select the most appropriate solutions.

Assignments normally involve making decisions and judgments within established precedents and limited impact.

Section C: Classification

Incumbents coordinate all aspects of program services, provide professional assistance and specialized consultation to program participants, staff, contractors, and outside entities, and recommending resolution for complex problems and issues related to the program. Incumbents assess program participants' needs and develop specialized services and training unique to the program and responsive to the needs of participants.

Explanation: This request from the Military Department for class plan maintenance to the Emergency Management Program Specialist 2. The updates include revisions to the definition, distinguishing characteristics and salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 50

Classified Exhibit

Exhibit Information

Item #: 177

Agency/HE Institution: Military Department

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 397B Emergency Management Program Specialist 3

Current Salary Range/Rate: 60

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 66

Definition: ~~Leads other Emergency Management Program Specialists or~~ Provides senior level coordination oversight or administration in one or more of the four components of emergency management (preparedness, hazard mitigation, response and recovery) to facilitate multiple programs, projects, and functions (or major components of medium to large programs) with state agencies, local jurisdictions, tribal governments, federal agencies, the private sector, and other states and countries. May lead or supervise other Emergency Management Program Specialists.

Distinguishing Characteristics: Under administrative direction, performs a wide scope of complex duties and responsibilities in the management of a program(s) and exercises independent judgment; final decision-making authority is limited.

~~Lead work responsibilities include regularly assigning, directing, providing guidance, and checking the work of others performed in one of the four components of emergency management.~~

~~Senior level coordination oversight or administration~~ is defined as the planning, developing, or implementing of complex emergency management activities requiring the application of advanced, specialized technical or programmatic knowledge. Responsibilities include tasks such as developing and implementing programs or major components of medium to large programs, projects or systems; establishing standards, evaluating progress and making necessary adjustments; preparing, ~~and~~ administering grants, and/or closing out grants or loans; developing and managing budgets, developing

Section C: Classification

and facilitating contracts; serving as a subject matter expert for assigned functions; directing the deliverables of other staff, contractors, and/or volunteers; and coordinating the efforts of staff from other state agencies or local jurisdictions.

~~Lead work~~ Supervision responsibilities include selecting, training, and developing staff; regularly assigning, directing, providing guidance, evaluating performance, resolving grievances, taking corrective action and checking the work of others performed in one of the four components of emergency management. Supervision includes selecting, training, and developing staff; planning and assignment of work; evaluating performance; resolving grievances; and taking corrective action.

Explanation: This request from the Military Department for class plan maintenance to the Emergency Management Program Specialist 3. The updates include revisions to the definition, distinguishing characteristics and salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 75

Classified Exhibit

Exhibit Information

Item #: 178

Agency/HE Institution: Military Department

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 397D Emergency Management Program Specialist 4

Current Salary Range/Rate: 64

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 70

Definition: Supervises a work unit of Emergency Management Program Specialists performing multi-functional emergency management activities (preparedness, hazard mitigation, response and recovery), and/or provides expert level ~~coordination~~ oversight or administration of emergency management programs, projects, and services that include statewide management and coordination across multiple organizations such as state agencies, counties, cities, tribal governments, and conglomerates of non-profits, e.g. utilities. Positions at this level also serve as statewide liaison with federal organizations involved in emergency management and facilitate legislation and rulemaking.

Distinguishing Characteristics: Works under the administrative direction. Administer, oversee, and direct program activities and advise on aspects of the program or make decisions of major significance that may affect the organization as a whole. Responsibilities include overseeing and resolving the most sensitive, complex emergency management issues having broad potential impact.

Supervision responsibilities include selecting, training, and developing staff; regularly assigning, directing, providing guidance, evaluating performance, resolving grievances, taking corrective action and checking the work of others performed in one of the four components of emergency management. Supervision includes selecting, training, and developing staff, planning and assignment of work; evaluating performance; resolving grievances; and taking corrective action. Expert level coordination includes development, implementation and delivery of services that require the application of specialized

Section C: Classification

knowledge including but not limited to radiological, chemical, health, tsunami or earthquake hazards; or Fire Officer Certification; credentialing; or search and rescue; or critical infrastructure; or cyber security; or advanced education as a Certified Engineer, Civil Engineer, Volcanologist or Meteorologist.

Explanation: This request from the Military Department for class plan maintenance to the Emergency Management Program Specialist 4. The updates include revisions to the definition, distinguishing characteristics and salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 43

Classified Exhibit

Exhibit Information

Item #: 179

Agency/HE Institution: Department of Transportation

C&C Specialist: Crystal Mungarro

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

☒ **Abolishment** ☐ **Establishment** ☐ **Revision** ☐ **Salary Adjustment**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 399E Safety Officer Assistant

Current Salary Range/Rate: 44

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Provides assistance in the administration of an agency's comprehensive employee occupational safety and health programs to comply with state, and the Department of Labors' Occupational Safety and Health Act (OSHA) and the Washington Industrial Safety and Health Act (WISHA) rules, regulations and codes including developing and implementing any agency or geographic unique safety and health programs.

Distinguishing Characteristics: Positions allocated to this class provide assistance in the agency's safety and health programs. All positions report to a higher level safety officer or other position responsible for the safety and health program for an assigned entity such as statewide, geographic area (region or district) an institution, etc.

Explanation: This request is from the Department of Transportation to abolish the Safety Officer Assistant job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: N/A

EEOC Code: 42 Professionals

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 180

Agency/HE Institution: Department of Transportation

C&C Specialist: Crystal Mungarro

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 399F Safety Officer 1

Current Salary Range/Rate: Range 49

Proposed Class Code/Title: Occupational Safety and Health Specialist 1

Proposed Salary Range/Rate: Range 54

Class Series Concept: This series is responsible for the planning, implementation, and administration of an agency or higher education institution comprehensive occupational, safety, health, and industrial hygiene program, to ensure alignment and compliance with federal and state mandated occupational safety and health programs in accordance with the Department of Labors' Occupational Safety and Health Act and the Washington Industrial Safety and Health Act. Positions serve a dual role by monitoring and measuring activities for regulatory compliance while also working to eliminate or minimize employee occupational illness and injury by teaching, promoting, and emphasizing workplace safety, health, and hygiene standards and best practices. Positions evaluate the work environment to assess existing and potential occupational safety, health, and hygiene hazards and implement mitigation strategies.

Occupational safety, health, and hygiene programs and subprograms include a variety of components including but not limited to indoor air quality, confined spaces, respiratory protection, blood borne pathogens and bio hazards, wildfire smoke, fire safety, hazardous waste, environmental or chemical contaminants and toxins, noise dosimetry and hearing conservation, air, dust, gas, vapor, and water sampling, ergonomics, accident prevention and reporting, injury reporting and review, fall protection, defensive driving, CPR and first aid, personal protective equipment, worksite inspections, hazardous environmental and chemical exposure monitoring, radiation monitoring, compliance assessment, testing, and reporting, high-risk or unusual hazard environments, hazard identification, evaluation and control recommendations.

This work is performed in a variety of worksites including but not limited to public access areas of agencies and higher education institutions, laboratories, office buildings, maintenance and other facilities, industrial locations, highway and other construction field sites, and marine work environments, hospitals, medical and other care facilities, vehicles, equipment, heavy equipment/automotive shops, parks and recreational sites, homeless encampments, and other locations operated by agencies and higher education institutions where work is performed.

Section C: Classification

This series is distinguished from the Occupational Safety and Health Professional series and Compliance Industrial Safety & Health Investigator series specific to the Department of Labor and Industries, by the following: The focus of the work for this series is specific to the occupational safety, health, and industrial hygiene of the agency or higher education institution and its staff, contractors, environments, buildings, work sites, etc. The OSHPro and CISHI series are specific to all labor and industries and encompasses all employers within Washington state both public and private.

Definition: This is the entry level of the series. Positions perform tasks relating to the planning and implementation of accident prevention and occupational health and safety programs as part of overall a component of environmental health and safety activities. Under close general supervision, positions perform basic inspections of local facilities, equipment, and operations and may assist with industrial hygiene activities to ensure compliance with institution, state and federal safety standards, and codes.

Positions may also administer an agency/institution's comprehensive employee occupational safety and health program to comply with state and the Department of Labor's Occupational Safety and Health Act (OSHA) and the Washington Industrial Safety and Health Act (WISHA) rules, regulations and codes including developing and implementing any agency or geographic unique safety and health programs.

Distinguishing Characteristics: Positions at this level work independently within narrowly established guidelines in making decisions regarding work processes or methods used. Assignments are typically limited in scope to specific administer an agency/institutions comprehensive safety and health programs, or manage a major component which is characterized as a subprograms, or a portion of an agency's the total safety, and health, and industrial hygiene program, i.e., ergonomics, compliance, infectious disease, blood borne pathogens, etc. Positions inspect agency/institutional facilities, equipment, and operations to ensure compliance with state and federal safety standards and codes. All positions report to a higher-level Occupational Safety and Health Specialist or other position responsible for the occupational safety and health program for an assigned entity such as a geographic area (region or district), an institution, etc.

This is not a statewide assignment.

Explanation: This request is from the Department of Transportation for class plan maintenance to the Safety Officer 1 classification. The updates include adding a class series concept, updates to the definition and distinguishing characteristics, and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: N/A

EEOC Code: 42 Professionals

Number of Position(s) Affected: 18

Classified Exhibit

Exhibit Information

Item #: 181

Agency/HE Institution: Department of Transportation

C&C Specialist: Crystal Mungarro

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 399G Safety Officer 2

Current Salary Range/Rate: Range 53

Proposed Class Code/Title: Occupational Safety and Health Specialist 2

Proposed Salary Range/Rate: Range 58

Class Series Concept: See Occupational Safety and Health Specialist 1.

Definition: This is the journey level of the series. Positions at this level apply professional working knowledge of occupational safety and health laws, rules regulations and codes by developing and/or implementing safety, health, and industrial hygiene programs to comply with state and federal requirements.

~~Positions develop and administer environmental health and accident prevention programs for employee, student, and visitor protection.~~

~~Positions may also administer an agency/institution's comprehensive employee occupational safety and health program to comply with state, and the Department of Labors' Occupational Safety and Health Act (OSHA) and the Washington Industrial Safety and Health Act (WISHA) rules, regulations and codes including developing and implementing any agency or geographic unique safety and health programs.~~

Distinguishing Characteristics: ~~Positions at this level are structured in one of four ways:-~~

- ~~1. — Located in the agency's central office, manages an agency/institution's total Safety and Health program, or as a statewide assignment manages~~ Positions at this level have responsibility for a major component which is characterized as a or subprogram of the an agency's/higher education institution's total safety and health program. Examples of subprograms include ,i.e., accident investigations and work site surveys, ergonomics, compliance audits, infectious diseases, blood-borne pathogens, and environmental/industrial hygiene testing, etc.

OR

~~2. —Manages Positions have responsibility for an agency's or higher education institution's total Safety and Health program for a specific geographic location(s)/region(s). within the Department of Transportation or Department of Corrections.~~

OR

~~3. —Manages an agency's total Safety and Health program for two regions within the Department of Social and Health Services.~~

OR

~~4. —Manages an agency's total safety and health program for multiple institutions in the Department of Corrections.~~

Explanation: This request is from the Department of Transportation for class plan maintenance to the Safety Officer 2 classification. The updates include title change, adding a class series concept, updates to the definition and distinguishing characteristics, and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: N/A

EEOC Code: 42 Professionals

Number of Position(s) Affected: 32

Classified Exhibit

Exhibit Information

Item #: 182

Agency/HE Institution: Department of Transportation

C&C Specialist: Crystal Mungarro

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 399H Safety Officer 3

Current Salary Range/Rate: Range 55

Proposed Class Code/Title: Occupational Safety and Health Specialist 3

Proposed Salary Range/Rate: Range 61

Class Series Concept: See Occupational Safety and Health Specialist 1.

Definition: This is the senior and/or lead level of the series. As a senior-level safety officer, Positions at this level advise other health and safety officers staff and agency/higher educational institutional departments, administrators, and personnel in area(s) of expertise. Positions apply advanced knowledge and technical expertise in Reviews, recommends, develops, coordinates and administering safety, health, and industrial hygiene policies, programs, regulations, systems, training, and/or procedures to meet agency/higher education institutional needs.

Distinguishing Characteristics: Under general direction, as a senior-level specialist in a designated safety area, develops and administers occupational safety, health, and industrial hygiene programs such as, but not limited to, fire safety, ergonomics, diving safety, and construction safety. Integrates requirements of complex regulations with the needs of the entire agency/higher education institution. Exercises decision-making authority and advises other health and safety professionals and agency/higher education institutional departments, administrators, and personnel in highly complex matters related to specialty area(s) of expertise. Directs other Occupational Safety and Health Specialist positions in large-scale or highly complex inspections and investigations.

As a lead, regularly assigns, instructs, plans and checks the work of OSHS staff and evaluates the performance of employees on an ongoing basis.

Provides leadership functions such as assisting others with highly complex problem resolution, recommending courses of action, and training other agency/higher education institution health and safety professionals.

