

Classified Exhibit

Exhibit Information

Item #: 1

Agency/HE Institution: Office of Financial Management

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: 100H Office Assistant 1

Current Salary Range/Rate: 30

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 34

Definition: This is the entry level of the Office Assistant series.

In support of office or unit operations, performs repetitive, routine, or relatively simple basic clerical duties/ and tasks. Positions such as establishing and maintaining record keeping/ and filing systems and/or database files, serving as receptionist, performing mathematical calculations and copying materials ensuring accuracy of information. Public and departmental contact roles are limited in scope.

Distinguishing Characteristics: Under direct/ close supervision, learns and performs a variety of routine office support functions, such as copying and scanning materials and filing documents (electronic and/ or hardcopy) in a filing system, posting records, answering telephones, and/ or receiving visitors, and distributing mail and other office materials, and/ or receiving and checking in visitors. Work is regularly reviewed to verify compliance with policies, procedures, or standards. Public and departmental contact role is limited in scope.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Office Assistant 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: 45 Paraprofessionals

Number of Position(s) Affected: 71

Classified Exhibit

Exhibit Information

Item #: 2

Agency/HE Institution: Office of Financial Management

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: 100H Office Assistant 1 - TEAMSTERS

Current Salary Range/Rate: 27

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: This is the entry level of the Office Assistant series.

In support of office or unit operations, performs repetitive, routine, or relatively simple basic clerical duties/ and tasks. Positions such as establishing and maintaining record keeping/ and filing systems and/or database files, serving as receptionist, performing mathematical calculations and copying materials ensuring accuracy of information. Public and departmental contact roles are limited in scope.

Distinguishing Characteristics: Under direct/ close supervision, learns and performs a variety of routine office support functions, such as copying and scanning materials and filing documents (electronic and/or hardcopy) in a filing system, posting records, answering telephones, and/or receiving visitors, and distributing mail and other office materials, and/or receiving and checking in visitors. Work is regularly reviewed to verify compliance with policies, procedures, or standards. Public and departmental contact role is limited in scope.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Office Assistant 1 - TEAMSTERS. 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: 45 Paraprofessionals

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 3

Agency/HE Institution: Office of Financial Management

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: 100I Office Assistant 2

Current Salary Range/Rate: 32

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 36

Definition: Performs a variety of routine clerical duties such as processing documents and records, extracting and compiling records or data, responding to routine inquiries concerning office/or departmental/unit services and procedures, maintaining and monitoring established record keeping, filing and data base systems, and producing forms, letters, record entries and other material. Positions may perform data retrieval and modification and enter data on numerical or alphabetical data entry equipment.

Distinguishing Characteristics: Under general supervision, Duties and assignments are of a routine nature. Routine duties are recurring and accomplished by following established work methods or procedures. Within established guidelines, independently organizes, prioritizes, and initiates work activities. Decision making authority is limited to choice of appropriate methods or procedures. Guidance is provided in new or unusual situations. Deviation from established methods, procedures, or guidelines requires approval. Work is periodically reviewed to verify compliance with policies, procedures, or standards.

Positions may occasionally help and/or provide work direction to lower-level clerical staff.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Office Assistant 2. 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: 45 Paraprofessionals

Number of Position(s) Affected: 84

Classified Exhibit

Exhibit Information

Item #: 4

Agency/HE Institution: Office of Financial Management

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: 100I Office Assistant 2 - TEAMSTERS

Current Salary Range/Rate: 34

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Performs a variety of routine clerical duties such as processing documents and records, extracting and compiling records or data, responding to routine inquiries concerning office/_or departmental/_unit services and procedures, maintaining and monitoring established record keeping, filing and data base systems, and producing forms, letters, record entries and other material. Positions may perform data retrieval and modification and enter data on numerical or alphabetical data entry equipment.

Distinguishing Characteristics: Under general supervision, Duties and assignments are of a routine nature. Routine duties are recurring and accomplished by following established work methods or procedures. Within established guidelines, independently organizes, prioritizes, and initiates work activities. Decision making authority is limited to choice of appropriate methods or procedures. Guidance is provided in new or unusual situations. Deviation from established methods, procedures, or guidelines requires approval. Work is periodically reviewed to verify compliance with policies, procedures, or standards.

Positions may occasionally help and/or provide work direction to lower-level clerical staff.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Office Assistant 2 - TEAMSTERS. 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: 45 Paraprofessionals

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 5

Agency/HE Institution: Office of Financial Management

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: 100J Office Assistant 3

Current Salary Range/Rate: 34

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 38

Definition: ~~Under general supervision, independently perform~~ Perform a variety of complex clerical projects and assignments such as preparing reports, preparing, reviewing, verifying and processing fiscal documents and/or financial records, composing correspondence such as transmittals, template letters, and responses to frequent requests for information, establishing manual or electronic recordkeeping/filing systems and/or data base files, and responding to inquiries requiring substantive knowledge of office/departmental policies and procedures. Positions may perform specialized complex word processing tasks in a word processing unit or complex rapid data inquiry and/or entry functions.

Distinguishing Characteristics: ~~Under general direction, assignments and projects are of a complex nature. Independent performance of complex clerical assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.~~

Positions typically provide ~~work direction~~ guidance to lower-level clerical staff and may assist in training new staff.

Section C: Classification

Explanation: This request is from the Office of Financial Management for class plan maintenance to the Office Assistant 3. The updates include revisions to the definition, 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: 45 Paraprofessionals

Number of Position(s) Affected: 508

Classified Exhibit

Exhibit Information

Item #: 6

Agency/HE Institution: Office of Financial Management

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: 100J Office Assistant 3 – DOC WFSE

Current Salary Range/Rate: 38

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 39

Definition: ~~Under general supervision, independently p~~Perform a variety of complex clerical projects and assignments such as preparing reports, preparing, reviewing, verifying and processing fiscal documents and/or financial records, composing correspondence such as transmittals, template letters, and responses to frequent requests for information, establishing manual or electronic recordkeeping/filing systems and/or data base files, and responding to inquiries requiring substantive knowledge of office/departmental policies and procedures. Positions may perform specialized complex word processing tasks in a word processing unit or complex rapid data inquiry and/or entry functions.

Distinguishing Characteristics: Under general direction, Assignments and projects are of a complex nature. Independent performance of complex clerical assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.

Positions typically provide ~~work direction~~guidance to lower-level clerical staff and may assist in training new staff.

Section C: Classification

Explanation: This request is from the Office of Financial Management for class plan maintenance to the Office Assistant 3 – DOC WFSE. The updates include revisions to the definition, 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: 45 Paraprofessionals

Number of Position(s) Affected: 70

Classified Exhibit

Exhibit Information

Item #: 7

Agency/HE Institution: Office of Financial Management

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: 100J Office Assistant 3 – TEAMSTERS

Current Salary Range/Rate: 36

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: ~~Under general supervision, independently p~~Perform a variety of complex clerical projects and assignments such as preparing reports, preparing, reviewing, verifying and processing fiscal documents and/or financial records, composing correspondence such as transmittals, template letters, and responses to frequent requests for information, establishing manual or electronic recordkeeping/filing systems and/or data base files, and responding to inquiries requiring substantive knowledge of office/departmental policies and procedures. Positions may perform specialized complex word processing tasks in a word processing unit or complex rapid data inquiry and/or entry functions.

Distinguishing Characteristics: Under general direction, A assignments and projects are of a complex nature. Independent performance of complex clerical assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.

Positions typically provide ~~work direction~~guidance to lower-level clerical staff and may assist in training new staff.

Section C: Classification

Explanation: This request is from the Office of Financial Management for class plan maintenance to the Office Assistant 3 – TEAMSTERS. 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: 45 Paraprofessionals

Number of Position(s) Affected: 118

Classified Exhibit

Exhibit Information

Item #: 8

Agency/HE Institution: Office of Financial Management

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: 100K Office Assistant Lead

Current Salary Range/Rate: 36

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 40

Definition: As an office or unit's designated lead worker, assigns, instructs and checks the work of lower level office support staff, plans and organizes work, and performs a variety of complex clerical projects and assignments such as establishing and revising electronic or manual record keeping systems including data base files, monitoring and evaluating financial records and/or documents, resolving clerical problems, responding to inquiries regarding policies, procedures, and services, drafting correspondence, compiling reports, and reviewing, screening, verifying, and evaluating applications, forms, or requests for information. Duties performed require substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Office Assistant Lead. 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: 45 Paraprofessionals

Number of Position(s) Affected: 36

Classified Exhibit

Exhibit Information

Item #: 9

Agency/HE Institution: Office of Financial Management

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: 100K Office Assistant Lead – DOC WFSE

Current Salary Range/Rate: 40

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 41

Definition: As an office or unit's designated lead worker, assigns, instructs and checks the work of lower level office support staff, plans and organizes work, and performs a variety of complex clerical projects and assignments such as establishing and revising electronic or manual record keeping systems including data base files, monitoring and evaluating financial records and/or documents, resolving clerical problems, responding to inquiries regarding policies, procedures, and services, drafting correspondence, compiling reports, and reviewing, screening, verifying, and evaluating applications, forms, or requests for information. Duties performed require substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Office Assistant Lead – DOC WFSE. 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: 45 Paraprofessionals

Number of Position(s) Affected: 20

Classified Exhibit

Exhibit Information

Item #: 10

Agency/HE Institution: Office of Financial Management

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: 100K Office Assistant Lead – TEAMSTERS

Current Salary Range/Rate: 38

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: As an office or unit's designated lead worker, assigns, instructs and checks the work of lower level office support staff, plans and organizes work, and performs a variety of complex clerical projects and assignments such as establishing and revising electronic or manual record keeping systems including data base files, monitoring and evaluating financial records and/or documents, resolving clerical problems, responding to inquiries regarding policies, procedures, and services, drafting correspondence, compiling reports, and reviewing, screening, verifying, and evaluating applications, forms, or requests for information. Duties performed require substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Office Assistant Lead – TEAMSTERS. 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: 45 Paraprofessionals

Number of Position(s) Affected: 1

Classified Exhibit

Exhibit Information

Item #: 11

Agency/HE Institution: Office of Financial Management

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: 100S Secretary

Current Salary Range/Rate: 33

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: In support of a supervisor and/or staff members, provides secretarial services and assistance for the purpose of facilitating the supervisor's and/or staff members' own work and relieving the supervisor and/or staff members of day-to-day clerical detail. Applies knowledge of supervisor's and/or staff members' work commitments including status of projects and nature of contacts. Secretarial duties include making travel arrangements, scheduling meetings, taking notes and transcribing minutes, screening calls and visitors, keeping supervisor's and/or staff members calendar(s) and committing supervisor's and/or staff members' time

Definition: Perform routine secretarial duties such as making travel arrangements, scheduling meetings and/or classes, taking notes and transcribing minutes, keeping supervisors and/or staff member's calendar(s), producing final copy documents from drafts, composing forms and letters, and responding to inquiries from staff, students, and/or the public regarding departmental procedures or services.

Duties and assignments are of a routine nature. Routine duties are recurring and accomplished by following established work methods or procedures. Within established guidelines, independently organizes, prioritizes, and initiates work activities. Decision making authority is limited to choice of appropriate methods or procedures. Guidance is provided in new or unusual situations. Deviation from established methods, procedures, or guidelines requires approval. Work is periodically reviewed to verify compliance with policies, procedures, or standards.

Explanation: This request is from the Office of Financial Management to abolish the Secretary 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: 46 Office and Clerical

Number of Position(s) Affected: 10

Classified Exhibit

Exhibit Information

Item #: 12

Agency/HE Institution: Office of Financial Management

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: 100S Secretary – DOC WFSE

Current Salary Range/Rate: 35

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: In support of a supervisor and/or staff members, provides secretarial services and assistance for the purpose of facilitating the supervisor's and/or staff members' own work and relieving the supervisor and/or staff members of day-to-day clerical detail. Applies knowledge of supervisor's and/or staff members' work commitments including status of projects and nature of contacts. Secretarial duties include making travel arrangements, scheduling meetings, taking notes and transcribing minutes, screening calls and visitors, keeping supervisor's and/or staff members calendar(s) and committing supervisor's and/or staff members' time

Definition: Perform routine secretarial duties such as making travel arrangements, scheduling meetings and/or classes, taking notes and transcribing minutes, keeping supervisors and/or staff member's calendar(s), producing final copy documents from drafts, composing forms and letters, and responding to inquiries from staff, students, and/or the public regarding departmental procedures or services.

Duties and assignments are of a routine nature. Routine duties are recurring and accomplished by following established work methods or procedures. Within established guidelines, independently organizes, prioritizes, and initiates work activities. Decision making authority is limited to choice of appropriate methods or procedures. Guidance is provided in new or unusual situations. Deviation from established methods, procedures, or guidelines requires approval. Work is periodically reviewed to verify compliance with policies, procedures, or standards.

Explanation: This request is from the Office of Financial Management to abolish the Secretary – DOC WFSE 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: 46 Office and Clerical

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 13

Agency/HE Institution: Office of Financial Management

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: 100S Secretary – TEAMSTERS

Current Salary Range/Rate: 30

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: In support of a supervisor and/or staff members, provides secretarial services and assistance for the purpose of facilitating the supervisor's and/or staff members' own work and relieving the supervisor and/or staff members of day-to-day clerical detail. Applies knowledge of supervisor's and/or staff members' work commitments including status of projects and nature of contacts. Secretarial duties include making travel arrangements, scheduling meetings, taking notes and transcribing minutes, screening calls and visitors, keeping supervisor's and/or staff members calendar(s) and committing supervisor's and/or staff members' time

Definition: Perform routine secretarial duties such as making travel arrangements, scheduling meetings and/or classes, taking notes and transcribing minutes, keeping supervisors and/or staff member's calendar(s), producing final copy documents from drafts, composing forms and letters, and responding to inquiries from staff, students, and/or the public regarding departmental procedures or services.

Duties and assignments are of a routine nature. Routine duties are recurring and accomplished by following established work methods or procedures. Within established guidelines, independently organizes, prioritizes, and initiates work activities. Decision making authority is limited to choice of appropriate methods or procedures. Guidance is provided in new or unusual situations. Deviation from established methods, procedures, or guidelines requires approval. Work is periodically reviewed to verify compliance with policies, procedures, or standards.

Explanation: This request is from the Office of Financial Management to abolish the Secretary – TEAMSTERS 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: 46 Office and Clerical

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 14

Agency/HE Institution: Office of Financial Management

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: 100T Secretary Senior

Current Salary Range/Rate: 35

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Perform complex secretarial duties such as independently planning, organizing and prioritizing work, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, and/or applications, developing, modifying, and/or maintaining data base management, office record keeping, or filing system(s), establishing office procedures, standards, priorities, and deadlines, and coordinating office operations. Positions initiate action to ensure work unit and/or office goals are met and have frequent contacts with clients, the public, staff members from other departments, students, and faculty.

Assignments and projects are of a complex nature. Independent performance of complex secretarial assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.

Explanation: This request is from the Office of Financial Management to abolish the Secretary Senior 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: 46 Office and Clerical

Number of Position(s) Affected: 318

Classified Exhibit

Exhibit Information

Item #: 15

Agency/HE Institution: Office of Financial Management

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: 100T Secretary Senior – DOC WFSE

Current Salary Range/Rate: 37

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Perform complex secretarial duties such as independently planning, organizing and prioritizing work, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, and/or applications, developing, modifying, and/or maintaining data base management, office record keeping, or filing system(s), establishing office procedures, standards, priorities, and deadlines, and coordinating office operations. Positions initiate action to ensure work unit and/or office goals are met and have frequent contacts with clients, the public, staff members from other departments, students, and faculty.

Assignments and projects are of a complex nature. Independent performance of complex secretarial assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.