Section C: Classification

Explanation: This request is from the Department of Transportation for class plan maintenance to the Safety Officer 3 classification. The updates include title change, adding a class series concept, updates to the definition and distinguishing characteristics, and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: N/A

EEOC Code: 42 Professionals

Number of Position(s) Affected: 37

Classified Exhibit

Exhibit Information

Item #: 183

Agency/HE Institution: Department of Transportation

C&C Specialist: Crystal Mungarro

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 399I Safety Program Assistant Manager

Current Salary Range/Rate: Range 56

Proposed Class Code/Title: Occupational Safety and Health Specialist 4

Proposed Salary Range/Rate: Range 65

Class Series Concept: See Occupational Safety and Health Specialist 1.

Definition: This is the supervisory and/or expert level of the series. Positions provide expert-level analysis and consultation to management and staff regarding the most complex, multidimensional safety, health, and industrial hygiene issues in aAdministerings an agency's/higher education institution's comprehensive employee occupational safety, and health, and industrial hygiene programs to comply with state, and the Department of Labors' Occupational Safety and Health Act (OSHA) and the Washington Industrial Safety and Health act (WISHA) rules, including developing and implementing any agency or geographic unique safety and health programs. and/or supervises lower level specialists within the series.

Distinguishing Characteristics: In the agency central headquarters office, functions as the only principle assistant to the agency's Safety and Health Program Manager. Positions supervise lower-level Specialists and/or serve as a designated professional expert in one or more functional areas of occupational safety, health, and industrial hygiene. Expert in the most complex occupational safety and health risk and exposure evaluation, problem resolution, mitigation efforts, and decision making of the series.

Explanation: This request is from the Department of Transportation for class plan maintenance to the Safety Officer 2 classification. The updates include title change, adding a class series concept, updates to the definition and distinguishing characteristics, and salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: N/A

EEOC Code: 42 Professionals

Number of Position(s) Affected: 10

Classified Exhibit

Exhibit Information

Item #: 184

Agency/HE Institution: Department of Health and Department of Licensing

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 422I Hearings Examiner 1

Current Salary Range/Rate: 55

Proposed Class Code/Title: 422I Legal Examiner 1

Proposed Salary Range/Rate: 63

Class Series Concept:

This professional legal series performs legal analysis and case preparation on behalf of a state agency, board, or commission. Positions perform legal work, such as recommending disciplinary actions to a board or commission, developing and/or participating in case strategy, conducting legal research, gathering expert witnesses, drafting legal pleadings, correspondence, agreements, briefs, and negotiating settlements or conditions.

The work performed by Legal Examiners is separate and distinct from the Financial Legal Examiner series whose focus is on examinations of regulated financial entities; the work of a Legal Examiner is aimed at assisting a state agency, board, or commission by serving as a legal resource for regulated statewide programs. The principal activity of the Hearings Examiner series is the conduct of quasi-judicial hearings and appeals within the framework of the Administrative Procedures Act and of administrative and procedural law.

Cases heard are usually generated by a license applicant or licensee, a benefits recipient or employer, or other party regulated by a state department whose administrative decisions they are trying to change.

The Hearings Examiner presides and renders decisions. The appellant, applicant or complainant is often represented by counsel; the responsible state department is represented by an Assistant Attorney General. If the appellant is not represented by counsel, the Hearings Examiner is responsible to assist him in clarifying the facts of his case during the hearing. Most Examiners are authorized to subpoena witnesses if they believe this is necessary to make the facts clear, though in most cases presentation of the case is left completely to the advocates.

Section C: Classification

Hearings Examiners ordinarily determine and report the findings of fact and conclusions of law, and issue proposed orders which are binding on all parties unless exceptions are filed shortly thereafter. Within this same series, higher level Hearings Examiners may review excepted cases, but their review (as the Superior Court's would ultimately be) is limited to the original hearing records, the findings, and the exceptions.

Cases heard within this series vary in complexity from the simplest uncontested cases, such as produce trucking applications, to the multiple company utility rate hearings involving millions of dollars, many attorneys, expert witnesses, technical specialists in several fields and weeks of testimony. Among the various departments, hearings are conducted regarding: liquor license violations; industrial injury indemnities; unemployment and public assistance payments; employee taxes and premiums; rail, trucking, and utility franchises; transportation and utility rates; public complaints against regulated companies; and numerous related issues.

Definition:

This is the entry-level of the series. Positions work under general supervision and draft routine pleadings and provide professional legal work for state agencies, boards, or commissions based on their respective regulatory authority. Positions in this class can usually be described as either the first three or the last three of the statements below:

Cases usually are discussed with supervisor prior to hearing, and prior to the writing of finding of facts, conclusions of law, and proposed orders.

Nearly all assigned hearings involve the direct interest of only one party and the department.

Assigned hearings seldom involve more than one attorney for each participant and may often involve no attorney.

Most cases handled are ex parte (uncontested) for which hearings may or may not be required.

Distinguishing Characteristics:

May be used as an in-training level.

Explanation:

This is a request from the Department of Health and Department of Licensing for class plan maintenance to the Hearings Examiner 1. The updates include revisions to the title, class series concept, definition, distinguishing characteristics, and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 185

Agency/HE Institution: Department of Health and Department of Licensing

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 422J Hearings Examiner 2

Current Salary Range/Rate: 63

Proposed Class Code/Title: 422J Legal Examiner 2

Proposed Salary Range/Rate: 65

Class Series Concept:

See Legal Examiner 1.

Definition:

Positions perform one or more of the following:

- Plans, conducts, and provides moderately complex legal analysis, and case preparation; OR
- Advises and/or consults on moderately complex investigations regarding enforcement of regulations for licensure regulated by a state agency, board, or commission.

Most Hearings Examiners 2 work on a territorial or rotational basis handling mill run cases of the department. In some departments, the caseload may be screened to eliminate uncontroverted cases or the unusually complex hearings as described under Hearings Examiner 3.

All Hearings Examiners 2 conduct hearings of contested issues in which two or more parties are represented by counsel, and in which they are regularly required to make independent determinations of procedure and admissibility of evidence without supervisory assistance. Findings and proposed orders are normally written at a headquarters office where technical or supervisory assistance is usually available though infrequently requested or offered.

Most Hearings Examiners 2 are held directly responsible for the entire process of pre-hearing conferences, hearings, and issuance of proposed findings and orders for all cases assigned. Most Examiners 2 are assigned 10 to 20 new cases a month and are expected to publish findings within two to five months of the assignment.

Distinguishing Characteristics:

Section C: Classification

This is the journey-level of the series. Positions work under general supervision and use established standards to make recommendations for action.

Explanation:

This is a request from the Department of Health and Department of Licensing for class plan maintenance to the Hearings Examiner 2. The updates include revisions to the title, class series concept, definition, distinguishing characteristics, and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 186

Agency/HE Institution: Department of Health and Department of Licensing

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 422K Hearings Examiner 3

Current Salary Range/Rate: 68

Proposed Class Code/Title: 422K Legal Examiner 3

Proposed Salary Range/Rate: 70

Class Series Concept:

See Legal Examiner 1.

Definition:

Positions independently manage highly complex caseloads with a high degree of political sensitivity, or is high profile in the media, where a mistake has a high risk to the agency or to the safety of the public. Cases typically involve novel legal issues requiring the exercise of a high degree of judgment, or work relating to challenging regulated statewide programs.

~~This class includes case reviewers, some Hearings Examiner supervisors, and some Hearings Examiners who handle unusually large and complex cases. It is common for lower level examiners to carry out assignments at this level on an occasional basis or as a small part of their regular duties. Positions classed as Hearings Examiner 3 have assignments such as those illustrated below as their principal responsibility and use a majority of their time in duties of this level.~~

Distinguishing Characteristics:

This is the senior specialist level of the series. Positions are assigned highly complex discipline cases or legally complex cases.

Explanation:

This is a request from the Department of Health and Department of Licensing for class plan maintenance to the Hearings Examiner 3. The updates include revisions to the title, class series concept, definition, distinguishing characteristics, and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 55

Classified Exhibit

Exhibit Information

Item #: 187

Agency/HE Institution: Department of Health and Department of Licensing

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 422L Legal Examiner 4

Proposed Salary Range/Rate: 74

Class Series Concept:

See Legal Examiner 1.

Definition:

Supervises the work of Legal Examiners and performs two or more of the following responsibilities:

1. Independently performs advanced professional legal work, including planning, conducting, and providing highly complex legal analysis and case preparation for the most legally or factually complex cases.
2. Acts as legal subject matter authority for assigned professions, which includes shared decision-making authority in discipline cases.
3. Functions as the principal advisor to the office director and deputy director on all legal matters relating to assigned professions. Recommends actions and policy direction on difficult substantive and procedural issues.
4. Develops, implements, and monitors performance standards for team and assigned professions.

Distinguishing Characteristics:

This is the supervisory level of the series. Assigns and directs caseloads of Legal Examiners. This position:

1. Oversees and coordinates highly complex cases.
2. Performs work that has a high degree of political sensitivity or is high profile.
3. Performs work in which a mistake has a high risk to the agency or to the safety of the public.
4. Oversees work that involves novel legal issues requiring the exercise of a high degree of judgement.
5. Oversees work relating to challenging areas regulated by the agency.

Explanation:

Section C: Classification

This is a request from the Department of Health and Department of Licensing for establishment of the Legal Examiner 4. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 188

Agency/HE Institution: Employment Security Department

C&C Specialist: Barb Ursini

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 422M Review Judge

Current Salary Range/Rate: 69

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 75

Definition:

In the Employment Security Department, the Department of Social and Health Services or the Utilities and Transportation Commission, Positions independently reviews adjudicative proceeding hearings records and decisions or orders and issues final determination or recommends final determination.

Explanation:

This request from the Employment Security Department for class plan maintenance to the Review Judge. The updates include revisions to the definition and salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 13

Classified Exhibit

Exhibit Information

Item #: 189

Agency/HE Institution: Department of Health and Department of Licensing

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 422X Law Judge

Proposed Salary Range/Rate: 70

Class Series Concept:

Law Judges preside over quasi-judicial regulatory and disciplinary law proceedings involving complex, constitutional issues, issuing initial orders, findings of fact and conclusions of law, subpoenas and when necessary may order disciplinary sanctions against the parties and their representatives. Orders include, but are not limited to, determinations of jurisdiction and venue, orders authorizing out of state attorneys to practice before tribunals, orders setting or enforcing case schedules, protective orders, orders of continuance, ex parte orders of summary suspension, orders defining the conduct of parties at hearings, orders outlining the court's expectations, orders detailing the rights and responsibilities of the parties, orders excluding witnesses or evidence, orders applying the rules of evidence, discovery orders allowing or curtailing certain discovery requests, orders on motions for summary judgment or dismissal and orders to recuse.

The Law Judge series is separate and distinct from the Review Judge as the Law Judges are not hearing appeals, rather the Law Judges preside over cases that emanate from agency rules, statute, and federal regulations and include, but are not limited to, the following program areas: administrative regulatory law cases involving medical discipline and licensing of healthcare professionals, hearings on non-compliance (with standing orders), transient accommodations (hotels, etc.), wastewater treatment, shellfish, drinking water, Women, Infants and Children (WIC) benefit and vendor cases, implied consent, administrative per se, habitual traffic offenders, CDL positive, fraud, court judgments, social security mismatch, and financial responsibility.

Section C: Classification

The Law Judge series is separate and distinct from the Legal Examiner series, whose work is aimed at assisting a state agency, board, or commission by serving as a legal resource for regulated statewide programs, whereas the Law Judges preside over conferences and hearings and issue initial orders.

Definition:

This is the journey-level of the series. Positions work under general supervision and preside over quasi-judicial administrative law proceedings and issue a variety of orders in the disposition of cases which detail the procedural history, discussion of the evidence and witnesses presented, findings of fact, and conclusions of law. Issues initial orders, subpoenas and when necessary may order disciplinary sanctions against the parties and their representatives.

Explanation:

This is a request from the Department of Health and Department of Licensing for establishment of the Law Judge. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 190

Agency/HE Institution: Department of Health and Department of Licensing

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 422Y Law Judge Senior

Proposed Salary Range/Rate: 73

Class Series Concept:

See Law Judge.

Definition:

The Law Judge Senior works on high-profile, highly complex cases that often involve multi-faceted issues including issues of first impression, numerous witnesses, and a voluminous documentary record. Positions utilize an astute understanding of the applicable administrative law practice area, the industry discipline and regulation framework and application of that knowledge and expertise, and makes decisions on complicated and high-risk cases.

Distinguishing Characteristics:

This is the expert level and/or supervisory level of the Law Judge series. Positions work under administrative direction and preside over the most complex cases, certificate of need applications, and brief adjudicative proceedings. Cases tend to be highly visible and garner significant public and media attention or present great public safety repercussions if decided erroneously. As a result, these cases often require proactive intervention and have wide or precedent setting impact.

Positions apply expert guidance, advice, interpretation, and counsel to Law Judges and professional support staff and others regarding applicable rules, regulations, policies, and procedures in the areas of that discipline, regulation, and administrative law procedure.

Explanation:

This is a request from the Department of Health and Department of Licensing for establishment of the Law Judge Senior. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 191

Agency/HE Institution: Office of the Attorney General

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 426E Paralegal 1

Current Salary Range/Rate: 51

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: Positions in this series are legal professionals who support litigation, prepare for trial, and apply knowledge of court rules related to legal practice, subject matter, and court filing procedures for administrative tribunals, superior courts, state court of appeals, state Supreme Court, U.S. District Courts, 9th Circuit Court of Appeals, and the U.S. Supreme Court.

This series is separate and distinct from the Legal Assistant series, in that the work is performed exclusively in a law firm setting, providing paraprofessional support of Assistant Attorneys General before two or more court venues, requiring working knowledge of court rules, including civil and appellate procedures. Absent the Paralegal, this work would be performed by an Assistant Attorney General.

For positions appearing before a board/commission requires extensive understanding of the Rules of Professional Conduct, Civil Rules, and courtroom and trial procedures.

Definition: In a law firm setting, positions performs entry level paralegal work in support of Assistant Attorneys General in litigation of state matters in at least one or two administrative or court venues. Positions analyze facts, compose documents and pleadings, schedule and/or interview witnesses, research legal issues and evaluate the facts of cases, coordinate the preparation for litigation, track status of cases from summons to trial, and draft legal notices.

Distinguishing Characteristics: ~~Working under general supervision, Positions perform first level technical paralegal functions of limited variety and difficulty for matters in one or two administrative or court venues. There is limited judgment and decision making in assignments and tasks are reoccurring. Positions work within established guidelines and procedures when making decisions regarding which work processes or methods to use when identifying the next steps in litigation and adjudication processes. Positions analyze facts, compose documents and pleadings, schedule and/or interview witnesses, research legal issues and evaluate the facts of cases, coordinate the preparation for litigation, track status of cases from summons to trial, draft legal notices and perform other paralegal work.~~

Explanation: This request from the Office of the Attorney General for class plan maintenance to the Paralegal 1. The updates include revisions to the class series concept, definition and distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 45 Paraprofessionals

Number of Position(s) Affected: 222

Classified Exhibit

Exhibit Information

Item #: 192

Agency/HE Institution: Office of the Attorney General

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 426F Paralegal 2

Current Salary Range/Rate: 55

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: In a law firm setting, Positions perform journey-level paralegal work in support of an Assistant Attorney General in litigation of state matters in at least one or two administrative court venues. Exercises independent judgement and decision making in identifying next steps in litigation and adjudication processes with broad guidance. Positions independently prepare deposition summaries; identifies; locates; collect; organizes; assesses; and manages documentary, statistical, computer and demonstrative evidence, including reports and other information obtained from public and private sources, for use in civil litigation.

Distinguishing Characteristics: Working under general direction, positions are fully qualified to determine the next steps in the litigation and adjudication processes within a specific administrative or court venue. Assignments normally involve making decisions and judgements within established precedents.

Explanation: This request from the Office of the Attorney General for class plan maintenance to the Paralegal 2. The updates include revisions to definition and add distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 45 Paraprofessionals

Number of Position(s) Affected: 273

Classified Exhibit

Exhibit Information

Item #: 193

Agency/HE Institution: Office of the Attorney General

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 426G Paralegal 3

Current Salary Range/Rate: 59

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Under general direction, Positions positions at this level perform expert-paralegal work requiring a consistent application of advanced knowledge in support of Assistant Attorneys General in litigation of State matters. Positions are expected to identify, understand and pursue next steps in perform-complex paralegal duties requiring a high degree of knowledge of legal concepts, issues and research, which, absent the paralegal, would be performed by an assistant attorney general. Positions have delegated responsibility for administrative supervision over other paralegals litigation and adjudication processes with a high level of independence.

Distinguishing Characteristics: This is the supervisory level of the series and must have direct administrative supervision over work performed by other paralegals and legal support staff and are significantly involved in their training.

This level typically has the highest level of knowledge and experience in a functional area of litigation support and oversees a unit of other paralegals. Typically, the experience and knowledge has been gained through progression of the paralegal series. Independently organizes, monitors, evaluates and makes adjustments to litigation tools, processes, and tactics for their division.

Section C: Classification

~~Positions in this level of the series are expected to identify, understand and pursue all steps in the agency's most complex, critical or precedent setting matters with minimal oversight~~perform complex paralegal duties on significant and complicated matters requiring a high degree of knowledge of legal concepts, issues and research, which is typically gained through progression of the series and years of exposure to a variety of complicated civil and appellate litigation scenarios. The positions exercise independent decision- making authority and discretion to decide work methods to use, prioritization of duties and procedures to follow to meet work objectives.

Explanation: This request from the Office of the Attorney General for class plan maintenance to the Paralegal 3. The updates include revisions to definition and distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 45 Paraprofessionals

Number of Position(s) Affected: 560

Classified Exhibit

Exhibit Information

Item #: 194

Agency/HE Institution: Office of the Attorney General

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 426H Paralegal 4

Proposed Salary Range/Rate: 62

Class Series Concept: See Paralegal 1.

Definition: Positions perform expert-level paralegal work under administrative direction in support of Assistant Attorneys General in litigation of State matters. These positions perform most complex paralegal duties within a designated area of responsibility which must include at least one of the following as the primary function:

- 1) Provide expert guidance and consultation on a strategic level in a specialized area of litigation with division, agency, or cross-divisional impact.
- 2) Serves as a lead paralegal for the AGO's most complex matters with significant consequences to the client, state, or public.
- 3) Appears before a board or commission as client's legal representative on behalf of Assistant Attorneys General.

Positions must exercise decision-making authority within the areas of assigned responsibility and are accountable for outcomes.

Distinguishing Characteristics: This level of the series has the highest level of knowledge with extensive understanding of all paralegal classifications and functions, which is gained through progression of the paralegal series. The position is highly skilled in adapting to evolving and changing litigation techniques with limited advice or assistance:

Section C: Classification

- The guidance and consultation provided often requires intensive, in-depth analysis of information to determine the nature and scope of issues.
- Positions frequently require the use of non-standard or untested processes to accomplish goals.
- Positions in this level of the series are expected to provide direction and guidance related to all levels of paralegal functions, take initiative with a high level of independence, and are expected to accomplish broad objectives.

Explanation: This request from the Office of the Attorney General for establishment of the Paralegal 4. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 46 Office and Clerical

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 195

Agency/HE Institution: Washington State Patrol

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 450I Communications Officer Assistant

Current Salary Range/Rate: 41SP

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition:

Serves as the initial contact and principal assistant to the Communications Officers in the Washington State Patrol Communications Centers, handling 911-cellular phone calls from the public and supporting operational and record needs associated to the work performed by Communications Officer 1s. -Answers multiple line phones receiving emergency and non-emergency information regarding various emergencies experienced by motorists on the freeways and state routes in Washington State; including but not limited to accidents, altercations, shootings, domestic violence incidents, disabled or abandoned vehicles, road hazards, complaints, general information and departmental business. -Questions callers to obtain information such as location, vehicle description, witnesses, driver description, presence of weapons, injuries, and other pertinent data to ensure a quick-timely response and provide adequate information for any officer safety issues, needs or concerns. Prioritizes emergency and non-emergency information and inputs data into a Computer Aided Dispatch ~~(CAD)~~ system for communications dispatchers or transfers information to the dispatcher or appropriate city or county communications center.

Distinguishing Characteristics:

The Communications Officer Assistant positions differ from the Communications Officer 1 positions in that they do not perform radio dispatch functions to transmit, receive, or relay information concerning public safety and law enforcement activities to or from the State Patrol units or other state, county and federal law enforcement agencies over the radio. These positions serve as the initial contact for all emergency and non-emergency 911-cellular phone calls, administrative calls internal to WSP as well as external stakeholders, and calls from the public requesting general information.

Explanation:

Section C: Classification

This is a request from the Washington State Patrol for class plan maintenance to the Communications Officer Assistant. The updates include revisions to the definition and distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 46 Office and Clerical

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 196

Agency/HE Institution: Washington State Patrol

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 451F Communications Officer 1

Current Salary Range/Rate: 49SP

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 51SP

Definition:

~~Serves as a senior operator in a communications center, public safety or law enforcement~~ call receiver and dispatcher for the Washington State Patrol station, emergency system network and mobile unit, or rescue and fire protection agency. Positions transmit, receive, and relay information concerning public safety and law enforcement activities to, from, and between State Patrol mobile units and stations, other state, county, and federal law enforcement agencies, and the public by means of radio, multi- line telephone systems, computer terminals, private line intercom systems, and other telecommunications devices.

Explanation:

This is a request from the Washington State Patrol for class plan maintenance to the Communications Officer 1. The updates include revisions to the definition and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 106

Classified Exhibit

Exhibit Information

Item #: 197

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**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 452E Communications Systems Designer

Current Salary Range/Rate: 63

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Provides staff support to the Communications Systems Director, by performing professional design, development and testing of highly complex and technical electronic systems to support the operations and maintenance of the Washington State Department of Transportation's statewide information and data microwave/fiber optic network.

Explanation: This request is from the Office of Financial Management to abolish the Communications Systems Designer job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 198

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**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 452F Communications Systems Manager

Current Salary Range/Rate: 65

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Provides staff support to the Communications Systems Director, by planning, researching, developing, and maintaining statewide electronics communications systems for the Department of Transportation.

Explanation: This request is from the Office of Financial Management to abolish the Communications Systems Manager job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 5

Classified Exhibit

Exhibit Information

Item #: 199

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**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 452G Communications Systems Director

Current Salary Range/Rate: 69

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Directs the planning, research, development and maintenance of statewide electronics communications systems for the Washington State Department of Transportation.

Explanation: This request is from the Office of Financial Management to abolish the Communications Systems Director job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 1

Classified Exhibit

Exhibit Information

Item #: 200

Agency/HE Institution: Department of Licensing

C&C Specialist: Cindy Wulff

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 458E Licensing Services Representative 1

Current Salary Range/Rate: 43

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 44

Definition: ~~Positions in this class work under the guidance and close supervision of a Licensing Services Representative 3 or 4, providing customer entry level driver licensing service and or performs entry level drivers and vehicle and vessel licensing registration work services.~~ Positions are responsible for examining documentation and applications for legality, verify authenticity to establish identity, and compliance with the laws, approving and issuing non-enhanced driver licenses ~~and or processing vehicle registration, titles, tags tabs, personalize plates, identification cards,~~ and special permits.

Distinguishing Characteristics: ~~Positions in this class work under the guidance and close supervision of a Licensing Services Representative 3 or 4.~~

Explanation: This request is from the Department of Labor and Industries for class plan maintenance to the Licensing Services Representative 1 classification. The updates include revision to the definition, removal of distinguishing characteristics and a salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 46 Office and Clerical

Number of Position(s) Affected: 44

Classified Exhibit

Exhibit Information

Item #: 201

Agency/HE Institution: Department of Licensing

C&C Specialist: Cindy Wulff

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 458F Licensing Services Representative 2

Current Salary Range/Rate: 46

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: ~~Under general supervision, a~~ Approves and issues or denies non-enhanced and enhanced driver licenses, identification cards, and instruction permits or approves or denies vehicle and vessel titles, registrations, tags, license plates and related special permits to the public.

Distinguishing Characteristics: This is the journey level of the series. Under general supervision, incumbents in this class are fully qualified to examine documentation and applications for legality and compliance with the law, to establish identity to approve and issue or deny enhanced driver licenses, to conduct appropriate testing and to approve and issue driver and vehicle licenses, titles, registrations, tags and special permits. Incumbents deal directly with the a diverse public and may conduct driving skills tests or in-vehicle assessments and re-examinations.

Explanation: This request is from the Department of Labor and Industries for class plan maintenance to the Licensing Services Representative 2 classification. The updates include revision to the definition and the distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 46 Office and Clerical

Number of Position(s) Affected: 313

Classified Exhibit

Exhibit Information

Item #: 202

Agency/HE Institution: Department of Licensing

C&C Specialist: Cindy Wulff

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 458G Licensing Services Representative 3

Current Salary Range/Rate: 49

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Supervisor of a unit within a driver or vehicle licensing office ~~within a district~~ that is managed ~~overseen~~ by a Licensing Services Representative 4 or a Licensing Services Manager; ~~or supervisor of a unit of Licensing Services Representatives within a large metropolitan office that is managed by a Licensing Services Representative 4 or Licensing Services Manager;~~ or is responsible for Commercial Driver License skills tests, training and evaluating the ability of Licensing Services Representatives and third party testers to conduct examinations for commercial truck and bus drivers licensing.

Explanation: This request is from the Department of Labor and Industries for class plan maintenance to the Licensing Services Representative 3 classification. The updates include revisions to the definition. The change is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 46 Office and Clerical

Number of Position(s) Affected: 71

Classified Exhibit

Exhibit Information

Item #: 203

Agency/HE Institution: Department of Licensing

C&C Specialist: Cindy Wulff

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 458G Licensing Services Representative 4

Current Salary Range/Rate: 52

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: ~~Manages~~ Oversees and supervises a driver or vehicle licensing office within a geographic district of the state; or serves as a ~~manager~~ second-level supervisor of a unit within a ~~of a large metropolitan~~ driver and vehicle licensing office; or senior level ~~licensing programs~~ technical specialist responsible for technical consultation and training within a region.

Distinguishing Characteristics: Positions are ~~second-level supervisors~~ responsible for ~~oversight~~ the day to day operations and supervision of staff of; a driver or vehicle licensing field office located within a geographic district of the state.

OR

~~Large metropolitan driver and vehicle licensing offices are those offices located in high density population areas and which have a workload sufficient to require nine, or more, full time Licensing Services Representative staff. The~~ Positions are second-level supervisors of a unit within a large metropolitan driver and or vehicle licensing office and reports directly to a Licensing Services District Manager.