Explanation: This request is from the Office of Financial Management to abolish the Secretary Senior – DOC WFSE 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: 46 Office and Clerical

Number of Position(s) Affected: 9

Classified Exhibit

Exhibit Information

Item #: 16

Agency/HE Institution: Office of Financial Management

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: 100T Secretary Senior - TEAMSTERS

Current Salary Range/Rate: 37

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Perform complex secretarial duties such as independently planning, organizing and prioritizing work, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, and/or applications, developing, modifying, and/or maintaining data base management, office record keeping, or filing system(s), establishing office procedures, standards, priorities, and deadlines, and coordinating office operations. Positions initiate action to ensure work unit and/or office goals are met and have frequent contacts with clients, the public, staff members from other departments, students, and faculty.

Assignments and projects are of a complex nature. Independent performance of complex secretarial assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.

Explanation: This request is from the Office of Financial Management to abolish the Secretary Senior - TEAMSTERS 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: 46 Office and Clerical

Number of Position(s) Affected: 27

Classified Exhibit

Exhibit Information

Item #: 17

Agency/HE Institution: Office of Financial Management

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: 100U Secretary Lead

Current Salary Range/Rate: 37

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: As the designated lead worker, assigns, instructs and checks the work of lower level staff and performs the duties of Secretary Senior including complex secretarial duties such as independently planning, organizing and prioritizing work, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, applications, and developing, modifying and/or maintaining data base management, office record keeping, or filing system(s). Positions establish office procedures, standards, priorities, and deadlines, coordinate office operations, initiate action to ensure work unit and/or office goals are met, and have frequent contacts with clients, the public, staff members from other departments, students, and faculty.

Assignments and projects are of a complex nature. Independent performance of complex secretarial assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.

Explanation: This request is from the Office of Financial Management to abolish the Secretary Lead 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: 46 Office and Clerical

Number of Position(s) Affected: 21

Classified Exhibit

Exhibit Information

Item #: 18

Agency/HE Institution: Office of Financial Management

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: 100U Secretary Lead – DOC WFSE

Current Salary Range/Rate: 39

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: As the designated lead worker, assigns, instructs and checks the work of lower level staff and performs the duties of Secretary Senior including complex secretarial duties such as independently planning, organizing and prioritizing work, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, applications, and developing, modifying and/or maintaining data base management, office record keeping, or filing system(s). Positions establish office procedures, standards, priorities, and deadlines, coordinate office operations, initiate action to ensure work unit and/or office goals are met, and have frequent contacts with clients, the public, staff members from other departments, students, and faculty.

Assignments and projects are of a complex nature. Independent performance of complex secretarial assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.

Explanation: This request is from the Office of Financial Management to abolish the Secretary Lead – DOC WFSE 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: 46 Office and Clerical

Number of Position(s) Affected: 9

Classified Exhibit

Exhibit Information

Item #: 19

Agency/HE Institution: Office of Financial Management

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: 100U Secretary Lead - TEAMSTERS

Current Salary Range/Rate: 40

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: As the designated lead worker, assigns, instructs and checks the work of lower level staff and performs the duties of Secretary Senior including complex secretarial duties such as independently planning, organizing and prioritizing work, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, applications, and developing, modifying and/or maintaining data base management, office record keeping, or filing system(s). Positions establish office procedures, standards, priorities, and deadlines, coordinate office operations, initiate action to ensure work unit and/or office goals are met, and have frequent contacts with clients, the public, staff members from other departments, students, and faculty.

Assignments and projects are of a complex nature. Independent performance of complex secretarial assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.

Explanation: This request is from the Office of Financial Management to abolish the Secretary Lead – TEAMSTERS 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: 46 Office and Clerical

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 20

Agency/HE Institution: Office of Financial Management

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: 100V Secretary Supervisor

Current Salary Range/Rate: 40

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Supervise office support staff, interview and recommend selection of applicants, conduct training, assign and schedule work, act on leave requests, conduct annual performance evaluations and recommend corrective and/or disciplinary actions. Positions establish office procedures, standards, priorities, and deadlines and have frequent contacts with clients, the public, students, faculty, staff members from other departments, and management staff. Positions perform complex secretarial duties such as independently planning, organizing and prioritizing work to meet internal and external deadlines, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, and applications, developing, modifying, and/or maintaining data base management, office record keeping, or filing system(s), coordinating office operations and initiating action to ensure work unit and/or office goals are met. Positions may perform administrative duties as delegated by the supervisor and/or provide and coordinate administrative support functions for a large unit.

Exercise independent judgment to accomplish assignments or solve problems and to develop new work methods, procedures, or strategies or modify existing work methods, procedures, and strategies to solve new or unusual problems. Work is subject to review at the completion stage to determine effectiveness in producing expected results.

Explanation: This request is from the Office of Financial Management to abolish the Secretary Supervisor 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: 46 Office and Clerical

Number of Position(s) Affected: 9

Classified Exhibit

Exhibit Information

Item #: 21

Agency/HE Institution: Office of Financial Management

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: 100V Secretary Supervisor – DOC WFSE

Current Salary Range/Rate: 42

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Supervise office support staff, interview and recommend selection of applicants, conduct training, assign and schedule work, act on leave requests, conduct annual performance evaluations and recommend corrective and/or disciplinary actions. Positions establish office procedures, standards, priorities, and deadlines and have frequent contacts with clients, the public, students, faculty, staff members from other departments, and management staff. Positions perform complex secretarial duties such as independently planning, organizing and prioritizing work to meet internal and external deadlines, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, and applications, developing, modifying, and/or maintaining data base management, office record keeping, or filing system(s), coordinating office operations and initiating action to ensure work unit and/or office goals are met. Positions may perform administrative duties as delegated by the supervisor and/or provide and coordinate administrative support functions for a large unit.

Exercise independent judgment to accomplish assignments or solve problems and to develop new work methods, procedures, or strategies or modify existing work methods, procedures, and strategies to solve new or unusual problems. Work is subject to review at the completion stage to determine effectiveness in producing expected results.

Explanation: This request is from the Office of Financial Management to abolish the Secretary Supervisor – DOC WFSE 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: 46 Office and Clerical

Number of Position(s) Affected: 36

Classified Exhibit

Exhibit Information

Item #: 22

Agency/HE Institution: Office of Financial Management

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: 100V Secretary Supervisor – TEAMSTERS

Current Salary Range/Rate: 44

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Supervise office support staff, interview and recommend selection of applicants, conduct training, assign and schedule work, act on leave requests, conduct annual performance evaluations and recommend corrective and/or disciplinary actions. Positions establish office procedures, standards, priorities, and deadlines and have frequent contacts with clients, the public, students, faculty, staff members from other departments, and management staff. Positions perform complex secretarial duties such as independently planning, organizing and prioritizing work to meet internal and external deadlines, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, and applications, developing, modifying, and/or maintaining data base management, office record keeping, or filing system(s), coordinating office operations and initiating action to ensure work unit and/or office goals are met. Positions may perform administrative duties as delegated by the supervisor and/or provide and coordinate administrative support functions for a large unit.

Exercise independent judgment to accomplish assignments or solve problems and to develop new work methods, procedures, or strategies or modify existing work methods, procedures, and strategies to solve new or unusual problems. Work is subject to review at the completion stage to determine effectiveness in producing expected results.

Explanation: This request is from the Office of Financial Management to abolish the Secretary Supervisor – TEAMSTERS 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: 46 Office and Clerical

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 23

Agency/HE Institution: Department of Social and Health Services

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: 101G PBX and Telephone Operator

Current Salary Range/Rate: Range 34

Proposed Class Code/Title: 101G Facility Communications Specialist

Proposed Salary Range/Rate: Range 38

Definition: ~~Serving an institution, teaching hospital, or medical center, receives and routes incoming calls through private branch telephone exchange (PBX) or other telephone switching system, and is responsible for receiving and transmitting to staff information concerning security, safety, medical or behavioral situations requiring immediate investigative or corrective action~~ Operates an electronic switchboard and is available to communicate at all times with staff via telephone, radio, and/or overhead paging systems. Monitors the fire panels, emergency alarms, radio alarms, ward radio traffic, treatment team radio traffic while providing emergency communication within the facility and outside of the facility during all emergencies.

Explanation:

This request is from the Department of Social and Health Services for class plan maintenance to the PBX and Telephone Operator. The updates include revisions to the job title, 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: 46 Office and Clerical

Number of Position(s) Affected: 39

Classified Exhibit

Exhibit Information

Item #: 24

Agency/HE Institution: Department of Social and Health Services

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: 101H PBX Chief Operator

Current Salary Range/Rate: Range 36

Proposed Class Code/Title: 101H Facility Communications Supervisor

Proposed Salary Range/Rate: Range 40

Definition:

Directs the workflow and operation of a large private branch telephone exchange; supervises the several PBX operators Facility Communications Specialists within the agency's 24-hour facilities.

Explanation:

This is a request from the Department of Social and Health Services for class plan maintenance to the PBX Chief Operator. The update includes revisions to the job title, definition and a salary range increase. The 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 #: 25

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: 102A Customer Service Specialist 1

Current Salary Range/Rate: 35

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 39

Class Series Concept:

Positions in this class series provide assistance and problem resolution to assist agency clients/and/or institutions customers and are located in a designated customer service program with inquiries, concerns or problems related to their products or services. The intent of the series is to assist clients/customers in identifying agency processes and procedures, resolving client/customer problems related to agency programs and Typically located within a designated customer service program, positions interpreting agency-related applicable laws, policies and procedures related to a specific segment area in order to identify, address and provide resolution to the customers' needs. Positions at all levels may be assigned lead or supervisory responsibility over lower level staff have the authority to accept or deny services or may mediate customer issues by determining the cause of the concern, selecting and explaining the best solution to solve the problem, expediting correction and ensure resolution.

This series is not clerical in nature. Clerical support duties are incidental to the total work assignment (~~less than 10%.~~ and may include tasks. Clerical support, for the purposes of this series, includes tasks such as maintaining filing systems, maintaining logs, updating computer or manual data systems, office, and telephone reception, completing office forms, compiling and completing recurrent reports, performing routine typing, copy work and preparing mailings.

~~This occupational category is considered a technical occupational category. Positions assigned to this occupational category have authority to accept, grant or deny agency services or may mediate between the business of the agency and the client (example: Attorney General's Consumer Protection Unit). Some positions may train and provide leadership to volunteers.~~

Definition:

Section C: Classification

~~Under close to general supervision, This is the entry level of the series. Positions provides basic and routine assistance and problem resolution to clients/customers service assistance to aid in problem resolution. regarding the options, rights, regulations, and services available. Provides agency interpretation and applies knowledge of laws, regulations, and processes in the resolution of inquiries, complaints and problems. Assist in identifying the causes of concern and offers solutions related to a specific segment area.~~

Distinguishing Characteristics:

Working under direct or close supervision, tasks are recurring and limited in scope. Work is performed within established program standards and assignments require basic analysis and interpretation of applicable laws, policies and procedures.

Explanation:

This request is from the Department of Labor & Industries for class plan maintenance to the Customer Service Specialist 1 classification. The updates include revisions to the class series concept, 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: 13

Classified Exhibit

Exhibit Information

Item #: 26

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: 102A Customer Service Specialist 1 - Teamsters

Current Salary Range/Rate: 32

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

~~Positions in this class series provide assistance and problem resolution to assist agency clients/and/or institutions customers and are located in a designated customer service program with inquiries, concerns or problems related to their products or services. The intent of the series is to assist clients/customers in identifying agency processes and procedures, resolving client/customer problems related to agency programs and Typically located within a designated customer service program, positions interpreting agency-related applicable laws, policies and procedures related to a specific segment area in order to identify, address and provide resolution to the customers' needs. Positions at all levels may be assigned lead or supervisory responsibility over lower level staff have the authority to accept or deny services or may mediate customer issues by determining the cause of the concern, selecting and explaining the best solution to solve the problem, expediting correction and ensure resolution.~~

~~This series is not clerical in nature. Clerical support duties are incidental to the total work assignment (less than 10%). and may include tasks Clerical support, for the purposes of this series, includes tasks such as maintaining filing systems, maintaining logs, updating computer or manual data systems, office and telephone reception, completing office forms, compiling and completing recurrent reports, performing routine typing, copy work and preparing mailings.~~

~~This occupational category is considered a technical occupational category. Positions assigned to this occupational category have authority to accept, grant or deny agency services or may mediate between the business of the agency and the client (example: Attorney General's Consumer Protection Unit). Some positions may train and provide leadership to volunteers.~~

Definition:

Section C: Classification

~~Under close to general supervision, This is the entry level of the series. Positions provides basic and routine assistance and problem resolution to clients/customers service assistance to aid in problem resolution. regarding the options, rights, regulations, and services available. Provides agency interpretation and applies knowledge of laws, regulations, and processes in the resolution of inquiries, complaints and problems. Assist in identifying the causes of concern and offers solutions related to a specific segment area.~~

Distinguishing Characteristics:

Working under direct or close supervision, tasks are recurring and limited in scope. Work is performed within established program standards and assignments require basic analysis and interpretation of applicable laws, policies and procedures.

Explanation:

This request is from the Department of Labor & Industries for class plan maintenance to the Customer Service Specialist 1 – Teamsters 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: 45 Paraprofessionals

Number of Position(s) Affected: 1

Classified Exhibit

Exhibit Information

Item #: 27

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: 102B Customer Service Specialist 2

Current Salary Range/Rate: 37

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 41

Class Series Concept:

See Customer Service Specialist 1.

Definition:

This is the journey level of the series. Positions independently resolves complaints, inquiries and client/customer service problems customer service inquiries, concerns, or problems related to a specific segment area while maintaining appropriate confidentiality. Provides agency interpretation and applies knowledge of laws, regulations, and processes in the resolution of inquiries, complaints and problems. Positions research and identify the cause of concern, determine the solution, and ensure resolution.

Distinguishing Characteristics:

Working under general supervision, positions are fully qualified to provide analysis and interpretation of applicable laws, policies and procedures to offer resolutions within a specific segment area. Positions at this level make decisions and judgements within established program standards. Works with higher-level customer service specialists to resolve the more complex inquiries, concerns or problems.

Explanation:

This request is from the Department of Labor & Industries for class plan maintenance to the Customer Service Specialist 2 classification. The updates include revisions to the class series concept, 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: 455

Classified Exhibit

Exhibit Information

Item #: 28

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: 102B Customer Service Specialist 2 - Teamsters

Current Salary Range/Rate: 35

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

See Customer Service Specialist 1.

Definition:

This is the journey level of the series. Positions independently resolves complaints, inquiries and client/customer service problems customer service inquiries, concerns, or problems related to a specific segment area while maintaining appropriate confidentiality. Provides agency interpretation and applies knowledge of laws, regulations, and processes in the resolution of inquiries, complaints and problems. Positions research and identify the cause of concern, determine the solution, and ensure resolution.

Distinguishing Characteristics:

Working under general supervision, positions are fully qualified to provide analysis and interpretation of applicable laws, policies and procedures to offer resolutions within a specific segment area. Positions at this level make decisions and judgements within established program standards. Works with higher-level customer service specialists to resolve the more complex inquiries, concerns or problems.

Explanation:

This request is from the Department of Labor & Industries for class plan maintenance to the Customer Service Specialist 2 – Teamsters 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: 45 Paraprofessionals

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 29

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: 102C Customer Service Specialist 3

Current Salary Range/Rate: 39

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 43

Class Series Concept:

See Customer Service Specialist 1.

Definition:

This is the senior, specialist or lead level of the series. Serves as a senior customer services specialist handling Positions resolve more complex, customer service inquiries, concerns, or problems in one or more segment areas. Positions work with multiple customers and are required to offer a wide range of solutions to ensure resolution to problems. Mentors and trains Train, lead and mentor lower-level staff in aspects of client/customer relations and problem resolution. Interprets agency related laws, policies and procedures who are engaged in customer service resolution. May lead or supervise volunteers.

Distinguishing Characteristics:

Working under general direction, positions provide specialized analysis and interpretation of applicable laws, policies, and procedures to offer resolution in one or more segment areas. Positions have the authority to prioritize and determine which methods to use for resolving problems. Works with the Customer Service Specialist 4 to resolve highly complex inquiries, concerns, or problems.