OR

A senior licensing programs technical specialist provides technical consultant services to management and is responsible for assessing training needs and, conducting or coordinating, the technical training of staff ~~within a region~~ statewide. The technical specialist reports to a Licensing Services Manager or Regional ~~a~~ Administrator and works without technical oversight. The technical specialist also conducts technical audits of licensing offices and third-party test sites ~~within the region~~ and may conduct statewide training as assigned.

Explanation: This request is from the Department of Licensing for class plan maintenance to the Licensing Services Representative 4 classification. The updates include revisions to the definition and distinguishing characteristics. The change is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 67

Classified Exhibit

Exhibit Information

Item #: 204

Agency/HE Institution: Liquor and Cannabis Board

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 458M Licensing Specialist

Current Salary Range/Rate: 42

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 46

Definition: Independently examines and approves applications and permits submitted for licensure as a liquor reseller, privately owned stores, restaurants, special events, brewery, and wine distributor (retail and non-retail) or distributor; marijuana cannabis producer, processor, or retailer; and/or a gambling facility, manufacturer, distributor and service supplier or for an individual working in a gambling activity. Ensures that established criteria and regulations are met so that licenses and permits are issued to qualified businesses and individuals. Reviews complex documents such as maps, applications, violation history, corporate entity structures, financiers, etc. Provides guidance regarding WACs and RCWs, to customers to determine regulations and business ideas. Makes recommendations on and/or issues a variety of licenses including Class III Gaming certifications for employees in tribal casinos, interim licenses and 60-day temporary licenses. Ensures application's compliance on an on-going basis and that legal obligations are met.

Distinguishing Characteristics: At the fully qualified working level, positions evaluate a variety of information including complex documentation to determine application eligibility, and documentation in order to assess an application. Positions conduct interviews to determine eligibility and legitimacy of funds; obtain and review necessary information such as financial statements, loan documents, investment statements, leases, purchase and sale agreements, closing documents, and criminal records and investigations of individuals, spouses, employees, and third-party interests to determine legitimacy of documentation and potential hidden ownership.

Section C: Classification

Positions evaluate the size and location of the facility, the proposed security plan, and coordinate with state and local government authorities and others in order to seek input. Ensure public safety and regulation of liquor or cannabis sales.

Explanation: This request from the Liquor and Cannabis Board for class plan maintenance to the Licensing Specialist . The updates include revisions to the definition, distinguishing characteristics and salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 45 Paraprofessionals

Number of Position(s) Affected: 22

Classified Exhibit

Exhibit Information

Item #: 205

Agency/HE Institution: Liquor and Cannabis Board

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 458N Licensing Specialist Senior

Current Salary Range/Rate: 45

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 49

Definition: As a senior level specialist, independently manages, examines and approves applications (retail or non-retail) and highly complex documentation submitted for licensing as a liquor reseller or distributor; ~~marijuana~~ cannabis producer, processor, or retailer; and/or a gambling facility, manufacturer, distributor and, service supplier or for an individual working in a gambling activity. Ensures that established criteria and regulations are met so that licenses and; special occasion, permits are issued to qualified businesses and individuals. Positions are responsible for conducting a review and evaluation or investigation of the more complicated licensing applications and providing expertise and guidance on issues encountered by lower-level lower-level staff.

Issues a variety of licenses, special occasion, non-profit events, endorsements or permits and/or makes recommendations on issuance of licenses for liquor, gambling, ~~marijuana-cannabis~~ production, processing, or distribution. The senior specialist is responsible to determine for determining that the criteria and regulations are met so that highly complex licenses and permits are issued to qualified businesses and individuals, to include final inspections.

The senior specialist has independent decision making with the ability to approve an application. Conducts interviews/investigations and provides guidance to internal and external customers.

Distinguishing Characteristics: Positions at this level independently review and approve complex alcohol operating plans for Sports Entertainment Facilities (SEF) and renewal licenses for Amateur SEFs, including

Section C: Classification

analyzing and assessing floor plans to ensure compliance with liquor laws and policies. Provides technical expertise to staff, license applicants, local authorities, the public, government officials, attorneys and others and handles the more complicated questions regarding thresholds, denial of license, due process and appeal rights pertaining to liquor licensing.

Evaluates and analyzes non-standard and unusual license applications and accompanying legal documents referred by staff. Evaluates bankruptcy, and highly complex documents such as criminal records, complex maps, loan documents, law firm contracts, bank statements, leases, personal funds, complex sale agreements, management agreements, floor plans, menus, closing documents, operating plans, corporate structures and receivership documents for eligibility and issues Special Permission Letters to court-appointed Trustees trustees and Receivers; and any other documents that could affect the license or result in violation of WAC 314-55.

Recommends the suspension and/or revocation of existing licenses. Calculates processing fees, processes and authorizes refunds to licensees.

Monitors and coordinates activities and process of licensing programs, approves or disapproves selected license transactions for issuance of new, renewal and change licenses and recommends approval/denial of other license types. Collaborate with Enforcement on investigations, final inspections and other inquiries as needed.

Partners with external agencies including municipalities, state, and government agencies, such as Department of Health, Department of Revenue, Attorney General's office. Independently manages an assigned caseload of liquor and cannabis license investigations to typically include processing social equity applications.

Marijuana Cannabis Licensing

All specialists in cannabis licensing are senior level positions due to the extensive and complex investigations being conducted. All specialists Positions at this level maintain an independent caseload and are responsible to ensure they are licensing the correct people to ensure public safety for WA Washington sState.

This entails conducting full extensive and complex financial investigations and vetting all members, managers, partners, shareholders or anyone considered a True Party of Interest (TPI) including their spouse even if holding a 1% one percent ownership. This includes reviewing criminal history, violation history, residency, number and type of licenses held to ensure license types do not cross tiers.

This investigation includes an evaluation of complex documents such as multilevel business structures, purchase and sale agreements, bank statements, operating and floor plans, lease or sublease agreements, promissory notes, etc.

In addition, the Cannabis Specialist must vet all financiers of a cannabis business to include obtaining and reviewing criminal history and conducting a financial investigation.

Specialists are required to independently research internal and external sites to verify information obtained in the initial interview to verify things such as jurisdiction, location compliance, real property, ownership

Section C: Classification

~~structure, violation history, etc. In addition specialist must ensure~~ Ensure Cannabis Retailers issued under 1502 and 5052 remain in their originally awarded jurisdiction per rule.

Specialists are required to be knowledgeable in understanding and interpreting RCW's and WAC's pertaining to retail and non-retail cannabis licenses, including cooperatives and endorsements to ensure licensing requirements are being met as well as maintained.~~businesses.~~

Positions at this level evaluate non-routine ~~marijuana~~ cannabis applications such as those involving applicants with a criminal history, suspected ownership issues, corporate structure changes and changes in ownership, more than 30 locations, public protests or locations too close to a school. Ensures that the operating plan includes detailed security provisions, traceability of product, transportation, growing operations, processing procedures, waste disposal and testing, and conducts on-site inspections as necessary. Calculates processing fees; and ~~processes~~ and authorizes refunds to licensees.

Collaborates with Enforcement and Finance on investigation for TPI's, unpaid taxes, final inspections and other inquiries as needed.

Partners with external agencies including municipalities, state, and government agencies, such as Department of Health, Department of Revenue, Attorney General's office and Local Authorities.

Gambling Licensing

Positions at this level review and approve licenses for Risk Level 1 and 2 commercial business and charitable/nonprofit applicants. Evaluates and makes recommendations for licenses of Risk Level 3 commercial business and charitable/nonprofit applicants. Risk levels are based on profits made, complexity of applications and exposure of risk to the public. Handles the more complicated applications for organizations that are ~~publicly traded~~ publicly traded or have multiple levels of ownership. Processes applications with criminal history and conducts annual on-site Class III gaming employee certification/eligibility determination reviews as set forth in the Tribal-State Compacts and/or Memorandums of Understanding. Provides technical expertise to staff, license applicants, government officials, attorneys and others.

Explanation: This request from the Liquor and Cannabis Board for class plan maintenance to the Licensing Specialist Senior. The updates include revisions to the definition, distinguishing characteristics and salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 17

Classified Exhibit

Exhibit Information

Item #: 206

Agency/HE Institution: Liquor and Cannabis Board

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 4580 Licensing Specialist Supervisor

Current Salary Range/Rate: 48

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 52

Definition: Supervises, plans, monitors, directs and coordinates activities and process the functions of a unit, program or team of liquor, marijuana-cannabis and/or gambling license specialists in order to ensure established criteria and regulations are met so that licenses and permits are issued to qualified businesses, non-profits, event promoters and individuals. Provides instruction, guidance and serves as an expert staff resources within the division to lower level staff, internal and external customers. Processing and oversees of retail and non-retail liquor applications, interviews and added activity alterations requests for complex applications and public safety insurance.

Reviews, completed work product for compliance with State laws, rules and agency policy and procedures.

Reviews, approves and disapproves selected license transactions for issuance of new, renewal and change licenses and recommends approval/denial of other license types; examines non-standard and unusual license applications and accompanying legal documents referred by staff and depending on complexity of the transaction or nature of the issue, completes the process or provides specific or general instructions to assigned staff. Monitor retail, non-retail, kitchens, and shared oOutdoor seating areas in boxes and respond accordingly. Provides expertise to internal staff, license applicants, public government officials, attorneys, and other statutes, regulations, laws, policies and procedures. Assists staff with complex and suspicious applications processes, or unusually complex application, renews, or documents. Maintains projects, data, makes recommendations, recognizeand the needs to update policy or revise policies.

Section C: Classification

~~Works with their team, the Division and agency staff to understand and implement Diversity, Equity and Inclusion.~~

~~Work as a liaison between and to inform the public, Enforcement, and local authorities of licensing issues.~~

~~Responsible for performance evaluations, determine training needs, and providing refresher training to all specialists, hiring and new employee training.~~

~~Typically, will assist with complaints and customer service issues.~~

Distinguishing Characteristics: Positions at this level interview job candidates, train, initiate corrective/disciplinary actions; evaluate and address quality control issues; develop, implement, direct and coordinate workload flow and processes.

~~Supervise, plan, direct and coordinate functions of the Liquor, Cannabis and/or customer service staff. Promote public safety and trust through fair administration and enforcement of liquor, cannabis, tobacco, and vapor laws.~~

~~Mentors, trains staff, evaluation of es training needs, provides leadership and guidance to staff.;~~

~~Provide instruction and guidance, serves as an expert staff resourceexpert staff resource within the division unit. Provide direction and guidance on complex issues to staff, applicants, public, national and regional organizations through written correspondence, to include changes to or added WACs/RCWs.~~

~~Evaluates staff performance.~~

Explanation: This request from the Liquor and Cannabis Board for class plan maintenance to the Licensing Specialist Supervisor. The update includes revisions to the definition, distinguishing characteristics and salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 9

Classified Exhibit

Exhibit Information

Item #: 207

Agency/HE Institution: Department of Health and Health Care Authority

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 501L Data Science & Informatics Specialist 1

Proposed Salary Range/Rate: 68

Class Series Concept:

Data Science and Informatics are professions that utilize raw data to help an organization make data-driven decisions, enhancing the efficiency of industry-specific government services and programs that contribute to the overall well-being of the community. Positions in this series are either a Data Scientist or an Informatics Specialist, as described below.

Data Scientists utilize mathematics, statistics, specialized programming, advanced analytics, artificial intelligence, and machine learning to extract knowledge from structured and unstructured data. As a Data Scientist, the positions focus is on data engineering, advanced data analytics and modeling, and applying machine learning techniques to uncover actionable insights hidden in an organization's data. Examples of the responsibilities include optimizing raw data sets and modeling to ensure data processes and products are efficient for cloud computing; accelerating data into action by providing a comprehensive and robust understanding of data and how it impacts industry-specific government services, programs, and the community; and creating scientific and/or analytic products and visualizations.

Informatics Specialists process raw data and turn it into usable information for the design, development, and maintenance of information/data systems. As an Informatician, the position works directly with information technology staff, industry and organizational partners, and end users, in the design, implementation, and modernization of information/data systems. Informaticians use their knowledge of system interoperability and industry-specific data standards for how data must be stored, exchanged and protected. Informaticians may also engage in the creation of analytic products and visualizations.

This series is separate and distinct from the Data Consultant class series. Data Consultants are primarily focused on utilizing existing data from databases for the purpose of compiling data, providing reports, and analysis; whereas the Data Science and Informatics Specialists extract knowledge from structured and

Section C: Classification

unstructured data sources and directly participate in the design and modernization of information/data systems and their components.

This series is separate and distinct from the Information Technology Professional Structure. Data Science and Informatics Specialists leverage technology by using computers and technical knowledge to perform their duties as super users, not as IT professionals.

Definition:

Position is either a data scientist or informatician as described in the class series concept, and participates in assignments and/or projects performing two or more of the following:

- Assists in data collection, data validation, data cleaning, data analysis, preprocessing, and integration of structured and unstructured data from multiple sources.
- Assists in the development of data algorithms, modeling, and statistical analysis.
- Utilizes data visualization software.
- Provide a knowledge and application information vocabularies, interoperability, and industry-specific data standards for how data must be stored, exchanged and protected.
- Works collaboratively with higher level Data Science and Informatics Specialists, IT professionals, and business area staff on a data-driven project.
- Assists in the reviews of system designs to ensure they meet interoperability standards and requirements.

Distinguishing Characteristics:

This is the entry-level of this professional series. Positions work under close supervision to perform assignments that support data-driven projects and are often working under the guidance of a higher-level professional.

Explanation:

This is a request from the Department of Health and the Health Care Authority for establishment of the Data Science & Informatics Specialist 1. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 208

Agency/HE Institution: Department of Health and Health Care Authority

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 501M Data Science & Informatics Specialist 2

Proposed Salary Range/Rate: 72

Class Series Concept:

See Data Science & Informatics Specialist 1

Definition:

Position is either a data scientist or informatician as described within the class series concept and contributes to data-driven initiatives and projects by performing three or more of the following:

- Performs data collection, data validation, data cleaning, data analysis, preprocessing, and integration of structured and unstructured data from multiple sources.
- Proposes, initiates, and contributes as a member of a team to one or more data-driven projects/initiatives, as assigned.
- Provides data analysis, design, maintenance, operation, enhancement, and configuration of data systems and informatics capabilities.
- Designs statistical models and data algorithms.
- Develops data visualizations, and generates and disseminates data products including data tables, graphics, and written reports.
- Develops fully or partially automated workflows.
- Creates and proposes systems, tools, and processes that meet interoperability standards and requirements.
- Extracts, organizes, and analyzes large data sets using Statistical Analysis System (SAS) and/or Structured Query Language (SQL), in accordance with nationally recognized data governance standards and requirements.

Distinguishing Characteristics:

This is the journey-level of the series. Positions at this level work under general supervision.

Explanation:

This is a request from the Department of Health and the Health Care Authority for establishment of the Data Science & Informatics Specialist 2. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 209

Agency/HE Institution: Department of Health and Health Care Authority

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 501N Data Science & Informatics Specialist 3

Proposed Salary Range/Rate: 76

Class Series Concept:

See Data Science & Informatics Specialist 1

Definition:

Position is either a data scientist or informatician as described within the class series concept and performs three or more of the following:

- Independently plans, leads and/or oversees several medium to large complex data science or informatics projects in collaboration with internal and external partners.
- Serves as a technical expert of data science and/or informatics in their review and evaluation of the work of other Data Science & Informatics Specialists.
- Is a first-line supervisor that directs the work of a singular team/unit comprised of Data Science & Informatics Specialists.
- Is responsible for the oversight of the development of fully automated data pipelines that integrate information from various enterprise data sources.
- Independently performs research, analysis, evaluation, and provides recommendations to internal and/or external partners regarding complex data science and/or informatics issues that do not have readily available solutions.
- Provides high-level insights and recommendations on industry-specific decisions, national interoperability policies, standards, and strategies.

Distinguishing Characteristics:

This is the senior-level of the series. Positions at this level work under general direction.

Explanation:

Section C: Classification

This is a request from the Department of Health and the Health Care Authority for establishment of the Data Science & Informatics Specialist 3. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 210

Agency/HE Institution: Department of Health and Health Care Authority

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 5010 Data Science & Informatics Specialist 4

Proposed Salary Range/Rate: 79

Class Series Concept:

See Data Science & Informatics Specialist 1

Definition:

Position is either a data scientist or informatician as described within the class series concept and is a second-line supervisor responsible for the oversight of a section/program comprised of teams of data science and/or informatics staff; or serves as the primary delegated data scientist or informatician, with the highest level of technical subject matter expertise, for the division/office/department within an organization.

Distinguishing Characteristics:

Under administrative direction, positions at this level perform at least three or more of the following:

- Serves as the primary delegated representative for innovative and highly complex statewide data science and/or informatics projects that have high-risk, cross-agency, inter-state, or agency-wide precedent-setting impact.
- Makes recommendations on highly complex unprecedented issues involving significant organizational change, process improvement, and policy development; or issues involving a broad scope and significant impact on outside agencies or institutions, organizations, and/or the public.
- Plans, directs, leads, and formulates data science and/or informatics studies, methodologies, policies, procedures, and strategies.
- Prioritizes data science and/or informatics projects within delegated area of responsibility.
- Responsible for organizational-wide dashboarding, visualization, and/or informatics initiatives.
- Is a data science and/or informatics advisor to senior/executive leadership for initiatives and activities that require cross-cutting and creative solutions to complex and ill-defined problems.

Section C: Classification

- Provides capacity planning and performs operational and administrative activities for a major section of a division/office/department, such as monitoring budgets, administrative decision making, and strategic planning.
- Provides consultation and guidance to organization executives and administrators on analytic policy, planning, timelines, staffing needs and technical requirements.
- Ensures high quality, accurate scientific research and analysis meets the organizational data needs.

Explanation:

This is a request from the Department of Health and the Health Care Authority for establishment of the Data Science & Informatics Specialist 4. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 211

Agency/HE Institution: Office of Financial Management

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 502E Research Investigator 1

Current Salary Range/Rate: 52

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 58

Class Series Concept:

Positions in this series are responsible for performing scientific research, design, statistical or data analysis, or analytical projects in a specialty field. Develops and designs complex original operations research using scientific, statistical, or mathematical analytical methods to investigate complicated issues and identify and solve problems.

Definition:

This is the entry level for advanced scientific research and analysis work. Conducts primarily non-routine research studies, in a variety of one or more disciplines including physical, biological, social, behavioral, or health-related sciences at the entry level for advanced research work.

Distinguishing Characteristics:

Positions at this level are characterized by the following:

- Assigned research work applies specialized professional-level research skills and knowledge which usually includes lack of documented methodology or standardized procedures.
- Positions deal primarily with unique or one-time studies; or studies that deal with complex correlational analyses or other advanced statistical modeling techniques.
- ~~Level and scope of work equivalent to university post-graduate research.~~
- In larger research units, take guidance from higher level investigators or technical administrators; may recommend policy options based upon research findings (particularly in smaller units).
- ~~All positions possess and perform at the level of a Master's degree, or higher.~~

Explanation:

Section C: Classification

This is a request from the Office of Financial Management for class plan maintenance to the Research Investigator 1. The updates include revisions to the class series concept, definition, distinguishing characteristics, and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 212

Agency/HE Institution: Office of Financial Management

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 502F Research Investigator 2

Current Salary Range/Rate: 56

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 62

Class Series Concept:

See Research Investigator 1

Definition:

Conducts advanced scientific research studies and analysis work in a variety of one or more disciplines including physical, biological, social, behavioral or health-related sciences.

Distinguishing Characteristics:

In addition to that specified for the Research Investigator 1 level, positions are characterized by the following:

- Serves as principal researcher with full responsibility for multiple-issue research projects/studies, or for a segment of a large project; or as a researcher with specialized knowledge serving a single program.
- Designs methodology; selects appropriate descriptive and analytical procedures; implements applicable study processes; writes final reports; recommends policy options.
- May direct work of other professional research personnel/staff.

Explanation:

This is a request from the Office of Financial Management for class plan maintenance to the Research Investigator 2. The updates include revisions to the class series concept, definition, distinguishing characteristics, and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 4

Classified Exhibit

Exhibit Information

Item #: 213

Agency/HE Institution: Office of Financial Management

C&C Specialist: Chelsea Lee

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 502G Research Investigator 3

Current Salary Range/Rate: 61

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 66

Class Series Concept:

See Research Investigator 1

Definition:

Independently serves as the project leader or the senior investigator of either: -(a) a complex research study of substantial size (e.g., three or more professional-level research participants); or (b) a study of substantial impact (e.g., regulatory or directing function over sState research contracts or research personnelstaff in other Sstate agencies).

Distinguishing Characteristics:

In addition to that specified for the Research Investigator 1 and 2 levels, positions are characterized by the following:

- ~~Such research work requires indepth and specialized subject matter expertise obtained through specialized training and job experience. As such, positions function as technical advisors to other research personnel (including Research Investigators) on specific project subject matter questions.~~
- ~~Positions translate project theory into working hypotheses which, in turn, are used to define research questions.~~
- ~~In addition to (2) above, positions define project scope, goals, objectives, methods and plans; later may adapt such as indicated to new program changes.~~
- ~~If functioning as a senior investigator, usually directs the work of at least one of the professional-level persons working on the project.~~

Explanation:

Section C: Classification

This is a request from the Office of Financial Management for class plan maintenance to the Research Investigator 3. The updates include revisions to the class series concept, definition, distinguishing characteristics, and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 8

Classified Exhibit

Exhibit Information

Item #: 214

Agency/HE Institution: Washington State Patrol

C&C Specialist: Julie Moultime

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 507A Criminal Justice Information Specialist 1

Proposed Salary Range/Rate: 44

Definition: Under general supervision, independently performs criminal history record information and sex and kidnapping offender registration technical tasks. Ensures accurate entry and update of information, disseminates CHRI/SOR upon request to law enforcement and criminal justice agencies, non-criminal justice agencies, public and private sector employers and the general public throughout the state and outside of the state, regarding Washington State Patrol CHRI/SOR related topics.

Explanation: This is a request from the Washington State Patrol for establishment of the Criminal Justice Information Specialist 1. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 46 Office and Clerical

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 215

Agency/HE Institution: Washington State Patrol

C&C Specialist: Julie Moultime

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 507L Criminal Justice Information Specialist 2

Proposed Salary Range/Rate: 48

Definition: Under general direction, positions at this level perform more complex level criminal history record information and sex and kidnapping offender registration related tasks. Consults with, informs and advises, representatives of law enforcement agencies, criminal justice agencies, penal institutions, non-criminal justice agencies, public and private sector employers, and the general public throughout the state and outside of the state, regarding Washington State Patrol criminal identification requirements and procedures. Provides guidance and training to representatives regarding the receipt and dissemination of CHRI/SOR. Interprets Supreme, Appellate, and Superior Court decisions, Revised Code of Washington statutes, and Washington State Administrative Codes to determine impact upon criminal history records.

Explanation: This is a request from the Washington State Patrol for establishment of the Criminal Justice Information Specialist 2. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 46 Office and Clerical

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 216

Agency/HE Institution: Washington State Patrol

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☒ Title Change ☐ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 507M Criminal Identification Coordinator Specialist

Current Salary Range/Rate: 52

Proposed Class Code/Title: Criminal Justice Information Specialist 3

Proposed Salary Range/Rate: N/A

Definition: Under general direction, consults with, informs and advises representatives of law enforcement agencies, criminal justice agencies, and penal institutions, and non-criminal justice agencies throughout the state, regarding Washington State Patrol criminal identification requirements and procedures; provides guidance and training to local officials and identification personnel to ensure the proper reporting, transmission, and usage of all criminal justice information.

Explanation: This request from the Washington State Patrol for class plan maintenance to the Criminal Identification Coordinator Specialist. The updates include revisions to the job title and definition. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 12

Classified Exhibit

Exhibit Information

Item #: 217

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☐ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 521J Forest Nursery Laborer

Current Salary Range/Rate: 30

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 34

Explanation: This request from the Department of Natural Resources is for class plan maintenance to the Forest Nursery Laborer. The update includes a salary range adjustment. This change is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 48 Service-Maintenance

Number of Position(s) Affected: 3

Classified Exhibit

Exhibit Information

Item #: 218

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 521K Forest Nursery Lead

Current Salary Range/Rate: 33

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 36

Class Series Concept: Within the Department of Natural Resources, positions execute a full range of seedling management activities in a production nursery setting, including growing, harvesting, and shipping tree seedlings. Positions perform assignments in various agricultural and horticultural disciplines necessary for the production and storage of vigorous seedling trees. They have a direct responsibility for helping provide plants that will maintain healthy and productive forest landscapes and eco-systems.

Explanation: This request from the Department of Natural Resources for class plan maintenance to the Forest Nursery Lead. The updates include adding a class series concept and a salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 48 Service-Maintenance

Number of Position(s) Affected: 3

Classified Exhibit

Exhibit Information

Item #: 219

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Julie Moultime

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: Forest Nursery Specialist

Proposed Salary Range/Rate: 45

Definition: Grow and produce seedlings in a forest nursery; assists in planning and directing operational activities such as planting, lifting, irrigating, fertilizing and chemical spraying; supervises crews as needed to complete work projects.

Explanation: This request from the Department of Natural Resources for establishment of the Forest Nursery Specialist. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 48 Service-Maintenance

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 220

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Julie Moultime

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

☒ **Abolishment** ☐ **Establishment** ☐ **Revision** ☐ **Salary Adjustment**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 521M Forest Nursery Crew Supervisor

Current Salary Range/Rate: 36

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Supervises a crew of two or more personnel in performance of various phases of nursery operations.

Explanation: This request from the Department of Natural Resources to abolish the Forest Nursery Crew Supervisor. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 48 Service-Maintenance

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 221

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 522J Forest Nursery Technician

Current Salary Range/Rate: 41

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Participate in the work of various phases of nursery operations and the maintenance and care of plants. May lead or supervise crews engaged in planting, lifting, sorting, packing, storing trees for shipment, labelling, weeding, irrigation, spraying, fertilizing, mixing, fumigating, and sterilizing soils.