Explanation:

This request is from the Department of Labor & Industries for class plan maintenance to the Customer Service Specialist 3 classification. 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: 46 Office and Clerical

Number of Position(s) Affected: 178

Classified Exhibit

Exhibit Information

Item #: 30

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: 102D Customer Service Specialist 4

Current Salary Range/Rate: 43

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 47

Class Series Concept:

See Customer Service Specialist 1.

Definition:

This is the supervisory level of the series. Positions direct the work of Customer Service Specialists who are responsible for resolving customer service inquiries, concerns, and problems within an assigned segment area. Provide leadership, guidance, mentoring, support, and ongoing feedback to staff and conducts performance evaluations. Plans, organizes, and manages a designated customer service program for an agency sub-division or location. Positions may supervise customer service staff or volunteers.

~~Positions responsible for an agency's statewide customer service program are allocated to the Customer Service Manager occupational category.~~

Distinguishing Characteristics:

Working under administrative direction, positions establish and implement workloads, standards, processes, and procedures for Customer Service Specialist staff. Monitors the activities of staff ensuring consistent application of the laws, policies and procedures are applied. Positions are responsible for resolving highly complex customer service inquiries, concerns, or problems.

Explanation:

This request is from the Department of Labor & Industries for class plan maintenance to the Customer Service Specialist 4 classification. The updates include revisions to the class series concept, definition,

Section C: Classification

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: 46 Office and Clerical

Number of Position(s) Affected: 59

Classified Exhibit

Exhibit Information

Item #: 31

Agency/HE Institution: Office of Financial Management

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: 105E Administrative Assistant 1

Current Salary Range/Rate: 35

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 39

Class Series Concept: Provides administrative and technical support to supervisors or staff members, aiding and relieving the supervisor or staff members in their daily administrative tasks, performing duties that require independent planning, organization, and prioritization of work, or performs work which is directly delegated from a professional level position. Positions require knowledge of organizational objectives. Duties include greeting visitors, scheduling appointments and meetings, answering phones and emails, coordinating office operations, monitoring budget status, purchasing supplies, developing travel itineraries, taking notes during meetings, creating correspondences, compiling various reports and data, and maintaining databases, filing systems, and office records, and establishing office procedures, standards, priorities, and deadlines. Positions in this series frequently interact with clients, the public, staff from other departments, students, and faculty.

Definition: Provides This is the para-professional entry level of the administrative assistant series. In a supportive role, positions assist and staff assistance to a professional supervisor by reviewing, controlling, prioritizing and coordinating the work of the supervisor's professional staff; or performs a variety of routine administrative duties and tasks related to the organization, communication and coordination of technical work which is directly delegated from for a professional positionsupervisor or unit or group of professional level staff members.

Section C: Classification

Distinguishing Characteristics: Administrative Assistants can be distinguished from clerical positions by the formal delegation and regular exercise of the following responsibilities:

- reviewing the work of professional staff for completeness, to assure that input-output is in compliance with laws, rules, policies, procedures and standards;
- controlling the professional staff's work by directing changes, corrections and authorizing exceptions to ensure compliance with the supervisor's schedules and priorities;
- prioritizing the professional staff's workload within established guidelines; and
- coordinating the professional staff's work within an agency, between agencies, with the public and/or other governmental entities.

OR

The technical work addressed in the definition is distinguished by a professional position fully delegating a technical portion of the position's duties which in turn encompasses the majority of the Administrative Assistant's work and can be traced to originate directly from a professional position's duties and responsibilities.

Administrative Assistant positions do not report to a Clerical Supervisor. Their work is not clerical or secretarial as stated in those class specifications. However, only positions at this level in the class series may be assigned some clerical and/or secretarial duties not to exceed 25% of the total work.

Working under close or direct supervision, assignments are routine and focused on specific tasks rather than an overall objective of the supervisor and/or higher-level staff members. Work is performed within established policies and procedures, and is reviewed for accuracy, completion and adherence to instructions. Any deviation of work requires approval.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Administrative Assistant 1. The updates include adding a class series concept, 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: 45 Paraprofessionals

Number of Position(s) Affected: 28

Classified Exhibit

Exhibit Information

Item #: 32

Agency/HE Institution: Office of Financial Management

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: 105E Administrative Assistant 1 - DOC WFSE

Proposed Salary Range/Rate: 35

Class Series Concept: Provides administrative and technical support to supervisors or staff members, aiding and relieving the supervisor or staff members in their daily administrative tasks, performing duties that require independent planning, organization, and prioritization of work, or performs work which is directly delegated from a professional level position. Positions require knowledge of organizational objectives. Duties include greeting visitors, scheduling appointments and meetings, answering phones and emails, coordinating office operations, monitoring budget status, purchasing supplies, developing travel itineraries, taking notes during meetings, creating correspondences, compiling various reports and data, and maintaining databases, filing systems, and office records, and establishing office procedures, standards, priorities, and deadlines. Positions in this series frequently interact with clients, the public, staff from other departments, students, and faculty.

Definition: This is the entry level of the administrative assistant series. In a supportive role, positions assist and perform a variety of routine administrative duties and tasks related to the organization, communication and coordination of work for a professional supervisor or unit or group of professional level staff members.

Distinguishing Characteristics: Working under close or direct supervision, assignments are routine and focused on specific tasks rather than an overall objective of the supervisor and/or higher-level staff members. Work is performed within established policies and procedures, and is reviewed for accuracy, completion and adherence to instructions. Any deviation of work requires approval.

Section C: Classification

Explanation: This request for establishment of the shadow class titled Administrative Assistant 1 – DOC WFSE 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: 45 Paraprofessionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 33

Agency/HE Institution: Office of Financial Management

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: 105E Administrative Assistant 1 - TEAMSTERS

Current Salary Range/Rate: 36

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: Provides administrative and technical support to supervisors or staff members, aiding and relieving the supervisor or staff members in their daily administrative tasks, performing duties that require independent planning, organization, and prioritization of work, or performs work which is directly delegated from a professional level position. Positions require knowledge of organizational objectives. Duties include greeting visitors, scheduling appointments and meetings, answering phones and emails, coordinating office operations, monitoring budget status, purchasing supplies, developing travel itineraries, taking notes during meetings, creating correspondences, compiling various reports and data, and maintaining databases, filing systems, and office records, and establishing office procedures, standards, priorities, and deadlines. Positions in this series frequently interact with clients, the public, staff from other departments, students, and faculty.

Definition: Provides This is the para-professional entry level of the administrative assistant series. In a supportive role, positions assist and staff assistance to a professional supervisor by reviewing, controlling, prioritizing and coordinating the work of the supervisor's professional staff; or performs a variety of routine administrative duties and tasks related to the organization, communication and coordination of technical work which is directly delegated from for a professional positions supervisor or unit or group of professional level staff members.

Section C: Classification

Distinguishing Characteristics: Administrative Assistants can be distinguished from clerical positions by the formal delegation and regular exercise of the following responsibilities:

- reviewing the work of professional staff for completeness, to assure that input-output is in compliance with laws, rules, policies, procedures and standards;
- controlling the professional staff's work by directing changes, corrections and authorizing exceptions to ensure compliance with the supervisor's schedules and priorities;
- prioritizing the professional staff's workload within established guidelines; and
- coordinating the professional staff's work within an agency, between agencies, with the public and/or other governmental entities.

OR

The technical work addressed in the definition is distinguished by a professional position fully delegating a technical portion of the position's duties which in turn encompasses the majority of the Administrative Assistant's work and can be traced to originate directly from a professional position's duties and responsibilities.

Administrative Assistant positions do not report to a Clerical Supervisor. Their work is not clerical or secretarial as stated in those class specifications. However, only positions at this level in the class series may be assigned some clerical and/or secretarial duties not to exceed 25% of the total work.

Working under close or direct supervision, assignments are routine and focused on specific tasks rather than an overall objective of the supervisor and/or higher-level staff members. Work is performed within established policies and procedures, and is reviewed for accuracy, completion and adherence to instructions. Any deviation of work requires approval.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Administrative Assistant 1 - TEAMSTERS. The updates include adding a class series concept, revisions to the definition, 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: 1

Classified Exhibit

Exhibit Information

Item #: 34

Agency/HE Institution: Office of Financial Management

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: 105F Administrative Assistant 2

Current Salary Range/Rate: 37

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 41

Class Series Concept: See Administrative Assistant 1.

Definition:

~~Provide administrative and staff support services for a section or unit with delegated authority to act in supervisor's absence in areas of substance.~~ Positions perform routine comprehensive administrative assistant support. Positions within an assigned division, unit, section, or program independently plan, organize, prioritize tasks, monitor budget status, implement corrections, and studies, manage databases and office records, establish office procedures and priorities, and handle the coordination of office operations. Positions interact with agency and/or institution clients, the public, staff from various departments, students, and faculty, with assignments and projects of a complex nature. Positions require a solid understanding of regulations, policies, and procedures to handle these tasks independently, occasionally seeking guidance for new, complex or unusual situations. Work will be periodically reviewed for compliance with established policies and procedures. In the absence of a supervisor, positions have the authority to provide administrative and staff support services within their assigned area.

~~**Distinguishing Characteristics:** These positions~~ Positions at this level are ~~may be distinguished from lower level classes by addition of the Administrative Assistant 1 level by the delegation of authority to act for or in the regular place~~ provide administrative and staff support services in the absence of the a superior supervisor. in substantive areas, and/or supervision of some professional or several clerical subordinates and a formal reporting alignment identifying the position as the principal administrative assistant to the

Section C: Classification

superior who is at the first professional supervisory level or above. Positions are distinguished from the Administrative Assistant 3 level in that assignments are typically routine in nature and require a solid understanding of regulations, policies and procedures to handle tasks independently, occasionally seeking guidance for new or unusual situations. Decision making is limited to the completion of work tasks and complex duties are performed within established guidelines.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Administrative Assistant 2. The updates include adding a class series concept, 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: 45 Paraprofessionals

Number of Position(s) Affected: 117

Classified Exhibit

Exhibit Information

Item #: 35

Agency/HE Institution: Office of Financial Management

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: 105F Administrative Assistant 2 – DOC WFSE

Current Salary Range/Rate: 39

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See Administrative Assistant 1.

Definition:

Provide administrative and staff support services for a section or unit with delegated authority to act in supervisor's absence in areas of substance. Positions perform routine comprehensive administrative assistant support. Positions within an assigned division, unit, section, or program independently plan, organize, prioritize tasks, monitor budget status, implement corrections, and studies, manage databases and office records, establish office procedures and priorities, and handle the coordination of office operations. Positions interact with agency and/or institution clients, the public, staff from various departments, students, and faculty, with assignments and projects of a complex nature. Positions require a solid understanding of regulations, policies, and procedures to handle these tasks independently, occasionally seeking guidance for new, complex or unusual situations. Work will be periodically reviewed for compliance with established policies and procedures. In the absence of a supervisor, positions have the authority to provide administrative and staff support services within their assigned area.

Distinguishing Characteristics: ~~These positions~~ Positions at this level are may be distinguished from lower level classes by addition of the Administrative Assistant 1 level by the delegation of authority to act for or in the regular place provide administrative and staff support services in the absence of the a superior supervisor, in substantive areas, and/or supervision of some professional or several clerical subordinates and a formal reporting alignment identifying the position as the principal administrative assistant to the

Section C: Classification

superior who is at the first professional supervisory level or above. Positions are distinguished from the Administrative Assistant 3 level in that assignments are typically routine in nature and require a solid understanding of regulations, policies and procedures to handle tasks independently, occasionally seeking guidance for new or unusual situations. Decision making is limited to the completion of work tasks and complex duties are performed within established guidelines.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Administrative Assistant 2 – DOC WFSE. The updates include adding a class series concept, 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: 45 Paraprofessionals

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 36

Agency/HE Institution: Office of Financial Management

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: 105F Administrative Assistant 2 - TEAMSTERS

Current Salary Range/Rate: 39

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See Administrative Assistant 1.

Definition:

Provide administrative and staff support services for a section or unit with delegated authority to act in supervisor's absence in areas of substance. Positions perform routine comprehensive administrative assistant support. Positions within an assigned division, unit, section, or program independently plan, organize, prioritize tasks, monitor budget status, implement corrections, and studies, manage databases and office records, establish office procedures and priorities, and handle the coordination of office operations. Positions interact with agency and/or institution clients, the public, staff from various departments, students, and faculty, with assignments and projects of a complex nature. Positions require a solid understanding of regulations, policies, and procedures to handle these tasks independently, occasionally seeking guidance for new, complex or unusual situations. Work will be periodically reviewed for compliance with established policies and procedures. In the absence of a supervisor, positions have the authority to provide administrative and staff support services within their assigned area.

Distinguishing Characteristics: ~~These positions~~ Positions at this level are may be distinguished from lower level classes by addition of the Administrative Assistant 1 level by the delegation of authority to act for or in the regular place provide administrative and staff support services in the absence of the a superior supervisor, in substantive areas, and/or supervision of some professional or several clerical subordinates and a formal reporting alignment identifying the position as the principal administrative assistant to the

Section C: Classification

superior who is at the first professional supervisory level or above. Positions are distinguished from the Administrative Assistant 3 level in that assignments are typically routine in nature and require a solid understanding of regulations, policies and procedures to handle tasks independently, occasionally seeking guidance for new or unusual situations. Decision making is limited to the completion of work tasks and complex duties are performed within established guidelines.

Explanation: This is a request from the Office of Financial Management for class plan maintenance to the Administrative Assistant 2 - TEAMSTERS. The updates include adding a class series concept, 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: 45 Paraprofessionals

Number of Position(s) Affected: 18

Classified Exhibit

Exhibit Information

Item #: 37

Agency/HE Institution: Office of Financial Management

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: 105G Administrative Assistant 3

Current Salary Range/Rate: 40

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 44

Class Series Concept: See Administrative Assistant 1.

Definition: Working under general supervision, Positions positions independently perform varied professional level administrative assistant assignments in one of the following areas: 1) higher-level administrative and secretarial-technical support related duties that are substantive in nature; 2) or positions are responsible for one or more major division, unit, section or program activities in support of and as a direct report to under a second-line first level supervisor or manager.

Distinguishing Characteristics: This is the fully qualified professional Administrative Assistant. Positions complete a full range of assignments and work is reviewed for effectiveness in producing expected results. Positions are characterized by assignments in one of the following areas:

1) Substantive duties: Duties that have been determined as appropriate for supervisors, managers and/or professionals. Substantive delegated duties include budgeting, expenditure control, office management, equipment purchases, personnel administration, records, and report preparation.

Positions are delegated higher level administrative support duties or positions are delegated one or more major program activities that would be performed under a second level professional supervisor, manager or administrator in WMS Band II or above or in exempt service, chief administrator, or head of a major organizational unit such as a school, college, or major academic or administrative department. Substantive

Section C: Classification

duties appropriate for supervisors, managers, or professionals, may be delegated to positions within this level of the series. This includes ~~Only~~ only one position in this job classification will be allocated to an individual ~~second-line~~ supervisor for those positions performing one or more major program activities.

2) A ~~major~~ major program activity; is ~~d~~Defined as a function that is a major element of the supervisor's job. The duty must stand alone and would create significant adverse consequences if poorly performed. However, full delegation can't occur if the supervisor's position requires specialized licensure such as attorneys, medical ~~doctors~~ professionals, and engineers. Only one position performing one or more major program activity(ies) will be allocated to an individual supervisor or manager.

Higher-level administrative duties are duties of a substantive nature that are appropriate to be performed by the supervisor, manager, administrator, or professional level employee but have been delegated to the administrative assistant to perform. Areas may include but are not limited to, the following: budget development and/or management, expenditure control, office space management, equipment purchases, public relations, personnel administration, records management, and report preparation.

Incumbents in these positions represent the supervisor's and/or unit's goals and interests and provide interpretation or explanation of the supervisor's policies or viewpoints.

Explanation: This request from the Office of Financial Management for class plan maintenance to the Administrative Assistant 3. The updates include revisions to the class series concept, 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: 611

Classified Exhibit

Exhibit Information

Item #: 38

Agency/HE Institution: Office of Financial Management

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: 105G Administrative Assistant 3 – DOC WFSE

Current Salary Range/Rate: 42

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See Administrative Assistant 1.