~~Conducts studies, tests and experiments to enhance the development, growth and production of seedlings in a forest nursery; assists in planning and directing operational activities such as planting, lifting, irrigating, fertilizing and chemical spraying; supervises crews as needed to complete work projects.~~

Explanation: This request from the Department of Natural Resources for class plan maintenance to the Forest Nursery Technician. The update includes revisions to the definition. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 48 Service-Maintenance

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 222

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 523S Natural Resource Specialist 1

Current Salary Range/Rate: 44

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: Natural Resource Specialists manage and protect the health and productivity of the state's – land and water natural resources. They perform assignments in various natural resource disciplines. They have a direct responsibility for sustainable management of the landscapes, aquatic lands, and eco-systems, and/or they are responsible for protecting the resources in perpetuity. ~~Some positions~~ Some positions execute a full range of compliance monitoring of Wild Stock Geoduck tracts. Performs assignments in various aquatic disciplines necessary for the enforcement of contractual agreements with the Wild Stock Commercial Geoduck Fishery. These positions manage and protect the resources as foresters and land managers as well as other natural resource management specialties.

Definition: This is the entry level of the series. Positions at this level perform professional and skilled technical natural resource management and/or protection duties and may operate compliance vessels to monitor Wild Stock Geoduck tracts for contract compliance. This level may be a dive team member but is not to the level of Dive Person In Charge (DPIC) and leading dives.

Explanation: This is a request from the Department of Natural Resources for a revision to the Natural Resource Specialist 1. The revisions include changes to the class series concept and definition. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 81

Classified Exhibit

Exhibit Information

Item #: 223

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 523T Natural Resource Specialist 2

Current Salary Range/Rate: 49

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Distinguishing Characteristics: Incumbents work independently within their area of responsibility. Incumbents prioritize their work and have a working knowledge of program needs and latitude to perform work tasks and resolve work problems within a standard spectrum of outcomes and options. Unusual problems that occur are brought to higher levels with probable outcomes and solutions.

Some positions may be fully dive qualified to the level of dive Designated Person In Charge.

Explanation: This is a request from the Department of Natural Resources for a revision to the Natural Resource Specialist 2. The revisions include changes to the distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 187

Classified Exhibit

Exhibit Information

Item #: 224

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 523U Natural Resource Specialist 3

Current Salary Range/Rate: 54

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Positions serve as a senior level professional in a natural resources program area. Examples of a natural resource program area include, but are not limited to, land management, timber sales, agricultural leases, shellfish and public tideland recreation, forest practices, reforestation and stand management, derelict vessel management, aquatic lands restoration, and/or environmental education.

Distinguishing Characteristics: Under general direction, positions set their own priorities and make decisions independently under broad direction. Incumbents resolve complex problems or difficult issues that have broad potential impact. Incumbents are expected to develop and ~~innovate~~, and innovate and be responsible for the flow and completion of work. Positions develop or recommend program standards and guidelines. Incumbents are given the scope and intent of the work assignment but are expected to determine the methods and procedures to complete the work tasks.

Explanation: This is a request from the Department of Natural Resources for a revision to the Natural Resource Specialist 3. The revisions include changes to the definition and distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 150

Classified Exhibit

Exhibit Information

Item #: 225

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 523V Natural Resource Specialist 4

Current Salary Range/Rate: 57

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Positions supervise a unit of natural resource professional staff.

OR

Positions act as the designated natural resource program technical expert for an major agency sub-division or region in a specified field of work.

OR

Positions act as the technical manager for the geoduck compliance dive team.

Distinguishing Characteristics: Supervisory positions at this level are distinguished from lower-level lower-level supervisory positions in that one or more subordinates is a senior-level professional.

Positions at this level are distinguished from the lower-level positions by performing the regulatory and technical components of the series to include monitoring safety requirements and maintaining technician certification records.

Section C: Classification

Technical expert positions at this level are distinguished from the Natural Resource Specialist 5 by their designation in an agency division or region in a specified field of work ~~agency-sub division or region~~ as opposed to designation as the highest-level agency-wide expert.

Technical expert positions at this level are distinguished from the Natural Resource Specialist 3 by providing consultation, program guidance and expertise to other program staff as opposed to providing program information to management, ~~stakeholders~~ interested parties/groups, or members of the public.

Explanation: This is a request from the Department of Natural Resources for a revision to the Natural Resource Specialist 4. The revisions include changes to the definition and distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 46

Classified Exhibit

Exhibit Information

Item #: 226

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 523W Natural Resource Specialist 5

Current Salary Range/Rate: 60

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Positions assist higher-level program managers in a natural resource land or water program; OR act as the highest-level agency expert in a natural resource program; OR provide supervision to professional environmental staff of six or more engaged in the administration and/or planning of an environmental program. Some positions serve as a second line supervisor for the state's youth corps program.

Explanation: This is a request from the Department of Natural Resources for a revision to the Natural Resource Specialist 4. The revisions include changes to the definition. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 20

Classified Exhibit

Exhibit Information

Item #: 227

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 523A Natural Resource Specialist 6

Proposed Salary Range/Rate: 66

Class Series Concept: See NATURAL RESOURCE SPECIALIST 1.

Definition: Positions act as a district manager or corrections camp manager for a natural resource program.

Distinguishing Characteristics: Positions at this level work under administrative direction.

Positions perform management responsibilities and are assigned responsibility by their manager to represent agency interests to private operators, business, governmental officials, and the public where there is involvement in highly complex, sensitive issues affecting a district or program.

Explanation: This is a request from the Department of Natural Resources to establish the Natural Resource Specialist 6. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 228

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Barb Ursini

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 527D Land Surveyor 1

Proposed Salary Range/Rate: 56

Definition:

Performs entry level professional land surveyor work in office or field.

Distinguishing Characteristics:

Positions work under the close or direct supervision of a higher-level land surveyor. Assignments are often general in nature such as global navigation survey system.

Explanation:

This request from the Department of Natural Resources for establishment of the Land Surveyor 1. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 229

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Barb Ursini

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 527G Land Surveyor 4

Proposed Salary Range/Rate: 68

Definition:

Supervises and coordinates professional land survey activities within an organization.

Distinguishing Characteristics:

Supervises the State Land Survey Unit for an agency; supervises a staff composed of professional land surveyors and survey technicians to provide land surveying and geospatial services within the organization. Act as the subject matter expert on General Land Office (GLO) retracement, subdivision of sections, aquatic land boundaries, legal descriptions, and the Geographic information system Cadastre layer, supervises and coordinates an office staff in survey calculations and the preparation of maps and plats; provides expert professional consultative advice and service relating to complex land survey problems.

Explanation:

This request from the Department of Natural Resources for establishment of the Land Surveyor 4. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 230

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**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 532K Electronic Design Engineer

Current Salary Range/Rate: 69

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Performs professional research, designing, development and testing of highly complex and technical electronic systems and associated circuits to support the operations and maintenance of the Washington State Patrol Communications systems.

Explanation: This request is from the Office of Financial Management to abolish the Electronic Design Engineer job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 10

Classified Exhibit

Exhibit Information

Item #: 231

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**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 532M Electronics Engineering Manager

Current Salary Range/Rate: 73

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: In the Washington State Patrol, manages the electronics engineering unit and directs the professional research, designing, developing, and testing of complex electronic systems and associated circuits for communications networks.

Explanation: This request is from the Office of Financial Management to abolish the Electronics Engineering Manager job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 232

Agency/HE Institution: Department of Ecology

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 536G Environmental Engineer 3

Current Salary Range/Rate: 67

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 68

Class Series Concept: See ~~Environmental Engineer~~ ENVIRONMENTAL ENGINEER 1.

Explanation: This is a request from the Department of Ecology for class plan maintenance to the Environmental Engineer 3. The updates include revisions to the class series concept and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 233

Agency/HE Institution: Department of Ecology

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 536I Environmental Engineer 5

Current Salary Range/Rate: 72

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 73

Definition: Directs an environmental or public health section and represents the department as a registered Professional Engineer performing environmental engineering duties involving the protection of public health and/or the protection or restoration of the environment.

OR

In the Department of Ecology, directs a large environmental unit and supervises nine or more staff which includes at least three environmental engineers performing environmental engineering duties. Position represents the department as a registered Professional Engineer.

OR

In the Department of Health, represents the department as a registered Professional Engineer and supervises lower-level environmental engineering positions.

OR

As a senior environmental engineering specialist, plans, and conducts investigations of, and proposes solutions to environmental engineering problems that require the research and application of environmental engineering techniques and principles within a specialty field. Positions are recognized and

Section C: Classification

designated in writing by a program manager (in Department of Ecology), Assistant Secretary (in Department of Health) or equivalent as a section's authority in an environmental engineering technical specialty, type of facility, or equipment. Position represents the department as a registered Professional Engineer.

Explanation: This is a request from the Department of Ecology for class plan maintenance to the Environmental Engineer 5. The updates include revisions to the definition and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 97

Classified Exhibit

Exhibit Information

Item #: 234

Agency/HE Institution: Department of Ecology

C&C Specialist: Angie Strozyk

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 536J Environmental Engineer 6

Current Salary Range/Rate: 75

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 76

Class Series Concept: See ENVIRONMENTAL ENGINEER 1.

Definition: In the Department of Health, directs an environmental or public health section and supervises Environmental Engineer supervisors or staff which includes environmental engineers performing environmental engineering duties. Represents the department as a registered Professional Engineer.

OR

In the Department of Ecology, directs an environmental or public health section and thirteen or more staff which includes at least four environmental engineers performing environmental engineering duties. Represents the department as a registered Professional Engineer.

OR

As an advanced senior environmental engineering specialist, plans and conducts investigations of, and proposes solutions to complex environmental engineering problems on a program-wide (in Department of Ecology) or division-wide (in Department of Health) basis that require the research and application of advanced environmental engineering techniques and principles within a specialty field. Positions are recognized and designated in writing by a program manager (in Department of Ecology) or Assistant Secretary (in Department of Health) as a program's/division's expert in an environmental engineering

Section C: Classification

technical specialty, type of facility or equipment. Position represents the department as a registered Professional Engineer.

Explanation: This is a request from the Department of Ecology for class plan maintenance to the Environmental Engineer 6. The updates include revisions to the class series concept, definition and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 11

Classified Exhibit

Exhibit Information

Item #: 235

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 537J Construction Project Coordinator 2 - TEAMSTERS

Proposed Salary Range/Rate: 60

Definition: This is the journey level of the series. Positions at this level coordinate the construction phase of all building and utility projects, including general, mechanical, and electrical work, from contract award through warranty. Positions act as the institution's or agency's representative and serve as the primary contract administrator for projects administered by the owner.

Explanation: The request for establishment of the shadow class titled Construction Project Coordinator 2 - TEAMSTERS is a result of a Teamsters interest arbitration award dated 9/24/2024.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2026

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 236

Agency/HE Institution: Department of Natural Resources

C&C Specialist: Barb Ursini

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 538N Engineering Aide 2

Current Salary Range/Rate: 48

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Distinguishing Characteristics:

Employees in this class accomplish broader assignments, entailing greater skill and/or more technical judgment, than the Engineering Aide #1 assignments. For example, engineering computations are performed by employees in both classes; but the computations usually made by the Engineering Aide #1 would entail use of limited engineering formulas while the Engineering Aide #2 would select one of several formulas for application to a specific problem. These broader assignments are not as general as those expected of an Engineering Aide 3 (see specification 6007). However, it is expected that incumbents will be frequently assigned broader or more complex work as a matter of training. Promotion is normally by competitive examination.

Explanation:

This request from the Department of Natural Resources for class plan maintenance to the Engineering Aide 2. The updates include revisions to the distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 7

Classified Exhibit

Exhibit Information

Item #: 237

Agency/HE Institution: Department of Agriculture

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 566E / Brand Control Specialist

Current Salary Range/Rate: Range 33

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: Range 38

Definition: Within the Washington State Department of Agriculture, Operates and maintains the Brand Registration Control System for the Statewide of Washington; issues titles for brand holders, designs and registers livestock brands, reviews and approves/denies brand design applications.

Explanation: This request is from the Department of Agriculture for class plan maintenance to the Brand Control Specialist. The updates include revisions to the definition and a salary increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 46 Office and Clerical

Number of Position(s) Affected: 1

Classified Exhibit

Exhibit Information

Item #: 238

Agency/HE Institution: Department of Agriculture

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 566F / Brand Inspector 1

Current Salary Range/Rate: Range 33

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: Range 39

Class Series Concept: Positions in this series independently inspect and verify ownership and title status of livestock at change of ownership and movement out of state and country to support the economic vitality of Washington's livestock industries by proving asset protection and supporting disease traceability standards. Incumbents interact with Washington residences, local government officials, tribes, other state government inspectors and United State Department of Agriculture officials.

Definition: Independently inspects livestock at sales yards livestock facilities such as public livestock markets, cattle feed lots, slaughter houses facilities, ranches, processing plants, gathering stations, county fairs, special sales, and customer residences to collect identification, and in transport to verify and establish ownership and title status. Incumbents interact with Washington residences, local government officials, tribes, other state government inspectors and United States Department of Agriculture officials. This ensures and to assure compliance with the Livestock Identification Act; and assists in with prevention of livestock theft prevention program.

Explanation: This request is from the Department of Agriculture for class plan maintenance to Brand Inspector 1. The updates include revisions to the class series concept, definition and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 11

Classified Exhibit

Exhibit Information

Item #: 239

Agency/HE Institution: Department of Agriculture

C&C Specialist: Shelby Sheldon

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☒ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 566G / Brand Inspector 2

Current Salary Range/Rate: Range 39

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: Range 44

Class Series Concept: See Brand Inspector 1

Definition: ~~Plans, supervises, trains, plans, and coordinates the work, and conducts training of Brand Inspectors and/or Clerks in an assigned geographical area. May perform the work of the Brand Inspector 1 but spends the majority of the time conducting more difficult inspections and investigations. Works with representatives of the livestock industry to promote understanding and support for Livestock Identification Act and agriculture regulatory controls regulations. Familiarizes and assists law enforcement agencies in identification methods and theft prevention of livestock.~~

Explanation: This request is from the Department of Agriculture for class plan maintenance to Brand Inspector 2. The updates include revisions to the class series concept, definition and a salary range increase. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 3

Classified Exhibit

Exhibit Information

Item #: 240

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 591M Grounds & Nursery Services Specialist 5 – Teamsters

Proposed Salary Range/Rate: 41

Class Series Concept:

See GROUNDS AND NURSERY SERVICES SPECIALIST 1.

Definition:

Positions in this level supervise grounds and/or utility personnel in the development and care of grounds, nursery/greenhouse. Positions may also manage and participate in planning very large and complex gardening and grounds maintenance programs, supervising four or more employees. To be a very large and complex gardening program, the following four of the five must apply:

1. Acreage in gardener care, planted in lawns, shrubbery and flowers 40 (or more) acres.
2. Greenhouse operation 4,000 sq. feet or more.
3. Nursery operation 2 acres or more.
4. Paid full-time staff (Grounds and Nursery Specialists) 4 or more.
5. Average number of non-paid institutional residents used in gardening program during season 10 or more.

Explanation: The request for establishment of the shadow class titled Grounds & Nursery Services Specialist 5 – Teamsters is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 48 Service-Maintenance

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 241

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**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 594E Electronics Communications Systems Technician - Shop

Current Salary Range/Rate: 53E

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Performs skilled work in installing, maintaining, and repairing sophisticated electronic communications systems equipment in a central maintenance facility, or may assist a field technician.

Explanation: This request is from the Office of Financial Management to abolish the Electronics Communications Systems Technician - Shop job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 242

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**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 594F Electronic Communications Systems Technician, Field Technician

Current Salary Range/Rate: 60E

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Serves as the electronic communications field technician for an assigned geographic area. Independently performs skilled work in installing, maintaining, and repairing sophisticated electronic communications systems equipment. May act as lead worker over other skilled communications personnel assigned to assist them in their area of responsibility.

Explanation: This request is from the Office of Financial Management to abolish the Electronic Communications Systems Technician, Field Technician job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 9

Classified Exhibit

Exhibit Information

Item #: 243

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**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: 594H Senior Telecommunications Specialist

Current Salary Range/Rate: 63E

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Responsible for digital and analog telecommunication equipment and networks for an assigned geographic area. Coordinates field activities and assists telecommunication engineers in the overall operation of statewide telecommunication systems. Provides training to agency personnel and user customers. Performs the duties of an Electronic Communications Systems Technician – Field. May supervise or lead technical staff.

Explanation: This request is from the Office of Financial Management to abolish the Senior Telecommunications Specialist job classification. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: 39

Classified Exhibit

Exhibit Information

Item #: 244

Agency/HE Institution: Washington State Department of Transportation

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 600I Equipment Technician 1

Current Salary Range/Rate: 33G

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 36G

Definition: Under supervision performs entry-level service and repair of automobiles, motorized farm equipment, emergency response vehicles and ~~heavy construction~~ or related equipment, and/or under supervision overhauls light air-cooled engines such as lawn mowers, and small electrical motors, or perform installation, maintenance, and repairs on appliances, housekeeping, and various kinds of building, cleaning, and maintenance equipment.

Distinguishing Characteristics: Automobiles and other vehicles under 15,000 GVWR may be serviced and repaired a minority of the time. Lighter vehicle repairs are defined in the automotive mechanic class series.

Explanation: This request from the Washington State Department of Transportation for class plan maintenance to the Equipment Technician 1. The updates include revisions to definition, distinguishing characteristics and salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: 12

Classified Exhibit

Exhibit Information

Item #: 245

Agency/HE Institution: Washington State Department of Transportation

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 600J Equipment Technician 2

Current Salary Range/Rate: 46G

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Assists higher level Equipment Technicians in the performance of journey-level inspection, diagnoses, making major and minor mechanical repairs, and preventative maintenance, on all types of light- and medium-duty vehicles, equipment used in highway maintenance or heavy and/or industrial/commercial equipment, emergency response vehicles and equipment, and/or motorized farm equipment. Unusual problems that may occur are brought to a higher-level supervisor with probable outcomes and solutions.

Distinguishing Characteristics: Automobiles and other light-duty vehicles under 15,000 GVWR may be serviced and repaired a minority of the time. Lighter vehicle repairs are defined in the Automotive Mechanic class series. Medium-duty vehicles are 26,000 GVWR or less without air brakes. Heavy-duty vehicles and equipment (greater than 26,000 GVWR) are defined in the Heavy Equipment Mechanic class series.

Explanation: This request from the Washington State Department of Transportation for class plan maintenance to the Equipment Technician 2. The updates include revisions to definition and distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: 6

Classified Exhibit

Exhibit Information

Item #: 246

Agency/HE Institution: Washington State Department of Transportation

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 600K Equipment Technician 3

Current Salary Range/Rate: 50G

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Performs journey-level inspection, troubleshooting, diagnosing, servicing, and makes major and minor mechanical repairs on all types of light- and medium -duty vehicles and equipment, equipment used in highway maintenance or heavy and/or industrial/commercial equipment, or motorized farm or related equipment or emergency response vehicles and related emergency response equipment. Performs preventative maintenance. Operates shop equipment in the performance of duties. May order, requisition, and maintain inventory of parts; OR, working directly for an Equipment Technician Supervisor analyze needs and draft purchase requisitions for procurement of new and replacement commercial industrial and agency specialized parts and equipment. Analyze and authorize vendors; Meet-meet with sales personnel, representative and vendors to discuss equipment component requirement and product availability. Perform price and availability comparisons, analyze data, and make recommendations to supervision; ~~Some positions analyze and authorize vendors. May lead or supervise and train other positions (e.g. truck drivers, utility workers, painters, maintenance mechanics, or electricians).~~

Distinguishing Characteristics: Automobiles and other light vehicles under 15,000 GVWR may be serviced and repaired a minority of the time. Lighter vehicle repairs are defined in the Automotive Mechanic class series. Medium-duty vehicles are 26,000 GVWR or less without air brakes. Heavy-duty vehicle (greater than 26,000 GVWR) repairs are defined in the Heavy Equipment Mechanic class series.

Explanation: This request from the Washington State Department of Transportation for class plan maintenance to the Equipment Technician 3. The updates include revisions to definition and distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: 152

Classified Exhibit

Exhibit Information

Item #: 247

Agency/HE Institution: Washington State Department of Transportation

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 600L Equipment Technician Lead

Current Salary Range/Rate: 53G

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Leads lower level mechanics in an equipment and repair shop, performing inspections, diagnoses and major and minor mechanical repairs of all types of medium duty (less than 26,000 GVWR) vehicles, emergency response vehicles and equipment ~~heavy~~ and/or industrial/commercial equipment;

OR

Provides supervision of an offender crew in ~~heavy or medium duty~~ commercial/industrial vehicles and equipment repair, performing all duties normally assigned to lower level equipment mechanics.

OR

~~Coordinates all region wide fleet operations within an agency or coordinate a major equipment fleet, which exceeds 75 pieces of major equipment and/or vehicles.~~ Responsible for maintaining a database of the vehicle fleet, maintaining individual vehicle files including purchases, maintenance and repair, monthly travel logs, credit card expenses and other pertinent information, monitoring usage, prepares fleet management reports, recommends service and repairs, assists Equipment Technician Supervisors in formulating budget, and replacement schedules.

Distinguishing Characteristics: Automobiles and other light-duty vehicles under 15,000 GVWR may be serviced and repaired a minority of the time. Lighter vehicle repairs are defined in the Automotive Mechanic class series. Medium duty vehicles are 26,000 GVWR or less without air brakes. Heavy duty vehicle (greater than 26,000 GVWR) repairs are defined in the Heavy Equipment Mechanic class series.

Explanation: This request from the Washington State Department of Transportation for class plan maintenance to the Equipment Technician Lead. The updates include revisions to definition and add distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: 69

Classified Exhibit

Exhibit Information

Item #: 248

Agency/HE Institution: Washington State Department of Transportation

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 600L Equipment Technician Lead - TEAMSTERS

Current Salary Range/Rate: 55G

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Leads lower level mechanics in an equipment and repair shop, performing inspections, diagnoses and major and minor mechanical repairs of all types of medium duty (less than 26,000 GVWR) vehicles, emergency response vehicles and equipment ~~heavy and/or industrial/commercial equipment;~~

OR

~~Provides supervision of an offender crew in heavy or medium duty commercial/industrial vehicles~~ and equipment repair, performing all duties normally assigned to lower level equipment mechanics.

OR

~~Coordinates all region wide fleet operations within an agency or coordinate a major equipment fleet, which exceeds 75 pieces of major equipment and/or vehicles.~~ Responsible for maintaining a database of the vehicle fleet, maintaining individual vehicle files including purchases, maintenance and repair, monthly travel logs, credit card expenses and other pertinent information, monitoring usage, prepares fleet management reports, recommends service and repairs, assists Equipment Technician Supervisors in formulating budget, and replacement schedules.

Section C: Classification

Distinguishing Characteristics: Automobiles and other light-duty vehicles under 15,000 GVWR may be serviced and repaired a minority of the time. Lighter vehicle repairs are defined in the Automotive Mechanic class series. Medium duty vehicles are 26,000 GVWR or less without air brakes. Heavy duty vehicle (greater than 26,000 GVWR) repairs are defined in the Heavy Equipment Mechanic class series.

Explanation: This request from the Washington State Department of Transportation for class plan maintenance to the Equipment Technician Lead - TEAMSTERS. The updates include revisions to definition and add distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: 8

Classified Exhibit

Exhibit Information

Item #: 249

Agency/HE Institution: Washington State Department of Transportation

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 600M Equipment Technician Supervisor

Current Salary Range/Rate: 57G

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Supervises Equipment Technicians, or other journey-level technicians involved in performing preventative maintenance and repairs on medium-duty (less than 26,000 GVWR) vehicles and/or commercial/industrial equipment;

OR,

Facilitates a cyclical training program for offenders in maintenance and repair of medium- duty vehicles-heavy and/or commercial/industrial equipment repair. Implements and evaluates workflow priorities. Develops and disseminates instructions and information to unit personnel. Organizes, conducts and facilitates staff meetings.

OR

Performs agency-wide analytical and administrative responsibilities for motorized fleet or commercial/industrial equipment operations and fleet related logistical support functions. Administrative responsibilities include elements such as strategic planning and implementation of Unit Business Plans, formulating budgets, and developing replacement plans. Develop, implement, and monitor training.

Section C: Classification

Distinguishing Characteristics: Automobiles and other light-duty vehicles under 15,000 GVWR may be serviced and repaired a minority of the time. Lighter vehicle repairs are defined in the Automotive Mechanic class series. Medium-duty vehicles are 26,000 GVWR or less without air brakes. Heavy-duty vehicle (greater than 26,000 GVWR) repairs are defined in the Heavy Equipment Mechanic class series.

Explanation: This request from the Washington State Department of Transportation for class plan maintenance to the Equipment Technician Supervisor. The updates include revisions to definition and add distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: 45

Classified Exhibit

Exhibit Information

Item #: 250

Agency/HE Institution: Washington State Department of Transportation

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☐ Establishment ☒ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☒ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 600M Equipment Technician Supervisor - TEAMSTERS

Current Salary Range/Rate: 59G

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Supervises Equipment Technicians, or other journey-level technicians involved in performing preventative maintenance and repairs on medium-duty (less than 26,000 GVWR) vehicles and/or commercial/industrial equipment;

OR,

Facilitates a cyclical training program for offenders in maintenance and repair of medium- duty vehicles heavy and/or commercial/industrial equipment repair. Implements and evaluates workflow priorities. Develops and disseminates instructions and information to unit personnel. Organizes, conducts and facilitates staff meetings.

OR

Performs agency-wide analytical and administrative responsibilities for motorized fleet or commercial/industrial equipment operations and fleet related logistical support functions. Administrative responsibilities include elements such as strategic planning and implementation of Unit Business Plans, formulating budgets, and developing replacement plans. Develop, implement, and monitor training.

Section C: Classification

Distinguishing Characteristics: Automobiles and other light-duty vehicles under 15,000 GVWR may be serviced and repaired a minority of the time. Lighter vehicle repairs are defined in the Automotive Mechanic class series. Medium-duty vehicles are 26,000 GVWR or less without air brakes. Heavy-duty vehicle (greater than 26,000 GVWR) repairs are defined in the Heavy Equipment Mechanic class series.

Explanation: This request from the Washington State Department of Transportation for class plan maintenance to the Equipment Technician Supervisor - TEAMSTERS. The updates include revisions to definition and add distinguishing characteristics. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: 5

Classified Exhibit

Exhibit Information

Item #: 251

Agency/HE Institution: Washington State Department of Transportation

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 600P Heavy Equipment Mechanic 1

Proposed Salary Range/Rate: 56G

Class Series Concept: Heavy Equipment Mechanics perform maintenance, inspection, diagnostics, fabrication, calibration, and repair activities on various pieces of heavy (greater than 26,000 GVWR) and construction (on- and off-road) vehicles and equipment, including but not limited to heavy-duty truck and semi-tractors, tractor/trailer combinations, water trucks, drill rigs, material spreaders, 6-wheel drive vehicles, excavators, dozers, high pressure pumps, graders, asphalt paving equipment, cranes, snowcats and groomers, underbody blades, single- and tandem-axle dump trucks, dump bodies, snow plows, fire apparatus, crawler tractors and trailers, front-end loaders, backhoes, trailers, electronic message boards and signs, street sweepers, forklifts, aerial towers, man lifts, bucket trucks, and facility emergency power generation equipment.