Definition: Working under general supervision, Positions positions independently perform varied professional level administrative assistant assignments in one of the following areas: 1) higher-level administrative and secretarial technical support related duties that are substantive in nature; 2) or positions are responsible for one or more major division, unit, section or program activities in support of and as a direct report to under a second line first level supervisor or manager.

Distinguishing Characteristics: This is the fully qualified professional Administrative Assistant. Positions complete a full range of assignments and work is reviewed for effectiveness in producing expected results. Positions are characterized by assignments in one of the following areas:

1) Substantive duties: Duties that have been determined as appropriate for supervisors, managers and/or professionals. Substantive delegated duties include budgeting, expenditure control, office management, equipment purchases, personnel administration, records, and report preparation.

Positions are delegated higher level administrative support duties or positions are delegated one or more major program activities that would be performed under a second level professional supervisor, manager or administrator in WMS Band II or above or in exempt service, chief administrator, or head of a major organizational unit such as a school, college, or major academic or administrative department. Substantive

Section C: Classification

duties appropriate for supervisors, managers, or professionals, may be delegated to positions within this level of the series. This includes ~~Only~~ only one position in this job classification will be allocated to an individual ~~second-line~~ supervisor for those positions performing one or more major program activities.

2) A ~~m~~Major program activity; is ~~d~~Defined as a function that is a major element of the supervisor's job. The duty must stand alone and would create significant adverse consequences if poorly performed. However, full delegation can't occur if the supervisor's position requires specialized licensure such as attorneys, medical ~~doctors~~ professionals, and engineers. Only one position performing one or more major program activity(ies) will be allocated to an individual supervisor or manager.

Higher-level administrative duties are duties of a substantive nature that are appropriate to be performed by the supervisor, manager, administrator, or professional level employee but have been delegated to the administrative assistant to perform. Areas may include but are not limited to, the following: budget development and/or management, expenditure control, office space management, equipment purchases, public relations, personnel administration, records management, and report preparation.

Incumbents in these positions represent the supervisor's and/or unit's goals and interests and provide interpretation or explanation of the supervisor's policies or viewpoints.

Explanation: This request from the Office of Financial Management for class plan maintenance to the Administrative Assistant 3 – DOC WFSE. 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: 4

Classified Exhibit

Exhibit Information

Item #: 39

Agency/HE Institution: Office of Financial Management

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: 105G Administrative Assistant 3 - TEAMSTERS

Current Salary Range/Rate: 43

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See Administrative Assistant 1.

Definition: Working under general supervision, Positions positions independently perform varied professional level administrative assistant assignments in one of the following areas: 1) higher-level administrative and secretarial technical support related duties that are substantive in nature; 2) or positions are responsible for one or more major division, unit, section or program activities in support of and as a direct report to under a second line first level supervisor or manager.

Distinguishing Characteristics: This is the fully qualified professional Administrative Assistant. Positions complete a full range of assignments and work is reviewed for effectiveness in producing expected results. Positions are characterized by assignments in one of the following areas:

1) Substantive duties: Duties that have been determined as appropriate for supervisors, managers and/or professionals. Substantive delegated duties include budgeting, expenditure control, office management, equipment purchases, personnel administration, records, and report preparation.

Positions are delegated higher level administrative support duties or positions are delegated one or more major program activities that would be performed under a second level professional supervisor, manager or administrator in WMS Band II or above or in exempt service, chief administrator, or head of a major organizational unit such as a school, college, or major academic or administrative department. Substantive

Section C: Classification

duties appropriate for supervisors, managers, or professionals, may be delegated to positions within this level of the series. This includes ~~Only~~ only one position in this job classification will be allocated to an individual ~~second-line~~ supervisor for those positions performing one or more major program activities.

2) A ~~m~~Major program activity; is ~~d~~Defined as a function that is a major element of the supervisor's job. The duty must stand alone and would create significant adverse consequences if poorly performed. However, full delegation can't occur if the supervisor's position requires specialized licensure such as attorneys, medical ~~doctors~~ professionals, and engineers. Only one position performing one or more major program activity(ies) will be allocated to an individual supervisor or manager.

Higher-level administrative duties are duties of a substantive nature that are appropriate to be performed by the supervisor, manager, administrator, or professional level employee but have been delegated to the administrative assistant to perform. Areas may include but are not limited to, the following: budget development and/or management, expenditure control, office space management, equipment purchases, public relations, personnel administration, records management, and report preparation.

Incumbents in these positions represent the supervisor's and/or unit's goals and interests and provide interpretation or explanation of the supervisor's policies or viewpoints.

Explanation: This request from the Office of Financial Management for class plan maintenance to the Administrative Assistant 3 - TEAMSTERS. 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: 75

Classified Exhibit

Exhibit Information

Item #: 40

Agency/HE Institution: Office of Financial Management

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: 105H Administrative Assistant 4

Current Salary Range/Rate: 46

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 50

Class Series Concept: See Administrative Assistant 1

Definition: Working under general direction, ~~Positions~~ positions serve as the assistant on administrative matters to the head of a state agency, the head of a major sub-division or major operating location of an agency, or to the chief administrator or head of a major organizational unit such as a school, college, or major academic/administrative department. Positions at this level may supervise.

Distinguishing Characteristics: ~~Positions perform higher level administrative duties of a substantive nature that are appropriate to be performed by the supervisor, manager, administrator, or professional level employee but have been delegated to the administrative assistant to perform. Positions in higher education may provide direct confidential secretarial support to a unit head or administrator. For general government positions, secretarial or clerical duties are incidental to the administrative functions performed.~~ report to an Exempt Management Service, Washington Management Service, chief administrator of a major organizational unit such as a school, college, or major academic/administrative department. Positions establish office procedures, standards, and deadlines. These roles include complex technical tasks such as organizing work, budget monitoring, travel planning, report compilation, database management, and office coordination.

Section C: Classification

~~For these positions in a~~ A major organizational unit ~~such as a school, college, or major academic/administrative department,~~ the “unit” will typically have more than 75 full-time equivalent professional and/or classified staff; OR service responsibility for more than 4,000 full-time students or staff, OR in the regional universities, college and community colleges, positions serve as the sole administrative support in an organization that has institution-wide responsibilities; OR positions serve as both the sole administrative support in an organization having institution wide responsibilities; OR positions serve as both sole administrative support and the executive secretary reporting to the organizational head. ~~These positions are assigned to major units, with institution wide responsibility, that have no assistant directors, deans or managers who would share the administrative duties of the position.~~

Explanation: This request from the Office of Financial Management for class plan maintenance to the Administrative Assistant 4. The updates include adding a class series concept, 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: 414

Classified Exhibit

Exhibit Information

Item #: 41

Agency/HE Institution: Office of Financial Management

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: 105H Administrative Assistant 4 – DOC WFSE

Proposed Salary Range/Rate: 46

Class Series Concept: See Administrative Assistant 1

Definition: Working under general direction, positions serve as the assistant on administrative matters to the head of a state agency, the head of a major sub-division or major operating location of an agency, or to the chief administrator or head of a major organizational unit such as a school, college, or major academic/administrative department. Positions at this level may supervise.

Distinguishing Characteristics: Positions report to an Exempt Management Service, Washington Management Service, chief administrator of a major organizational unit such as a school, college, or major academic/administrative department. Positions establish office procedures, standards, and deadlines. These roles include complex technical tasks such as organizing work, budget monitoring, travel planning, report compilation, database management, and office coordination.

A major organizational unit will typically have more than 75 full-time equivalent professional and/or classified staff; OR service responsibility for more than 4,000 full-time students or staff, OR in the regional universities, college and community colleges, positions serve as the sole administrative support in an organization that has institution-wide responsibilities; OR positions serve as the sole administrative support in an organization

Section C: Classification

having institution wide responsibilities; OR positions serve as both sole administrative support and the executive secretary reporting to the organizational head.

Explanation: This request for establishment of the shadow class titled Administrative Assistant 4 – DOC WFSE 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: 45 Paraprofessionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 42

Agency/HE Institution: Office of Financial Management

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: 105H Administrative Assistant 4 – TEAMSTERS

Proposed Salary Range/Rate: 46

Class Series Concept: See Administrative Assistant 1

Definition: Working under general direction, positions serve as the assistant on administrative matters to the head of a state agency, the head of a major sub-division or major operating location of an agency, or to the chief administrator or head of a major organizational unit such as a school, college, or major academic/administrative department. Positions at this level may supervise.

Distinguishing Characteristics: Positions report to an Exempt Management Service, Washington Management Service, chief administrator of a major organizational unit such as a school, college, or major academic/administrative department. Positions establish office procedures, standards, and deadlines. These roles include complex technical tasks such as organizing work, budget monitoring, travel planning, report compilation, database management, and office coordination.

A major organizational unit will typically have more than 75 full-time equivalent professional and/or classified staff; OR service responsibility for more than 4,000 full-time students or staff, OR in the regional universities, college and community colleges, positions serve as the sole administrative support in an organization that has institution-wide responsibilities; OR positions serve as the sole administrative support in an organization

Section C: Classification

having institution wide responsibilities; OR positions serve as both sole administrative support and the executive secretary reporting to the organizational head.

Explanation: This request for establishment of the shadow class titled Administrative Assistant 4 – 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: 45 Paraprofessionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 43

Agency/HE Institution: Office of Financial Management

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: 105I Administrative Assistant 5

Current Salary Range/Rate: 50

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 54

Class Series Concept: See Administrative Assistant 1

Definition: Positions at this level are the principal assistant for administrative matters to a departmental head, agency director, or the head of a major subdivision of a major State agency or, within a higher education institution, the chief administrator of a division or major organizational area. Accomplishes varied and complex or multifaceted office and administrative matters or projects; makes decisions and acts for supervisor on behalf of manager in administrative matters. Positions at this level may supervise

Distinguishing Characteristics: Working under general direction, makes independent decisions and acts on behalf of their manager/supervisor with delegated authority in administrative matters.

Explanation: This request from the Office of Financial Management for class plan maintenance to the Administrative Assistant 5. The updates include adding a class series concept, 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: 216

Classified Exhibit

Exhibit Information

Item #: 44

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: 106J Office Manager – WFSE DOC

Proposed Salary Range/Rate: 43

Definition:

Plans, organizes, assigns, and supervises varied and extensive processing and service units and related central office activities.

Explanation: The request for establishment of the shadow class titled Office Manager – WFSE DOC 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 #: 45

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: 109K Management Analyst 3 - TEAMSTERS

Proposed Salary Range/Rate: 55

Class Series Concept: Positions in this series analyze management and business issues and processes, provide consultation, develop strategies, conduct research, formulate recommendations, coordinate and assist with the implementation of strategic and long-range planning activities in areas such as: business and organizational planning, budgeting, operations, policy issues, information technology, purchasing and proposed legislation. Incumbents develop and implement processes for monitoring and measuring outcomes of activities.

This series is separate and distinct from the Information Technology professional structure, representing the business and serving on workgroups or project teams as a subject matter expert. Although positions participate in the development of software-systems components for business solutions, this is not related to the Information Technology Business Analyst job family.

Definition: Under general direction provides journey level analyses to management, staff and customers. Conducts multi-dimensional research and analysis, formulating recommendations, and coordinating implementation and ongoing evaluation of programs and strategic and long-range planning activities. Incumbents provide consultation to management to resolve a variety of management issues.

Section C: Classification

Distinguishing Characteristics: Positions at this level use independent judgment to perform a variety of business analyses such as:

- Developing processes for an agency or organization.
- Identifying problems, analyzing business, management or technology needs to facilitate changes in organizations business, management, or technology services.
- Leading small to medium sized projects impacting multiple programs, departments, and/or jurisdictions.
- Use process improvement to facilitate the collection and analysis of information.
- Assisting management to identify and plan business process changes for short and long term strategic goals.

Explanation: The request for establishment of the shadow class titled Management Analyst 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: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 46

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: 109L Management Analyst 4 - TEAMSTERS

Proposed Salary Range/Rate: 61

Class Series Concept: See MANAGEMENT ANALYST 3.

Definition: Under general direction, provides senior level professional analyses to management, staff and customers regarding complex issues that impact programs and policies.

Distinguishing Characteristics: Positions at this level use independent judgment to perform a variety of complex analyses such as:

- Serving as consultants to executive management, implementing legislative directives, developing policies and procedures, developing and implementing systems, implementing long-range strategic plans, formulating goals and objectives, resolving customer complaints, and meeting customer requirements.
- Leading medium to large complex business and management related projects or studies, providing counsel and assisting in the implementation of a variety of complex business processes involving project management, funds management, purchasing, contract administration, business analysis, property management, space management, or program and budget planning;
- Leading agency process improvement teams.
- Researching, analyzing, evaluating and making and presenting recommendations to management regarding multidimensional issues which cross departmental lines and do not have readily available solutions.

Explanation: The request for establishment of the shadow class titled Management Analyst 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 #: 47

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: 109M Management Analyst 5 - TEAMSTERS

Proposed Salary Range/Rate: 65

Class Series Concept: See MANAGEMENT ANALYST 3.

Definition: As the supervisor and/or expert, under administrative direction, provides expert level analyses to management, staff and both internal and external customers regarding highly complex, multidimensional issues impacting agency/institution-wide programs and policies.

Distinguishing Characteristics: Positions at this level provide agency/institution level business operations consultation on highly complex business issues:

- Performing proactive intervention and/or providing solutions having statewide or precedent setting impact.
- Making recommendations regarding highly complex, unprecedented issues involving organizational change, process improvement and policy development; or issues involving a broad scope and significant impact on outside agencies or institutions, organizations, statewide, and the public.
- Providing expert advice and consultation to executive management, internal departments and outside organizations with varying issues, diverse and conflicting interests.
- Serving as the agency representative for business analysis teams or projects with other public and private entities concerning business operations on behalf of executive management; and presents findings and recommendations to executive management;
- Producing or overseeing the production of complex reports for use by diverse groups such as highest levels of management, boards, commissions, elected officials, and/or other governmental entities.

Projects at this level frequently have high dollar impact on budget and/or revenue collections.

Explanation: The request for establishment of the shadow class titled Management Analyst 5 - 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 #: 48

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: 112E Correctional Records Technician - TEAMSTERS

Proposed Salary Range/Rate: 45

Definition: Independently performs correctional records technical tasks and sentencing structure duties within a correctional records office. Interprets Supreme, Appellant, and Superior court decisions, RCWs, and/or Indeterminate Sentencing Review Board redeterminations. Calculates length of incarceration, community supervision time, and/or determines release dates. Responds to inquiries and requests for information from management, staff, and external entities.

Explanation: The request for establishment of the shadow class titled Correctional Records Technician - 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

Section C: Classification

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 #: 49

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: 112F Correctional Records Technician Lead - TEAMSTERS

Proposed Salary Range/Rate: 49

Definition: Positions at this level lead, train, and mentors Correctional Records Technicians and perform senior level correctional records tasks, and are authorized to complete final sentence/release audits. Performs correctional records technical tasks and sentence structure duties within a correctional records office. Interprets Supreme, Appellant, and Superior court decisions, RCWs, and/or Indeterminate Sentencing Review Board redeterminations. Calculates length of incarceration and community supervision. Provides guidance to management, staff, and external entities.

Explanation: The request for establishment of the shadow class titled Correctional Records Technician 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

Section C: Classification

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 #: 50

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: 112G Correctional Records Supervisor - TEAMSTERS

Proposed Salary Range/Rate: 53

Definition: Oversees a correctional records office and supervises Correctional Records Technicians. Performs high level correctional records technical tasks and sentence structure duties.

Explanation: The request for establishment of the shadow class titled Correctional Records 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: 46 Office and Clerical

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 51

Agency/HE Institution: Department of Enterprise Services

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: 118E Surplus Inventory Control Specialist 2

Current Salary Range/Rate: 37

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 38

Definition: Under the general direction of higher level surplus and inventory control specialist receives, evaluates and segregates sorts State and/or Federal surplus personal property scheduled for redistribution or disposal action. Oversees preview of assets and performs loadout of purchased property.

Explanation: This is a request from the Department of Enterprise Services for class plan maintenance to the Surplus Inventory Control Specialist 2. 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: 12

Classified Exhibit

Exhibit Information

Item #: 52

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: 125A Data Consultant 1

Current Salary Range/Rate: 43

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

Positions in this series compile information from various databases and computer systems ~~and~~ to provide reports and analysis based on agency/institution data processing and analytical requirements.

This series is separate and distinct from the Data Science and Informatics Specialist class series. Data Consultants are primarily focused on utilizing existing data for analysis and report writing, where the Data Science and Informatics Specialists work on creating new and improved ways to capture, store, manipulate, and analyze data. The Data Science and Informatics Specialist positions work on system design and improvement, interoperability, creating algorithms, automation, and predictive models/forecasting that the Data Consultants will then use to create reports or charts from.

Distinguishing Characteristics:

Performs routine data compilation and research analysis such as:

- Evaluating existing data, graphs, tables and charts.
- Sourcing report data from a variety of known areas.
- ~~Developing~~ Utilizing extraction methods for conducting data mining ~~by creating database queries.~~
- Reviewing data for completeness, compiling, tabulating, making computations and preparing summaries.
- Preparing narrative reports to accompany data.

Explanation:

This is a request from the Office of Financial Management for class plan maintenance to the Data Consultant 1. The updates include revisions to the class series concept 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: 47

Classified Exhibit

Exhibit Information

Item #: 53

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: 125A Data Consultant 1 - TEAMSTERS

Proposed Salary Range/Rate: 44

Class Series Concept: Positions in this series compile information from various databases and computer systems to provide reports and analysis based on agency/institution data processing and analytical requirements.

This series is separate and distinct from the Data Science and Informatics Specialist class series. Data Consultants are primarily focused on utilizing existing data for analysis and report writing, where the Data Science and Informatics Specialists work on creating new and improved ways to capture, store, manipulate, and analyze data. The Data Science and Informatics Specialist positions work on system design and improvement, interoperability, creating algorithms, automation, and predictive models/forecasting that the Data Consultants will then use to create reports or charts from.

Definition: Under general supervision, performs entry level data consultant activities to assist higher level data consultants and/or managers in performing computing, comparing and reporting of data in support of reports, studies, surveys and forecasts. Develops and prepares narrative reports.

Distinguishing Characteristics: Performs routine data compilation and research analysis such as:

- Evaluating existing data, graphs, tables and charts.
- Sourcing report data from a variety of known areas.
- Utilizing extraction methods for conducting data mining.

Section C: Classification

- Reviewing data for completeness, compiling, tabulating, making computations and preparing summaries.
- Preparing narrative reports to accompany data.

Explanation: The request for establishment of the shadow class titled Data Consultant 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: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 54

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: 125B Data Consultant 2

Current Salary Range/Rate: 46

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

See Data Consultant 1

Distinguishing Characteristics:

Performs a variety of research and statistical analysis such as:

- Designing, developing and evaluating alternate methods of data collection procedures, sample selections and statistical requirements.
- Establishing research or statistical analysis processes and determining method of analysis or study.
- Working with team leaders and members to solve client analytics issues and documenting results and methodology.
- Writing or editing narrative reports for special or annual reports.

Explanation:

This is a request from the Office of Financial Management for class plan maintenance to the Data Consultant 2. The updates include revisions to the class series concept 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: 37

Classified Exhibit

Exhibit Information

Item #: 55

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: 125C Data Consultant 3

Current Salary Range/Rate: 56

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

See Data Consultant 1

Distinguishing Characteristics:

Independently performs complex data and statistical analysis such as:

- Determines the development, design, implementation, maintenance and modification of complex research projects and works with Data Science and Informatics Specialists around involving data collection, algorithms, data manipulation, analytical modeling, data warehousing, and computer applications and reporting systems.
- Develops technical work methods in production of projects and analyses of research data.
- Assists Data Science and Informatics Specialists to d Designs methods of data mining, algorithms and applies complex statistical reasoning and statistical procedures.
- Develops experimental design approaches and designs and to enhances complex reporting systems.

Explanation:

This is a request from the Office of Financial Management for class plan maintenance to the Data Consultant 3. The updates include revisions to the class series concept 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: 41

Classified Exhibit

Exhibit Information

Item #: 56

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: 125C Data Consultant 3 - TEAMSTERS

Proposed Salary Range/Rate: 57

Class Series Concept: See Data Consultant 1

Definition: Performs senior level specialized data consultant work to plan, direct, determine method of development, design, analysis and coordination of complex analytical research, statistical reports, projects and studies.

Distinguishing Characteristics: Independently performs complex data and statistical analysis such as:

- Determines the development, design, implementation, maintenance and modification of complex research projects and works with Data Science and Informatics Specialists around data collection, algorithms, data manipulation, analytical modeling, data warehousing, and computer applications and reporting systems.
- Develops technical work methods in production of projects and analyses of research data.
- Assists Data Science and Informatics Specialists to design methods of data mining, algorithms and applies complex statistical reasoning and statistical procedures.
- Develops experimental design approaches to enhance complex reporting systems.

Explanation: The request for establishment of the shadow class titled Data Consultant 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: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 57

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: 125D Data Consultant 4

Current Salary Range/Rate: 60

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

See Data Consultant 1

Distinguishing Characteristics:

Independently performs highly complex data analysis such as:

- Assisting executive management in making strategic data-related decisions by analyzing, manipulating, tracking, internally managing, and reporting existing data.
- Determining feasibility of major research projects; plans, assigns, schedules and directs research studies.
- Directing and developing technical work methods in production of projects and analyses of research data.
- Providing expertise in the development of highly complex statistical reports applying advanced statistical predictive modeling techniques to build, maintain, and improve on multiple real-time decision systems.
- Ensuring high quality data report production that integrates the use of multiple analytical processes.

Explanation:

This is a request from the Office of Financial Management for class plan maintenance to the Data Consultant 4. The updates include revisions to the class series concept 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: 40

Classified Exhibit

Exhibit Information

Item #: 58

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: 125M Operations Research Specialist

Current Salary Range/Rate: 68

Proposed Class Code/Title: 125M Research Investigator 4

Proposed Salary Range/Rate: 70

Class Series Concept:

See Research Investigator 1

Definition:

Performs highly complex, expert level professional statistical research and consultation. Responsible for making value out of the most complex data, positions are characterized by the following:

- Such data analytical research work requires in-depth and specialized subject-matter expertise obtained through specialized training and job experience. As such, positions function as technical expert to other research staff on specific project subject-matter questions.
- Positions translate research and analytical project theory into working hypotheses which, in turn, are used to define analytical research questions.
- Positions define project scope, goals, objectives, methods and plans; later may adapt such as indicated to meet program changes.

~~Performs scientific research, design, statistical or data analysis or analytical projects in a specialty field. Develops and designs complex original operations research using scientific, statistical, data mining, or mathematical analytical methods to investigate complicated issues and identify and solve problems. This is the highest level of expertise of scientific data research and analysis.~~

Distinguishing Characteristics:

~~Performs highly complex, expert level professional statistical data research and consultation. Responsible to make value out of the most complex data, positions are characterized by the following:~~

- ~~• Such data analytical research work requires in-depth and specialized subject-matter expertise obtained through specialized training and job experience. As such, positions function as technical expert to other research personnel on specific project subject-matter questions.~~

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- ~~Positions translate research and analytical project theory into working hypotheses which, in turn, are used to define analytical research questions.~~
- ~~Positions define project scope, goals, objectives, methods and plans; later may adapt such as indicated to meet program changes.~~

Explanation:

This is a request from the Office of Financial Management for class plan maintenance to the Operations Research Specialist. 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: 65

Classified Exhibit

Exhibit Information

Item #: 59

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: 145B Cost Reimbursement Analyst 2 - TEAMSTERS

Proposed Salary Range/Rate: 46

Class Series Concept: Performs accounting, cost allocation, financial and management analysis of social and health service vendors or other departmental programs which receive cost related reimbursement payments from governmental sources.

Definition: Independently conducts reviews of vendors' financial statements, organizational structures and service delivery modes to establish reimbursement rates for vendors of departmental programs.

Explanation: The request for establishment of the shadow class titled Cost Reimbursement Analyst 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 #: 60

Agency/HE Institution: Department of Labor & Industries

C&C Specialist: David Kelley

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: 153I Industrial Insurance Underwriter 1

Current Salary Range/Rate: 42

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: In the Department of Labor and Industries, at the entry level ~~within an in-training capacity,~~ underwrites, manages, audits, educates and consults on State Fund workers' compensation policy, accounts, and risk classification under the Washington State Industrial Insurance Laws for Level 1 Complexity.

Distinguishing Characteristics: ~~In an in-training capacity, p~~ Positions at this level work under close supervision ~~to, and~~ underwrite and manage the State Fund workers' compensation policies/accounts for Level 1 complexity. This first level ~~of the training concentrates~~ focuses on gaining knowledge and experience with Level 1 complexity, which is and advances to the Industrial Insurance Underwriter 2.

Note: ~~Level 1 complexity factors are determined by the Department of Labor and Industries' industry level/major operations matrix.~~

Explanation: This request is from the Department of Labor & Industries for class plan maintenance to the Industrial Insurance Underwriter 1. 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: 42 Professionals

Number of Position(s) Affected: 9

Classified Exhibit

Exhibit Information

Item #: 61

Agency/HE Institution: Department of Labor & Industries

C&C Specialist: David Kelley

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: 153J Industrial Insurance Underwriter 2

Current Salary Range/Rate: 48

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Distinguishing Characteristics (delete if none exists/not applicable): This is the ~~entry~~second level of the series. Positions work under general supervision and ~~upon successful completion of training, positions~~ independently underwrite and manage the policies for Level 2 complexity industries.

~~NOTE: Level 2 complexity factors are~~which is determined by the Labor and Industries' industry level/major operations matrix.

Explanation: This request is from the Department of Labor & Industries for class plan maintenance to the Industrial Insurance Underwriter 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: 42 Professionals

Number of Position(s) Affected: 5

Classified Exhibit

Exhibit Information

Item #: 62

Agency/HE Institution: Department of Veterans Affairs

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: 163S

Current Salary Range/Rate: 35

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 38

Class Series Concept : Veterans Benefit Specialist professionals assist veterans and their families in navigating complex claims processes and managing various aspects of veterans' benefits programs. VBS professionals have expertise in case management, outreach activities, interagency coordination, and estate management.

Explanation: This request from the Department of Veterans Affairs for class plan maintenance to the Veterans Benefit Assistant. 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: 42 Professionals

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 63

Agency/HE Institution: Department of Veterans Affairs

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: 163T Veterans Benefit Specialist 1

Current Salary Range/Rate: 42

Proposed Class Code/Title: N/ A

Proposed Salary Range/Rate: 45

Class Series Concept: Class Series Concept See Veterans Benefit Assistant

Explanation: This request from the Department of Veterans Affairs for class plan maintenance to the Veterans Benefit Specialist 1. 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: 42 Professionals

Number of Position(s) Affected: 1

Classified Exhibit

Exhibit Information

Item #: 64

Agency/HE Institution: Department of Veterans Affairs

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: 163U Veterans Benefit Specialist 2

Current Salary Range/Rate: 45

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 48

Class Series Concept: Class Series Concept See Veterans Benefit Assistant.

Definition: Independently assists veterans and their families in the development and review of the most complex claims and performs outreach activities for respective field office; may present appeals to the Federal Department of Veterans Affairs; or manages a caseload of veterans under the Veterans Estate Management Program (~~VEMP~~).

Distinguishing Characteristics: Positions at this level perform at least two of the following activities:

1. develop, review and perform case management for complex claims such as ~~post-traumatic~~ post-traumatic stress disorder, exposure to agent orange, discharge upgrade, and/or Ex-POW related claims, all of which require extensive medical documentation and personal history;
2. at least 20% of the time, perform the full range of outreach activities which can consist of providing training to agency staff/contracted claims staff and provide information/assistance to veterans and their family members in remote or temporary settings or outreach visitation for the purpose of assessing clients social needs and ensure the case plan is being followed;
3. at least 15% of the time conduct intensive inter-agency coordination with local, State and Federal agencies as well as give presentations to community-based organizations regarding Federal or State programs and benefits; or,

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4. in accordance with RCW 73.04.130, 131, 135 and 140 manages the estate of any incapacitated veteran or incapacitated veterans' dependent under the VEMP.

Explanation: This request from the Department of Veterans Affairs for class plan maintenance to the Veterans Benefit Specialist 2. The updates include adding a class series concept, revision to the definition and to 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: 42 Professionals

Number of Position(s) Affected: 23

Classified Exhibit

Exhibit Information

Item #: 65

Agency/HE Institution: Department of Veterans Affairs

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: Veterans Benefit Specialist 3

Proposed Salary Range/Rate: 51

Definition: At this level, individuals operate under broad supervision and hold overarching responsibilities for organizational programs. In programs with statewide significance, they serve as specialized experts overseeing specific facets or assisting higher management across various areas. These encompass diverse programs like veterans' health initiatives, veterans support efforts, educational outreach, and transportation management.

Program components entail a range of specialized duties, including but not limited to program planning, supporting social, financial or health services for veterans, data analysis, and stakeholder engagement. These professionals actively support senior management by orchestrating program operations, delivering technical expertise, and offering strategic guidance to participants, staff, and external stakeholders alike. They excel in identifying and resolving intricate program challenges while adeptly gauging participants' needs to design custom-tailored services and training initiatives. Their proactive approach ensures the smooth and efficient delivery of program objectives.

Distinguishing Characteristics: Positions at this level supervise employees or have specific subject matter expertise of at least two of the following activities:

1. Develop, review and perform case management for complex claims such as post-traumatic stress disorder, exposure to agent orange, discharge upgrade, and/or ex-prisoner of war related claims, all of which require extensive medical documentation and personal history;

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2. At least 20% of the time, perform the full range of outreach activities which can consist of providing training to agency staff/contracted claims staff and provide information/assistance to veterans and their family members in remote or temporary settings or outreach visitation for the purpose of assessing client's social needs and ensure the case plan is being followed;
3. At least 15% of the time conduct intensive inter-agency coordination with local, state and federal agencies as well as give presentations to community-based organizations regarding federal or state programs and benefits; or,
4. In accordance with RCW 73.04.130, 131, 135 and 140 manages the estate of any incapacitated veteran or incapacitated veterans' dependent under the Veterans Estate Management Program.

Explanation: This request from the Department of Veterans Affairs for the establishment of the Veterans Benefit 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: 0

Classified Exhibit

Exhibit Information

Item #: 66

Agency/HE Institution: Department of Veterans Affairs

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: Veterans Benefit Specialist 4

Proposed Salary Range/Rate: 54

Definition: At this level, individuals operate under administrative direction and hold overarching responsibilities for organizational programs. In programs with statewide significance, they serve as specialized experts overseeing specific facets or assisting higher management across various areas. These encompass diverse programs like veterans' health initiatives, veterans support efforts, educational outreach, and transportation management.

Develop, administer, and monitor social, financial, or health services programs, as well as oversee program policies and procedures implemented by staff or vendors. Orchestrating program operations, delivering technical expertise, and offering strategic guidance to participants, staff, and external stakeholders. Actively support senior management by providing guidance to families at risk of dependency and serving clients with intense social service needs. Program components include but are not limited to program planning, supporting social, financial, or health services for veterans, data analysis, and stakeholder engagement. Identifying and resolving intricate program challenges while adeptly gauging participants' needs to design custom-tailored services and training initiatives. Proactive approach ensures the smooth and efficient delivery of program objectives.

Explanation: This request from the Department of Veterans Affairs for the establishment of the Veterans Benefit 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: 0

Classified Exhibit

Exhibit Information

Item #: 67

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: 168A / DDS Examiner Support Specialist 1

Current Salary Range/Rate: Range 36

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: Range 40

Class Series Concept: In the Division of Disability Determination Services, these positions work under general supervision and provide routine technical support to DDS Adjudicators. These positions receive training and on-the-job training experience using Social Security Administration and Community Services Offices electronic case files. The work performed by this series is assigned to DSHS, DDDS by SSA through the Social Security Act (Sec. 221.[42 U.S.C.421]). Work performed by this series is promulgated by the Commissioner of Social Security.