Diagnoses, services, and repairs various complex systems and permanently-mounted apparatus or implements that are found on heavy-duty vehicles and equipment such as mechanical and computer electronic controls, air brake systems, hydraulic systems such as constant flow and variable flow hydraulics, computer controlled automatic and manual transmissions, high/low voltage and permanently-mounted (not hand-portable) generators used for emergency power and emergency operations, diesel and gas engines, propane powered equipment, and pneumatic systems.

Heavy Equipment Mechanics maintain and repair heavy-duty vehicles and equipment (greater than 26,000 GVWR). Light- or medium-duty vehicle or marine vessel work may only be performed in this series a minority of the time and as part of a heavy equipment fleet. Automobiles and other light-duty vehicle (under 15,000 GVWR) repairs are defined in the Automotive Mechanic class series. Medium-duty vehicles (26,000 GVWR or less without air brakes) and commercial/industrial equipment are found in the Equipment Technician series.

Positions troubleshoot malfunctions in heavy vehicles and equipment and make repairs.

Section C: Classification

Parts purchasing, analysis, and inventory are defined in the Equipment Technician series and may be performed here only in addition to heavy equipment mechanic work.

Definition: Performs routine, sub-journey maintenance, repair, and service activities on heavy-duty vehicles, and equipment, and assists a higher-level mechanic in the completion of preventive maintenance, repair, and outfitting or modification of equipment. This may include mechanic work on marine vessels, marine vessel engines, and components as part of a larger fleet of heavy vehicles and equipment.

Distinguishing Characteristics: This is the entry level of the series and the work at this level is planned and facilitates the training needs of an entry-level technician. Work is primarily routine within established protocols and under the direction of a higher-level mechanic.

Explanation: This request from the Washington State Department of Transportation for establishment of the Heavy Equipment Mechanic 1. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 252

Agency/HE Institution: Washington State Department of Transportation

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 600Q Heavy Equipment Mechanic 2

Proposed Salary Range/Rate: 60G

Class Series Concept: See Heavy Equipment Mechanic 1.

Definition: Performs a full range of maintenance and repair activities, diagnostic procedures, and fabrication activities on heavy (greater than 26,000 GVWR) and construction (on-and off-road) vehicles and equipment. This may include mechanic work on marine vessels as part of a larger, heavy fleet.

Distinguishing Characteristics: This is the journey level of the series. The work at this level is planned and unplanned and may be completed in the shop or in the field. Uses considerable independent judgment in making decisions.

Explanation: This request from the Washington State Department of Transportation for establishment of the Heavy Equipment Mechanic 2. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

Section C: Classification

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 253

Agency/HE Institution: Washington State Department of Transportation

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 600R Heavy Equipment Mechanic 3

Proposed Salary Range/Rate: 63G

Class Series Concept: See Heavy Equipment Mechanic 1.

Definition: Positions in this level of the series lead lower-level Heavy Equipment Mechanics; OR, is the designated specialist in a geographic region or area performing complex fuel station maintenance and repairs.

Distinguishing Characteristics: As a lead worker, leads others in the performance of heavy (greater than 26,000 GVWR) and construction (on-and off-road) vehicle and equipment mechanic work. Regularly assigns, instructs, and checks the work of assigned lower-level Heavy Equipment Mechanics.

OR

As the designated fuel station specialist, inspects above ground and underground fuel storage tanks and performs ongoing maintenance and repairs of fuel stations.

Explanation: This request from the Washington State Department of Transportation for establishment of the Heavy Equipment Mechanic 3. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 254

Agency/HE Institution: Washington State Department of Transportation

C&C Specialist: Mindy Portschy

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 600S Heavy Equipment Mechanic 4

Proposed Salary Range/Rate: 67G

Class Series Concept: See Heavy Equipment Mechanic 1.

Definition: Supervises Heavy Equipment Mechanics; OR, acts as a technical expert performing evaluations and inspections of heavy vehicles and equipment.

Distinguishing Characteristics: As a supervisor, performs as a skilled heavy equipment mechanic while assigning work to lower-level mechanics. Establishes shop requirements and procedures, develops work plans and maintains shop records. Assists in formulating budget and vehicle and equipment replacement schedules.

As a technical, hands-on equipment evaluator and inspector, serves as the agency expert in developing and implementing technical specifications for heavy vehicles, equipment, and apparatus, and establishes equipment technical specifications with vendors, performs pre-delivery compliance inspections of vehicles and equipment ensuring it meets or exceeds the specifications, verifies specific components of equipment are present, installed correctly, and operational, provides training to other heavy equipment mechanics and equipment users through on-site demonstrations and calibration of the equipment, and assists in diagnosing, repairing and troubleshooting equipment failure or malfunctions in collaboration with other mechanics and vendors when needed.

Parts purchasing, analysis and inventory are defined in the Equipment Technician series and may be performed here only in addition to supervising heavy equipment mechanic or fleet evaluator and inspector work.

Section C: Classification

Explanation: This request from the Washington State Department of Transportation for establishment of the Heavy Equipment Mechanic 4. This is a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 255

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 602T Wastewater Treatment Plant Operator 1 - TEAMSTERS

Proposed Salary Range/Rate: 49E

Definition: As a certified Group 1 wastewater treatment plant operator, operates and maintains a Class 1 wastewater treatment plant at an institution or serves as a backup for a Wastewater Treatment Plant Operator 2.

Explanation: The request for establishment of the shadow class titled Wastewater Treatment Plant Operator 1 - TEAMSTERS is a result of a Teamsters interest arbitration award dated 9/24/2024.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2026

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 256

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 602V Wastewater Treatment Plant Operator 3 - TEAMSTERS

Proposed Salary Range/Rate: 57E

Definition: As a certified Group 3 wastewater treatment plant operator, operates and maintains a Class 3 wastewater treatment plant at an institution.

Explanation: The request for establishment of the shadow class titled Wastewater Treatment Plant Operator 3 - TEAMSTERS is a result of a Teamsters interest arbitration award dated 9/24/2024.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2026

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 43 Technicians

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 257

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 608J Electrician Supervisor - TEAMSTERS

Proposed Salary Range/Rate: 58G

Definition: This is the supervisory level. Positions supervise electricians, and other assigned personnel such as laborers, crews of incarcerated individuals, inmates, or helpers engaged in installation, modification, maintenance and repair of electrical equipment and systems. Positions function as a recognized expert who is sought out by others to complete major projects or resolve highly complex problems. Plans, lays out and directs shop activities. Positions may supervise electricians engaged in skilled high voltage electrical work.

Explanation: The request for establishment of the shadow class titled Electrician Supervisor - TEAMSTERS is a result of a Teamsters interest arbitration award dated 9/24/2024.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2026

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 258

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 6180 Automotive Mechanic Supervisor - TEAMSTERS

Proposed Salary Range/Rate: 49G

Definition: Supervises Automotive Mechanics, Automotive Body Repair Technicians and/or directs a crew of inmates of correctional institutions, and performs skilled work in mechanical repairs to automobiles, vans/panel trucks, pickup trucks, or motorized farm equipment under 15,000 GVW, or related equipment such as power generators, hydraulic systems, and diesel engines.

Distinguishing Characteristics: Positions at this level directing a crew of inmates either are limited to two positions per institution or must direct crews consisting of three or more inmates.

Explanation: The request for establishment of the shadow class titled Automotive Mechanic Supervisor - TEAMSTERS is a result of a Teamsters interest arbitration award dated 9/24/2024.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2026

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 259

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ **Abolishment** ☒ **Establishment** ☐ **Revision** ☐ **Salary Adjustment**

If Revision(s) – select all that apply:

☐ **Title Change** ☐ **Class Series Concept** ☐ **Definition** ☐ **Distinguishing Characteristics**

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 621H Plumber/Pipefitter/Steamfitter Supervisor - TEAMSTERS

Proposed Salary Range/Rate: 58G

Definition: Supervises plumbers, pipe fitters and/or steamfitters and performs skilled plumbing, pipe fitting and/or steamfitting work;

OR

Directs a crew of incarcerated individuals of correctional institutions and performs skilled plumbing, pipe fitting and/or steamfitting work.

Distinguishing Characteristics: In the Department of Corrections, positions at this level directing a crew of incarcerated individuals either are limited to two positions per institution or must direct crews consisting of three or more incarcerated individuals.

Positions performing plumbing, steamfitting or pipe fitting work as defined under WAC 296-400A-005 (to include potable water systems, liquid waste systems, and medical gas piping systems within the footprint of a building) require proper plumber certification unless meeting an exemption under RCW 18.106.150.

Explanation: The request for establishment of the shadow class titled Plumber/Pipefitter/Steamfitter Supervisor - TEAMSTERS is a result of a Teamsters interest arbitration award dated 9/24/2024.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2026

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 260

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 627F Construction & Maintenance Project Lead - TEAMSTERS

Proposed Salary Range/Rate: 55G

Definition: In a higher education institution, leads lower level classes and performs work in new construction, remodeling, repair, and maintenance of buildings, facilities, utilities, machinery, and equipment;

OR

Within a state park area, plans, coordinates and organizes construction and maintenance projects and leads two or more journey level trades employees; performs multi-skilled journey level work in plant maintenance;

OR

Serves on a marine crew performing construction, renovation, and maintenance of marine state park facilities on a statewide basis.

Distinguishing Characteristics: Under general direction, develops work methods and procedures where construction activities constitute a significant portion of the working time. Construction includes erecting buildings and facilities such as greenhouses, screen houses, storage facilities, pump houses, animal waste handling facilities, barrier-free facilities, with complete mechanical and electrical systems as well as major

Section C: Classification

remodels with space utilization changes involving lowering ceilings, removing and installing walls and installing all associated mechanical and electrical systems and fixtures.

In higher education, this class is distinguished from the Maintenance Mechanic class series by the requirement to perform work in at least two skilled trades areas in new construction at least thirty-five percent of the working time in an off-campus research and extension unit where access to campus skilled trades shops/employees is limited by significant geographical distances. Positions fabricate apparatus, facilities, or systems unique to research studies.

Explanation: The request for establishment of the shadow class titled Construction & Maintenance Project Lead - TEAMSTERS is a result of a Teamsters interest arbitration award dated 9/24/2024.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2026

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 261

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 652P Ferry Operator - TEAMSTERS

Proposed Salary Range/Rate: 48E

Definition: Serves as master in operation of the Keller Ferry carrying vehicles, passengers and cargo and leads a crew.

Explanation: The request for establishment of the shadow class titled Ferry Operator - TEAMSTERS is a result of a Teamsters interest arbitration award dated 9/24/2024.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2026

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 262

Agency/HE Institution: Office of Financial Management

C&C Specialist: Marty Graf

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

☐ Abolishment ☒ Establishment ☐ Revision ☐ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 653Q Marine Engine Mechanic - TEAMSTERS

Proposed Salary Range/Rate: 49E

Definition: Performs skilled mechanical and electrical maintenance and repair work on marine vessels.

Distinguishing Characteristics: In the Department of Corrections, positions at this level directing a crew of inmates either are limited to two positions per institution or must direct crews consisting of three or more inmates. Positions are also required to be available in the event of an emergency or marine incident, such as vessel mechanical breakdown, chemical or oil spill, etc.

Explanation: The request for establishment of the shadow class titled Marine Engine Mechanic - TEAMSTERS is a result of a Teamsters interest arbitration award dated 9/24/2024.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2026

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 47 Skilled Craft Workers

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 263

Agency/HE Institution: Washington State University

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☒ Class Series Concept ☐ Definition ☐ Distinguishing Characteristics

Current Class Code/Title: 678E Window Washer

Current Salary Range/Rate: 31

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 34

Class Series Concept

~~Wash and clean windows and door glass at all levels of the building interior and exterior.~~

Explanation: This request from the Washington State University for class plan maintenance to the Window Washer. The updates include removing the class series concept and a salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 48 Service-Maintenance

Number of Position(s) Affected: 7

Classified Exhibit

Exhibit Information

Item #: 264

Agency/HE Institution: Washington State University

C&C Specialist: Julie Moultime

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

☐ Abolishment ☐ Establishment ☒ Revision ☒ Salary Adjustment

If Revision(s) – select all that apply:

☐ Title Change ☐ Class Series Concept ☐ Definition ☒ Distinguishing Characteristics

Current Class Code/Title: 678F Window Washer Lead

Current Salary Range/Rate: 34

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 37

Distinguishing Characteristics: ~~Lead Window Washer~~

Explanation: This request from the Washington State University for class plan maintenance to the Window Washer Lead. The updated includes deletion of the distinguishing characteristics and a salary range adjustment. These changes are a result of the 2025-2027 Collective Bargaining Negotiations and Budget Process.

HRMS/CC Jobs Information

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

Director's Meeting Date: 6/23/2025

Effective Date: 7/1/2025

Management Type: N/A

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 48 Service-Maintenance

Number of Position(s) Affected: 1