Definition: Positions in this series are responsible for planning, coordinating, and completing case processing actions for Social Security Disability Insurance, provide technical assistance to adjudicative staff and use specialized State and Federal computer programs and databases to complete case processing tasks unique to DDS. These positions are the first point-of-contact for medical providers and have limited authority to make decisions on medical records attainment based on SSA regulations. Complex and unusual problems are presented to higher level staff for resolution.

In the Division of Disabilities Determination Services (DDS) these positions work under general supervision and provide routine technical support to DDS Adjudicators by planning, coordinating, and completing case processing actions for Social Security Disability Insurance. These positions receive training and on the job experience using Social Security Administration (SSA) and Community Services Offices (CSO) electronic case files and SSA regulations to provide technical assistance to adjudicative staff and use specialized State and Federal computer programs and data bases to complete case processing tasks unique to DDS. These

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~~positions are the first point of contact for medical providers and have limited authority to make decisions on medical records attainment based on SSA regulations. Complex and unusual problems are presented to higher level staff for resolution.~~

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the DDS Examiner Support Specialist 1. The updates include revision of definition and add 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: 46 Office and Clerical

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 68

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: 168B / DDS Examiner Support Specialist 2

Current Salary Range/Rate: Range 43

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See DDS Examiner Support Specialist 1

Definition: In the Division of Disabilities Determination Services (~~DDS~~) these positions independently provide technical support coordinating and completing case processing actions for DDS Adjudicators for determinations for Social Security Disability claims. They are the first point-of-contact for applicants and medical providers and have authority to make decisions on medical records attainment based on SSA regulations, authorization and bill paying, scheduling, and completing technical case actions utilizing specialized State and Federal computer programs and databases.

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the DDS Examiner Support Specialist 2. The updates include revisions to add the class series concept and revise 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: 35

Classified Exhibit

Exhibit Information

Item #: 69

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: 168C / DDS Examiner Support Specialist 3

Current Salary Range/Rate: Range 48

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See DDS Examiner Support Specialist 1

Definition: ~~In the Division of Disability Determination Services,~~ Positions at this level serves as a lead worker and trainer for DDS Examiner Support Specialist 1s and 2s by assigning, instructing, and checking the work of ESSs. Positions also perform the duties of ESS 1's and ESS'2 for the evaluation and determination of disability for the Social Security Administration and State Title XIX programs.

Distinguishing Characteristics: ~~This is the lead level of the series.~~ Positions at this level lead and train lower level ESS staff within their expertise. Responsible for casework and/or own workload management, in addition to overseeing workload of lower level staff.

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the DDS Examiner Support Specialist 3. The updates include adding the class series concept, and 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: 42 Professionals

Number of Position(s) Affected: 5

Classified Exhibit

Exhibit Information

Item #: 70

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: 168D / DDS Examiner Support Specialist 4

Current Salary Range/Rate: Range 53

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See DDS Examiner Support Specialist 1

Definition:

~~In the Division of Disability Determination Services,~~ Positions at this level supervises DDS Examiner Support Specialists. Positions also perform the duties of the ESS 1s, 2s, and 3s for the evaluation and determination of disability for the Social Security Administration and State Title XIX programs.

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the DDS Examiner Support Specialist 4. The updates include adding the class series concept and 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: 5

Classified Exhibit

Exhibit Information

Item #: 71

Agency/HE Institution: Department of Labor and Industries

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: 168E Workers' Compensation Adjudicator 6

Current Salary Range/Rate: 61

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 62

Definition: In the Department of Labor and Industries, this is the supervisory level of the series. Positions and at this level operates at the expert level of work in their field. Incumbents have the highest level of responsibility and extensive knowledge based on their experience and progression through the Workers' Compensation Adjudicator series. and serve as a resource by providing guidance on specialized, technical issues to all levels of staff including management and external stakeholders. Positions work on the most complex, challenging, and critical issues facing their respective program and act as a resource by providing guidance on specialized, technical issues to all levels of staff to include management.

Distinguishing Characteristics: Under administrative direction, supervises a unit of workers' compensation adjudicators and work on the most complex, challenging, and critical issues facing their respective programs. provides expert level consultation and guidance in program areas such as: claims processing, coaching, training, pension adjudication or crime victim compensation claims adjudication and financial recovery functions.

Explanation: This request is from the Department of Labor and Industries for class plan maintenance to the Workers' Compensation Adjudicator 6 classification. 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: 53

Classified Exhibit

Exhibit Information

Item #: 72

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: 168J / DDS Adjudicator 2

Current Salary Range/Rate: Range 52

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: This is the Journey level of the series. Adjudicates initial, reconsiderations and disabled children, Military causality/wounded warriors, quick disability determinations, and compassionate allowance claims; with the greater focus on caseload management. This adjudicator level has overall responsibility for each component of the final decision for these claim types identified in the distinguishing characteristics below. Evaluated the data contained in medical, non-medical, vocational, and legal reports; determines most effective and efficient way to procure information; obtains information about the functional limitations; obtains information from medical providers, claimants, or other sources; determines when Social Security Administration documentation standards have been met and makes appropriate decision of disability.

Distinguishing Characteristics: Performs the full scope of direct services analysis (activities of daily living, arranging medical consultations, assessing medical and vocational capacity) and applies applicable different set of federal regulatory rules, laws, policies, procedures, and processes necessary to adjudicate Social Security Disability, Supplemental Security Income Disability, and State Non-Grant medical Assistance claims. Demonstrates ability to independently complete vocational evaluations including transferability of skill assessments. These positions have responsibility for assessing, determining, and documenting the claimant's residual functional capacity. Coordinates with other specialists to make policy compliant decisions, e.g. Training Quality Assurance, Medical Consultants, Leads and Supervises, etc. Positions are also responsible for completing the vocational analysis in coordination with independently contracted

Section C: Classification

medical consultants, work assignments including independent analysis and making final determinations on a specific range of Social Security disability claims.

Positions adjudicate initial claims, reconsideration claims, disabled child claims, Wounded Warrior/Military Casualty claims, and Quick Disability Determinations and Compassionate Allowance claims. The specific distinguishing characteristics of the Journey level position include:

~~Adjudicates initial claim types~~

~~Adjudicates reconsideration claim types~~

~~Adjudicates disabled child claim types~~

~~Adjudicates Wounded Warrior/Military Casualty claim types~~

~~Adjudicates Quick Disability Determinations and Compassionate Allowance claims~~

~~In a training capacity, under close supervision, incumbents receive extensive medical, mental and vocational training. This level requires the ability to learn and apply different sets of federal regulatory rules, laws, policies, procedures and processes necessary to adjudicate Social Security Disability and Supplemental Security Income disability claims. Performs routine direct services analysis (Activities of Daily Living assessments, arranging medical consultations, assessing medical vocational capacity) and applies extensive medical knowledge gained in determining a claimant's capacity to work.~~

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the DDS Adjudicator 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: 42 Professionals

Number of Position(s) Affected: 18

Classified Exhibit

Exhibit Information

Item #: 73

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: 168K / DDS Adjudicator 3

Current Salary Range/Rate: Range 56

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: This is the fully qualified, journey Advanced senior Expert level of the series. As a single decision-maker with independent authority; adjudicates disability claims to include, but are not limited to Initial, reconsideration, childhood disability, Continued Disability Review, Military Disability/Wounded Warrior and Quick Disability Determinations. Adjudicates all case types and complexity levels.

Distinguishing Characteristics: Performs the full scope of direct services analysis (activities of daily living, arranging medical consultations, assessing medical and vocational capacity) and applies different sets of federal regulatory rules, laws, policies, procedures and processes necessary to adjudicate Social Security Disability, Supplemental Security Income Disability, and State Non-Grant medical Assistance claims. extensive medical and policy knowledge gained in determining a claimant's capacity to work. Positions at this level are responsible for higher level performance and production standards. Demonstrates expert level knowledge and skills in independently completing evaluations including transferability of skills assessments. These positions also have the sole responsibility assessing, determining, and documenting the claimant's for determining residual functional capacity. Positions are also responsible for completing the and vocational analysis with little or no medical oversight in coordination with independently contracted Medical Consultants. Work assignments include independent analysis and making final determinations on a full range of Social Security disability claims, including specialized and high profile priority workloads.

~~This position includes all skills and abilities as identified in the Adjudicator 2 level.~~

Section C: Classification

Positions adjudicate all claim types including Continuing Disability Review cases, Age 18 Redetermination cases, and any specialty workloads or high profile cases. The specific distinguishing characteristics of the Advanced level position include:

Adjudicates all claim types at the 2 level

~~Adjudicates Continuing Disability Review cases~~

~~Adjudicates Age 18 Redetermination cases~~

~~Adjudicates and specialty workloads or high profile cases~~

Applies the specific federal regulatory rules, laws, and policies associated with these additional claim types.

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the DDS Adjudicator 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: 42 Professionals

Number of Position(s) Affected: 85

Classified Exhibit

Exhibit Information

Item #: 74

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: 168M / DDS Adjudicator 4

Current Salary Range/Rate: Range 58

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Distinguishing Characteristics: This is a ~~senior~~ and lead level of the class series, working independently as a lead worker assisting the supervisor with work assignments, monitoring, mentoring and providing technical assistance to lower_level staff.

Positions carry a partial caseload of disability claims and independently mentor and coach lower_level staff on Social Security disability program, policy, and technical aspects of claims adjudication.

Explanation: This request is from the Department of Social and Health Services for class plan maintenance to the DDS Adjudicator 4. 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: 42 Professionals

Number of Position(s) Affected: 19

Classified Exhibit

Exhibit Information

Item #: 75

Agency/HE Institution: Department of Labor and Industries

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: 1680 Workers' Compensation Adjudicator 1

Current Salary Range/Rate: 44

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

In the Department of Labor and Industries, the Workers' Compensation Adjudicator Series is a professional series that performs analysis of medical, legal, compensatory, and vocational documentation to make the determination on entitlement to workers' compensation benefits ~~perwhile administering Washington's Industrial Insurance Act, RCW Title 51 RCW. Progression in this class series requires successful completion of the Workers' Compensation Adjudicator 2 apprenticeship as approved by the Washington Apprenticeship and Training Council.~~

Definition: In the Department of Labor and Industries, this is the entry level of the series. Positions adjudicate and manage a caseload of non-compensable and compensable workers' compensation claims and self-insured employer' claims; determining the validity of claims and sufficiency of medical evidence; on-going medical management, and entitlement to benefits based on work status.

Explanation: This request is from the Department of Labor and Industries for class plan maintenance to the Workers' Compensation Adjudicator 1 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: 16

Classified Exhibit

Exhibit Information

Item #: 76

Agency/HE Institution: Department of Labor and Industries

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: 168P Workers' Compensation Adjudicator 2

Current Salary Range/Rate: 49

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 50

Definition: In the Department of Labor and Industries, this is the journey level of the series. ~~In Claims Administration, positions~~ adjudicate and manage a caseload of compensable workers' compensation claims or employer reimbursement applications.

Distinguishing Characteristics: Under general supervision, positions assigned to this class are responsible for the management of compensable claims, including more than 14 days of time loss within the level 2 complexity factors ~~in claims administration.~~ Positions at this level must apply appropriate sets of regulatory rules, laws, policies, procedures and processes to adjudicate claim validity, authorize medical treatment, claim closure, and determine entitlement to various compensation benefits or employer eligibility reimbursement applications for Stay At Work program.

Explanation: This request is from the Department of Labor and Industries for class plan maintenance to the Workers' Compensation Adjudicator 2 classification. The updates include revisions to the definition, 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: 42 Professionals

Number of Position(s) Affected: 65

Classified Exhibit

Exhibit Information

Item #: 77

Agency/HE Institution: Department of Labor and Industries

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: 168Q Workers' Compensation Adjudicator 3

Current Salary Range/Rate: 54

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: In the Department of Labor and Industries, ~~Insurance Services Division~~ this level is the fully qualified professional Workers' Compensation Adjudicator managing a caseload of workers compensable ~~claims or employer reimbursement applications. in one or more of the following areas:~~ Claims Administration; Crime Victims Compensation; or Self Insurance.

Distinguishing Characteristics: Positions assigned to this class complete the full range of assignments including level 3 complexity factors or level 3 complexity factors in crime victims. Positions make decisions on reopening claims and act in accordance with legal orders from the Board of Industrial Appeals or establishes case reserves. ~~Completed work is reviewed for effectiveness in producing expected results.~~ Positions at this level are characterized by assignments in one or more of the following areas:

- ~~•Claims Administration: Adjudicates and manages a caseload of compensable workers' compensation claims, adjudicates third party recoveries, or determines social security offsets or pension benefit levels for claimant and beneficiaries.~~
- ~~•Crime Victims Compensation: Adjudicates and manages a caseload of crime victims claims that are catastrophic in nature or adjudicates third party recoveries.~~
- ~~•Self Insurance: Adjudicates, manages, monitors, and regulates self-insured employers' workers' compensation claims for compliance with the Industrial Insurance Laws.~~

NOTE: Level 3 complexity factors are determined by the Labor and Industries claims assignment system matrix.

Section C: Classification

Explanation: This request is from the Department of Labor and Industries for class plan maintenance to the Workers' Compensation Adjudicator 3 classification. 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: 42 Professionals

Number of Position(s) Affected: 109

Classified Exhibit

Exhibit Information

Item #: 78

Agency/HE Institution: Department of Labor and Industries

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: 168R Workers' Compensation Adjudicator 4

Current Salary Range/Rate: 56

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 57

Definition: In the Department of Labor and Industries; positions at this level ~~provide leadership~~ and are the technical resource responsible for mentoring, coaching or providing formal training to ~~lower-level Workers' Compensation Adjudicators~~ and self-insured employers or third party administrators. Positions at this level independently apply in-depth knowledge to interpret rules and processes for all levels of claim complexity, utilizing supporting materials to accomplish work.

Distinguishing Characteristics: Positions at this level use in-depth knowledge of the program area to independently carry out assignments in one of the following areas:

- ~~Claims Administration program:~~ adjudicates, negotiates, and resolves workers' compensation claims or employer reimbursement applications that are protested or appealed, or performs external quality assurance reviews of worker's compensation claims and pension benefits;
- ~~Crime Victims Compensation program:~~ manages, adjudicates, negotiates, and resolves a caseload of injury claims including total permanent disability cases that are catastrophic in nature;
- ~~Fraud Prevention and Labor Standards program:~~ monitor and reviews workers' compensation claim fraud complaints, analyzes claims and other data to detect fraudulent activity;
- ~~Self-Insured program:~~ adjudicates, negotiates and resolves complex workers' compensation claims that are protested and or appealed involve complex wage issues or presumption claims. Adjudicates claims of bankrupt self-insured employers utilizing State Fund processes;
- Legal Services: Adjudicates, negotiates, and resolves workers' compensation third party claims including protests and appeals. Reviews claims appealed to the Board of Industrial Insurance Appeals and resume jurisdiction of the claim to address new issues or negotiate settlements.

Explanation: This request is from the Department of Labor and Industries for class plan maintenance to the Workers' Compensation Adjudicator 4 classification. The updates include revisions to the definition,

Section C: Classification

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: 42 Professionals

Number of Position(s) Affected: 99

Classified Exhibit

Exhibit Information

Item #: 79

Agency/HE Institution: Department of Labor and Industries

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: 168S Workers' Compensation Adjudicator 5

Current Salary Range/Rate: 58

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 59

Definition: In the Department of Labor and Industries, this is the senior technical specialist level of the series. Positions at this level of the series require advanced knowledge over a wide range of specialty areas to perform reviews, conduct analysis, and make determinations on highly complex claims or workers' compensation related issues. ~~are assigned to one of the five defined separate program areas:~~

- ~~• Claims Administration Program: Determines eligibility of workers' compensation claims for permanent total disability and/or death benefits and performs internal and external quality assurance audits of workers' compensation claims.~~
- ~~• Crime Victims Compensation Program: Determines eligibility of workers' compensation claims for permanent total disability and/or death benefits.~~
- ~~• Self-Insurance/Pension Program: Determines eligibility of worker's compensation claims for permanent total disability and/or death benefits or directs activities of the Self-Insurance Claims Penalty Program or formal Training Program.~~
- ~~• Fraud Program: Reviews laws and issues decisions regarding the most complex and egregious fraud cases committed against the department including the amount of fraud overpayments and penalties to be assessed.~~
- ~~• Insurance Services Administration: Employing expert claims knowledge, act and make decisions on behalf of the Assistant Director to oversee the Over 7 reopening request and Overpayment Waiver process including research, file review, and recommending director approval or denial of proposed actions in his or her sole discretion (per statute).~~

Distinguishing Characteristics: Under general direction, positions at this level perform assignments in one of the following program areas:

Section C: Classification

• Claims Administration Program: Determines eligibility of workers' compensation claims for permanent total disability and/or death benefits and performs internal and external quality assurance audits of workers' compensation claims and system.; oversees the Over 7 reopening request for accident fund benefits and overpayment waiver process including research, file review and recommending Director approval or denial; determines eligibility for pension benefits or survivor benefits;

• Crime Victims Compensation Program: Determines eligibility of workers' compensation claims for permanent total disability and/or death benefits.

• Self-Insurance/Pension Program: Determines eligibility of worker's compensation claims for permanent total disability and/or death benefits or directs activities of the Self-Insurance Claims Penalty Program or formal Training Program Serves as a pension adjudicator, determining eligibility of workers' compensation claims for permanent total disability and death benefits; OR Serves as a penalty adjudicator, reviewing and determining appropriateness of assessment or denial of penalties against self-insured employers and third-party administrators per statute and rules.

• Fraud Prevention and Labor Standards Program: Reviews laws and issues decisions regarding the most highly complex and egregious fraud cases committed against the department including the amount of fraud overpayments and penalties to be assessed.

Explanation: This request is from the Department of Labor and Industries for class plan maintenance to the Workers' Compensation Adjudicator 5 classification. The updates include revisions to the definition, 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: 42 Professionals

Number of Position(s) Affected: 37

Classified Exhibit

Exhibit Information

Item #: 80

Agency/HE Institution: Department of Labor and Industries

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: 169E Workers' Compensation Adjudicator 2 - Apprentice

Current Salary Range/Rate: Special

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition: Performs work of graduated complexity in a training capacity in order to achieve journey level status in the Workers' Compensation Adjudicator 2 classification. The Workers' Compensation Adjudicator 2 is an apprenticeship program that has been approved by the Washington State Apprenticeship and Training Council.

Distinguishing Characteristics: Under close supervision, positions in this class are distinguished by assignment as an apprentice trainee for the journey level of the class series. Positions must successfully complete the 22-month apprenticeship program receiving on-the-job and classroom training to achieve journey status and move to the Workers' Compensation Adjudicator 2 classification.

Explanation: This request is from the Department of Labor and Industries for class plan maintenance to the Workers' Compensation Adjudicator 2 - Apprentice classification. 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: 42 Professionals

Number of Position(s) Affected: 87

Classified Exhibit

Exhibit Information

Item #: 81

Agency/HE Institution: Health Care Authority

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: 170K Medical Assistance Program Specialist 1

Current Salary Range/Rate: 52

Proposed Class Code/Title: 170K Health Care Program Consultant

Proposed Salary Range/Rate: 55

Class Series Concept: Positions in this series administer public health care programs and are responsible for program and policy development, implementation, evaluation, outreach, education, and contract administration, management, and monitoring. Classes in this series develop, implement, administer, evaluate, train on, and enforce program priorities, policies, procedures, and service delivery systems for statewide Medicaid, community behavioral health, public employees' and school employees' health care programs, statewide health care initiatives and/or long-term health care projects and strategies.

Definition: In the Medical Assistance Administration, reports to a higher level Medical Assistance Program Manager and is Serves as the program consultant responsible for medical assistance health care program administration and consultative services, including modifications to policies and procedures, program utilization review and analysis and evaluating, developing and writing policies and procedures, utilization review, preparing issue papers and reports, implementing program materials and forms, policy and procedure changes implementation, and/or monitoring and administering provider program contracts, and/or Provides consultative services providing technical assistance to clients, medical health care providers, community partners, agency staff and/or partner agencies, and other professionals in the community and/or department regarding program administration.

Distinguishing Characteristics: This is the journey level of the series. Positions at this level support program activities necessary to ensure appropriate program implementation and administration.

Explanation: This request from the Health Care Authority for class plan maintenance to the Medical Assistance Program Specialist 1. The updates include revisions to the class series concept, definition, title change, adding 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: 45 Paraprofessionals

Number of Position(s) Affected: 11

Classified Exhibit

Exhibit Information

Item #: 82

Agency/HE Institution: Health Care Authority

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: 170L Medical Assistance Program Specialist 2

Current Salary Range/Rate: 56

Proposed Class Code/Title: 170L Health Care Program Specialist

Proposed Salary Range/Rate: 59

Class Series Concept: See Health Care Program Consultant.

Definition: In the Medical Assistance Administration

- ~~1. Serves as a lead worker for two or more professional staff or supervises a unit(s) of five or more technical staff and is responsible for development of medical assistance programs, planning, evaluation, policy promulgation, and consultative services to clients, medical providers and other professionals in the community and/or department regarding program administration;~~
- ~~2. Is designated by a Medical Assistance Office Chief or higher to review and approve work from other professionals in the community and/or department in order to provide oversight for implementation of new and revised Washington Administrative codes, programs, policies and/or communications. Assigns work to maintain consistency, accuracy and quality of medical assistance programs; or~~
- ~~3. Is designated by the Medical Assistance Program Administrator as the regional representative and is responsible for development of medical assistance programs, planning, evaluation, policy promulgation, and consultative services to clients, medical providers and other professionals in the community and/or department regarding program administration.~~

Section C: Classification

Serves as the program specialist responsible for health care program compliance, including planning, program evaluation, policy promulgation, training, consultative services, and technical assistance to clients, health care providers, community partners, internal and external stakeholders, and/or staff regarding program administration.

OR

Provides leadership and oversight for implementation and promulgation of revised Washington Administrative Codes for health care program provider billing guides that impact statewide health care programs, policies, and/or communications. Leads agencywide workgroups of subject matter experts; writes, assigns, reviews, and edits work to maintain or modify rules and provider guides governing statewide health care programs.

Distinguishing Characteristics: This is the senior or lead level of the series. Positions at this level support program activities necessary to ensure program compliance and effectiveness. May serve as a lead worker to lower-level health care program staff.

Explanation: This request from the Health Care Authority for class plan maintenance to the Medical Assistance Program Specialist 2. The updates include revisions to the job title, definition, adding class series concept, 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: 35

Classified Exhibit

Exhibit Information

Item #: 83

Agency/HE Institution: Health Care Authority

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: 170M Medical Assistance Program Specialist 3

Current Salary Range/Rate: 60

Proposed Class Code/Title: Health Care Program Manager

Proposed Salary Range/Rate: 65

Class Series Concept: See Health Care Program Consultant.

Definition: In the Health Care Authority, supervises a section of three or more units;

OR

~~Supervises a section with five or more staff, who must be engaged in one or more of the following activities: developing and writing policies and procedures and completing program evaluations, reviewing and analyzing utilization patterns of providers or clients, administering contracts or have primary responsibility for provider or client relations including responding to general program inquiries from providers, clients and/or agency employees.—~~

OR

~~As a subject matter expert, designated in writing by an Assistant Director, directly responsible for overseeing medical policies and procedures for programs with state wide impact, such as healthcare procurement, healthcare purchasing, healthcare utilization, healthcare reviews and healthcare delivery systems, (i.e. developing and writing policies and procedures, providing Medicaid business requirements for eligibility system changes, representing the agency to external stakeholders, which may include the Center for Medicaid and Medicare, Legislature, constituents and the client community, as well as provide~~

Section C: Classification

~~community and staff trainings, administer contracts and represent the Health Care Authority at community forums and meetings.~~

~~Positions in this class report directly to a Unit Supervisor or Section Manager and provide consultative expertise regarding medical assistance programs to top level managers within the Health Care Authority and to affected state, local, federal government, and private sector managers.~~

Serves as the program manager responsible for developing and administering a statewide health care program. Positions at this level are responsible for the full-range of program management functions, including: developing, implementing, administering, and evaluating statewide health care programs; developing program goals and objectives; developing time tables and work plans; developing policies and procedures; managing program budgets and expenditures; controlling allocation of program resources; administering, managing, and monitoring contracts; setting and adjusting program priorities; evaluating program quality and effectiveness; and managing appropriate outreach, training, and stakeholder management.

OR

Serves as a statewide policy expert in a specific component of a large statewide program, statewide health care initiative, or long-term health care improvement projects and strategies to ensure patient access to quality care. Directly responsible for policy development, implementation, and compliance across statewide health care technology and/or health care delivery systems.

Distinguishing Characteristics: This is the supervisory and/or expert level of the series, which may also serve as the supervisor of a unit of health care program staff. Positions at this level serve as the supervisor of a unit of health care program staff and/or are responsible for the full range of program management functions for a health care program OR are policy experts in a specific component of a large statewide program (e.g. Medicaid), statewide health care initiative, or long-term health care improvement projects and strategies. Positions report directly to a unit supervisor or section manager and provide policy expertise regarding health care programs to top levels of management and to affected state, local, and federal governments, and private sector stakeholders.

Explanation: This request from the Health Care Authority for class plan maintenance to the Medical Assistance Program Specialist 3. The updates include job title change, adding class series concept, revised definition, adding distinguishing characteristics and a salary range adjustment. These changes are a result of the 2025-20207 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: Management

Workforce Indicator: 80148588 Classified WA General Service

EEOC Code: 42 Professionals

Number of Position(s) Affected: 155

Classified Exhibit

Exhibit Information

Item #: 84

Agency/HE Institution: Department of Transportation

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: 195F Wireless Communications Systems Technician 1

Current Salary Range/Rate: 55E

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: Positions in this series are responsible for the design, installation, testing, modification, deployment, and maintenance of statewide emergency and interoperable, Internet Protocol Land Mobile Radio wireless systems, wireless networking connectivity for communications systems, Intelligent Transportation Systems, wireless networking equipment and support systems. Positions perform work in accordance with Federal Communications Commission regulations, National, State, and local policy in one or more of the following categories.

- Project 25 Land Mobile Radio IP digital communications systems
- Conventional Land Mobile Radio communications systems
- Mobile data repeaters
- Land Mobile Radio Antenna Systems
- Microwave Antenna systems
- DC power systems
- Off grid power generating systems
- Digital IP microwave
- Multiplex equipment
- Bi-directional amplifiers/Distributed antenna systems
- IP network equipment
- Public Safety Emergency Communications dispatch consoles
- Mobile and portable radios

Section C: Classification

- Marine Public Address Systems
- Speed Measure Device
- Highway Advisory Radio

Positions in this series are distinguished from other class series performing work on communications equipment by the responsibility for ensuring wireless connectivity and interoperable communications among multiple local and state agencies during vital operations and states of emergency. This would include day-to-day and emergency communications used by agencies to meet communications requirements. The work of this series goes beyond installation and minor repairs as positions in this series are responsible for the connectivity of the wireless equipment and components.

Definition: Performs basic, routine installation, maintenance, and repair of wireless Radio Frequency equipment, electronic and low voltage equipment, and internet protocol networking equipment.

Distinguishing Characteristics: Performs semi-skilled or sub-journey tasks such as repairs, preventative maintenance, and networking connectivity of wireless communications equipment and support systems.

Explanation: This request from the Washington State Department of Transportation for establishment of the Wireless Communications Systems Technician 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 #: 85

Agency/HE Institution: Department of Transportation

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: 195G Wireless Communications Systems Technician 2

Current Salary Range/Rate: 61E

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See Wireless Communications Systems Technician 1.

Definition: Performs skilled work in the installation, repairs, and maintenance of wireless Radio Frequency, electronic and low voltage, and internet protocol networking communications systems, connectivity, and equipment.

Distinguishing Characteristics: This is the journey level of the series. Under general supervision, independently performs complex tasks in the installation, repairs, preventative maintenance, and networking connectivity.

Explanation: This request from the Washington State Department of Transportation for establishment of the Wireless Communications Systems Technician 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: 43 Technicians

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 86

Agency/HE Institution: Department of Transportation

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: 195H Wireless Communications Systems Technician 3

Current Salary Range/Rate: 65E

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See Wireless Communications Systems Technician 1.

Definition: as a senior-level Wireless Systems Technical specialist performing work that requires application of advanced technical knowledge of wireless communications systems and connectivity. May lead or train lower-level Wireless Systems Technicians.

Distinguishing Characteristics: As a senior technical specialist, applies advanced technical knowledge of wireless and electronic communications systems to resolve highly complex issues related to the maintenance, installation, and repairs and connectivity of wireless Radio Frequency systems, complex wireless communications Internet Protocol based Land Mobile Radio systems, Microwave systems and support equipment.

As a designated lead, assigns, checks and corrects the work of lower-level wireless systems technicians.

Explanation: This request from the Washington State Department of Transportation for establishment of the Wireless Communications Systems Technician 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: 43 Technicians

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 87

Agency/HE Institution: Department of Transportation

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: 195I Wireless Communications Systems Technician 4

Current Salary Range/Rate: 67E

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See Wireless Communications Systems Technician 1.

Definition: Supervises wireless communications systems technician(s) and/or serves as a technical expert in wireless systems infrastructure and connectivity.

Distinguishing Characteristics: As a supervisor, positions supervise lower-level wireless systems technicians performing maintenance, installations, repair, programming and configuration of wireless communication systems infrastructure and connectivity.

As a technical expert, applies expert level knowledge in resolving the most complex issues in wireless communications, Internet Protocol based Land Mobile Radio systems, Microwave systems, Networking systems, connectivity, and support equipment.

Explanation: This request from the Washington State Department of Transportation for establishment of the Wireless Communications Systems Technician 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

Section C: Classification

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 #: 88

Agency/HE Institution: Department of Transportation

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: 195J Wireless Communications Systems Designer

Current Salary Range/Rate: 71E

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See Wireless Communications Systems Technician 1.

Definition: Design, stage, configure, test, and commission highly complex and technical wireless communications Internet Protocol based Land Mobile Radio systems, microwave systems, network systems, connectivity, and support equipment.

Distinguishing Characteristics: Under general direction, design, test, and commission wireless communication systems, applying advanced technical knowledge to engineer complex wireless Radio Frequency, complex wireless communications, Internet Protocol based Land Mobile Radio systems, Microwave systems, IP networking systems, electronic and low voltage systems, connectivity, and support equipment for agency needs. May provide advanced technical assistance to wireless systems technicians. Positions at this level serve as an engineering expert to the agency in one or more of the following areas:

- Project 25 Land Mobile Radio IP digital communications systems
- Conventional Land Mobile Radio communications systems
- Mobile data repeaters
- Land Mobile Radio Antenna Systems
- Microwave Antenna systems
- DC power systems
- Off grid power generating systems
- Digital IP microwave

Section C: Classification

- Multiplex equipment
- Bi-directional amplifiers /Distributed antenna systems
- IP network equipment
- Public Safety Emergency Communications dispatch consoles
- Mobile and portable radios.
- Marine Public Address Systems
- Speed Measure Device
- Highway Advisory Radio

Explanation: This request from the Washington State Department of Transportation for establishment of the Wireless Communications Systems Designer. 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 #: 89

Agency/HE Institution: Department of Transportation

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: 195K Wireless Communications Systems Manager

Current Salary Range/Rate: 74E

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept: See Wireless Communications Systems Technician 1.

Definition: Manages wireless communications systems design staff and/or projects, providing sophisticated, highly complex and technical wireless communications systems and connectivity to include Internet Protocol based Land Mobile Radio systems, Microwave systems, network systems and support equipment to agency needs and to meet Federal Communications Commission, Federal, State, and Local regulations.

Distinguishing Characteristics: Under administrative direction, manages the agency wireless communication systems, Internet Protocol based Land Mobile Radio systems, Microwave systems, network systems, connectivity and support equipment. May manage wireless communications systems staff in the design, engineering, or maintenance and repair of agency wireless communication systems and/or acts as project manager for agency wireless communications projects.

Explanation: This request from the Washington State Department of Transportation for establishment of the Wireless Communications Systems Manager. 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 #: 90

Agency/HE Institution: Washington Center for Deaf and Hard of Hearing Youth

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: 257E Deaf Interpreter 1

Current Salary Range/Rate: 38

Proposed Class Code/Title: 257E Sign Language Interpreter 1

Proposed Salary Range/Rate: 47

Class Series Concept:

The Sign Language Interpreter series involves providing interpreting services as a staff interpreter based on the demonstrated skill level of the incumbent and the complexity of the setting. Interpreting services are provided for a wide array of clients of different educational and socio-economic backgrounds that require various methods of communication. Interpreters are typically utilized in settings to include office environments and may include more complex situations: educational, administrative, legislative, medical, financial, legal, employment, training, and community meetings or functions. Interpreters are often required to research and understand terminology specific to assignments, and are often utilized in settings where the language dialect and educational levels of the clients may vary widely.

Definition:

Positions function as part of a team to assist in providing impartial and accurate interpretation of information by relaying American Sign Language, Sign Systems, and Spoken English for hearing, hard-of-hearing, and deaf-blind individuals from verbal classroom presentations for deaf students. Positions serve as a liaison between deaf and hard-of-hearing persons and hearing persons.

Distinguishing Characteristics:

This is the entry-level category for the deaf interpreter series. Incumbents work in a developing capacity with increased responsibility for performing a range of interpreting assignments will interpret most often in a classroom or related instructional setting, such as from non-technical lectures and classroom presentations.

Explanation:

This is a request from the Washington Center for Deaf and Hard of Hearing Youth for class plan maintenance to the Deaf Interpreter 1. The updates include revisions to the title, class series concept, definition,

Section C: Classification

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: 45 Paraprofessionals

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 91

Agency/HE Institution: Washington Center for Deaf and Hard of Hearing Youth

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: 257F Deaf Interpreter 2

Current Salary Range/Rate: 41

Proposed Class Code/Title: 257F Sign Language Interpreter 2

Proposed Salary Range/Rate: 50

Class Series Concept:

See Sign Language Interpreter 1

Definition:

Positions function as part of a team to provide impartial and accurate interpretation by relaying American Sign Language, Sign Systems, and Spoken English for hearing, hard-of-hearing, and deaf-blind individuals from lectures and verbal discussions for deaf students; tutor deaf students in selected subject matter areas. Positions serve as a liaison between deaf or hard-of-hearing persons and hearing persons.

Distinguishing Characteristics:

This is the journey-level of the series. Incumbents provide the full range of interpretation services for deaf and hard-of-hearing persons and class is distinguished from the Sign Language Deaf Interpreter 1 by the requirement to interpret more difficult, complex and technical information and semi-technical lectures and classroom presentations. Incumbents will tutor students on an intermittent basis as required in particular courses.

Explanation:

This is a request from the Washington Center for Deaf and Hard of Hearing Youth for class plan maintenance to the Deaf Interpreter 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: 0

Classified Exhibit

Exhibit Information

Item #: 92

Agency/HE Institution: Washington Center for Deaf and Hard of Hearing Youth

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: 257G Deaf Interpreter 3

Current Salary Range/Rate: 47

Proposed Class Code/Title: 257G Sign Language Interpreter 3

Proposed Salary Range/Rate: 56

Class Series Concept:

See Sign Language Interpreter 1

Definition:

Positions provide impartial and accurate interpretation by relaying American Sign Language, Sign Systems, and Spoken English for hearing, hard-of-hearing, and blind-deaf individuals instructional presentations in classroom setting for deaf students; tutor deaf students on classroom subjects. Positions serve as a liaison between deaf or hard-of-hearing persons and hearing persons.

Distinguishing Characteristics:

This is the senior and/or lead -level for the Sign Language deaf Interpreter/tutor series class. Incumbents are responsible for proficiently interpreting highly advanced and difficult subject matter, such as courses involving specialized terminology, complex use of language, and/or difficult abstract concepts, by conveying the full meaning of the message, achieving and delivering conceptually accurate higher-level material in a fast-paced environment. Provide expertise and technical assistance to agencies and interpreters/intervenors regarding accessibility, mentors other sign language interpreters, and may be required to coordinate interpreter services which includes evaluating situations and determining type of skills needed, monitoring the quality of interpreter services, and working with agencies to set up procedures to utilize interpreters. interpret for deaf students from the most difficult college-level technical lectures and classroom discussions. They provide tutoring in selected subjects.

Explanation:

This is a request from the Washington Center for Deaf and Hard of Hearing Youth for class plan maintenance to the Deaf Interpreter 3. The updates include revisions to the title, class series concept, definition,

Section C: Classification

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: 23

Classified Exhibit

Exhibit Information

Item #: 93

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: 262M Library and Archives Paraprofessional 4 – Teamsters

Proposed Salary Range/Rate: 46

Class Series Concept: See LIBRARY AND ARCHIVES PARAPROFESSIONAL 1.

Definition: Performs expert level paraprofessional library and/or archival tasks and services.

Distinguishing Characteristics: This is the expert level of the series. Positions work under general direction and apply expert level knowledge and skills to perform library and/or archival tasks and services. Positions at this level resolve the most complex, critical or precedent-setting issues that arise.

Explanation: The request for establishment of the shadow class titled Library and Archives Paraprofessional 4 – 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

Section C: Classification

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 #: 94

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: 285H Registered Nurse 4 – Teamsters

Proposed Salary Range/Rate: 75N

Definition:

1. In a hospital, directs all nursing activities and charge nurses of several wards or floors on a 24-hour basis; or
2. Coordinates the overall monitoring and supervision of nursing care and nursing services functions for all the charge nurses for the evening or night shift at Eastern or Western State Hospital; or,
3. In a residential facility for developmentally disabled, supervises and directs all nursing activities for a program area of residents on a 24-hour basis.

Explanation: The request for establishment of the shadow class titled Registered Nurse 4 – 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: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 95

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: 285N Occupational Nurse Consultant - TEAMSTERS

Proposed Salary Range/Rate: 71N

Definition: Provides consultation to secure and maintain health care for injured workers under Labor and Industries' Industrial Insurance program. Assesses and classifies patients' health care needs. Evaluates the quality and quantity of health care provided. Provides medical education and support for adjudication staff in the claims administration training unit.

Explanation: The request for establishment of the shadow class titled Occupational Nurse Consultant - 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 #: 96

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: 288E Dentist - TEAMSTERS

Proposed Salary Range/Rate: 88

Definition: Directs and/or participates in the performance of professional dental work at an institution.

Explanation: The request for establishment of the shadow class titled Dentist - 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 #: 97

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: 291D Physician Assistant, Certified – Lead – Teamsters

Proposed Salary Range/Rate: 80N

Definition:

Under a sponsoring physician, leads medical staff in a clinical area and acts as a unit liaison and provides primary, routine, urgent and emergent medical care to patients. Refers difficult and complex cases to the supervising physician and assists in further examination, diagnosis and treatment of such cases.

The interpretation of findings is based on general medical knowledge and parameters, which are defined in a delegation agreement between the Physician Assistant, Certified, and the sponsoring physician. Specialties include, but are not limited to: women's health, pediatrics, adult health, family health, geriatrics, public/community health, emergency care, critical care, diabetes management and/or psychiatric/mental health.

Distinguishing Characteristics:

As part of the delegation agreement between the sponsoring physician and Physician Assistant, Certified, positions at this level are designated with lead responsibility to regularly assign, instruct, and check the work of comparable or lower level medical staff.

Section C: Classification

Explanation: The request for establishment of the shadow class titled Physician Assistant, Certified – Lead – 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: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 98

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: 291E Advanced Registered Nurse Practitioner – Teamsters

Proposed Salary Range/Rate: 80N

Definition:

As a health professional ultimately accountable for patient care, provides the full spectrum of medical/behavioral health care services to patients, including performing physical examinations, establishing diagnoses and determining appropriate treatment or referral for medical problems. Treatment and care provided is within the scope of the ARNP practice and licensure. Specialties include, but are not limited to: women's health, pediatrics, adult health, family health, geriatrics, public/community health, emergency care, critical care, diabetes management and/or psychiatric/mental health.

Explanation: The request for establishment of the shadow class titled Advanced Registered Nurse Practitioner – 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: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 99

Agency/HE Institution: Department of Social and Health Services

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: 291F Advanced Registered Nurse Practitioner - Lead

Current Salary Range/Rate: 84N

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 85N

Distinguishing Characteristics: This is the lead worker level of the series. Positions are designated with lead responsibility to regularly assign, instruct, and check the work of ~~other~~ Advanced Registered Nurse Practitioners or lead a multi-disciplinary treatment team.

Explanation: This request from the Department of Social and Health Services for class plan maintenance to the Advanced Registered Nurse Practitioner - Lead. The updates include revisions to the distinguishing characteristics 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: 42 Professionals

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 100

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: 291F Advanced Registered Nurse Practitioner – Lead – Teamsters

Proposed Salary Range/Rate: 84N

Definition:

As a health professional ultimately accountable for patient care, leads medical staff in a clinical area and acts as a unit liaison and provides the full spectrum of medical/behavioral health care services to patients, including performing physical examinations, establishing diagnoses and determining appropriate treatment or referral for medical problems. Treatment and care provided is within the scope of the ARNP practice and licensure. Specialties include, but are not limited to: women's health, pediatrics, adult health, family health, geriatrics, public/community health, emergency care, critical care, diabetes management and/or psychiatric/mental health.

Distinguishing Characteristics:

This is the lead worker level of the series. Positions are designated with lead responsibility to regularly assign, instruct, and check the work of other Advanced Registered Nurse Practitioners.

Explanation: The request for establishment of the shadow class titled Advanced Registered Nurse Practitioner – LEAD – 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: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 101

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: 292F Dental Hygienist 2 - TEAMSTERS

Proposed Salary Range/Rate: 60

Definition: Performs oral prophylaxis; conducts a dental hygiene education program; directs student dental hygienists; performs expanded dental hygiene duties delegated by a dentist.

Explanation: The request for establishment of the shadow class titled Dental Hygienist 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: 43 Technicians

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 102

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: 295F Pharmacist 2 – Teamsters

Proposed Salary Range/Rate: 71G

Definition:

Performs professional pharmaceutical dispensing functions in a pharmacy and/or performs clinical functions within the patient environment.

OR

Within the Department of Health, Board of Pharmacy, conducts inspections of pharmacies, drug manufacturers, drug wholesalers, precursor chemical outlets, researchers and other licensed firms. Conducts investigations of health professionals in cases of suspected or alleged violations of laws administered by the Board of Pharmacy.

Distinguishing Characteristics:

Prepares and dispenses medications; provides medication information/education to nurses, physicians/clinicians and patients; instructs pharmacy and veterinary students, residents, interns and/or assistants; and provides pharmaceutical care to patients.

OR

Section C: Classification

Conducts inspections of pharmacies, drug manufacturers, drug wholesalers, precursor chemical outlets, researchers and other licensed firms; conducts investigations of health professionals.

Explanation: The request for establishment of the shadow class titled Pharmacist 2 – 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: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 103

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: 300F Imaging Technologist 1 - TEAMSTERS

Proposed Salary Range/Rate: 48

Definition: Performs clinical and research diagnostic imaging examinations.

Distinguishing Characteristics: This class performs at a fully qualified working level. Under general supervision, independently performs diagnostic imaging examinations to produce plain film radiographs for physician interpretation.

Explanation: The request for establishment of the shadow class titled Imaging Technologist 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 #: 104

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: 300M Imaging Technologist Lead - TEAMSTERS

Proposed Salary Range/Rate: 59

Definition: Lead imaging technologists, and perform examinations and procedures in relevant specialty areas such as radiology, cardiac catheterization, angiography, computed imaging, and/or magnetic resonance imaging to perform a variety of invasive and/or non-invasive diagnostic interventional examinations. Participate in training medical residents, fellows, students and staff.

Distinguishing Characteristics: Regularly assign, instruct and check the work of others. Under general direction, perform complex diagnostic and/or interventional examinations in a diagnostic imaging area and assist in coordinating the operation of imaging laboratory(s).

Explanation: The request for establishment of the shadow class titled Imaging Technologist 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

Section C: Classification

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 #: 105

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: 306N Occupational Therapist 1

Current Salary Range/Rate: 52

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition:

~~Provides occupational therapy services. Performs professional therapeutic work in instructing, evaluating, and supervising patients in occupational therapy activities.~~ Assesses patients, plans, and implements treatment; completes related documentation.

Distinguishing Characteristics:

~~First Entry-~~level class of the series. Under general supervision, assesses patient occupational therapy services needs and collaborates with other disciplines to provide safe and effective patient care.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Occupational Therapist 1. 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: 42 Professionals

Number of Position(s) Affected: 1

Classified Exhibit

Exhibit Information

Item #: 106

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: 3060 Occupational Therapist 2

Current Salary Range/Rate: 54

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition:

Provides occupational therapy services to patients using specialized skills, including assessment, treatment program planning and implementation, and related documentation.

Distinguishing Characteristics:

Under general direction, assesses, plans, and implements occupational therapy services. Provides leadership as a subject matter expert in a specialized area; leads program development and quality improvement projects, and Pparticipates in the instruction and evaluation of students ~~or staff~~.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Occupational Therapist 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: 42 Professionals

Number of Position(s) Affected: 1

Classified Exhibit

Exhibit Information

Item #: 107

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: 306P Occupational Therapist 3

Current Salary Range/Rate: 56

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 59

Definition:

Provides occupational therapy services to patients in an institution, or hospital setting, rehabilitation center, or residential facility; Serves as the clinical lead of an occupational therapy program or specialty area; or acts as a regional consultant to or within a specialty service including coordinating clinical activities and fieldwork programs in the specialty; or performs workplace consultations/assessments for the purpose of assisting employers to prevent musculoskeletal injuries or to modify jobs so that they can be safely and comfortably performed by the worker.

Distinguishing Characteristics:

Under general direction, independently performs occupational therapy services. Incumbents may be the only professional Occupational Therapist at a facility with no higher level professional therapy supervisor. ~~Coordinates a specialty service program in areas such as driver's education, pediatrics, burn or brain injury, developmental disabilities, or mental health; coordinates clinical activities and fieldwork programs in specialty service.~~ Positions may function to performing workplace consultations to assess musculoskeletal risk factors utilizing ergonomic specialty and medical expertise, researching and interpreting technical and medical data to identify work related ergonomic risk factors. These consultant

Section C: Classification

positions work within an assigned region of the state and independently conduct workplace consultations, deliver presentations, and participate in research/education program development.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Occupational Therapist 3. 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: 42 Professionals

Number of Position(s) Affected: 12

Classified Exhibit

Exhibit Information

Item #: 108

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: 306R Occupational Therapist Supervisor

Current Salary Range/Rate: 59

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 62

Definition:

Supervises occupational therapists, occupational therapy assistants, students, and other assigned staff; directs, plans and administers occupational therapy programs; develops, implements and monitors performance standards, policies and procedures to ensure cross unit standardization and quality control in Occupational Therapy services. Positions may also serve as a senior technical consultant performing workplace consultations and strategic planning for the development of therapy policy, standards/guidelines and training for occupational health professionals.

In the Department of Labor and Industries, acts as the single statewide technical specialist in the areas of Occupational Therapy policy and procedures, including job modification, home and vehicle modification, work hardening programs to restore physical capacity and function, and occupational therapy clinical treatment services.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Occupational Therapist Supervisor. The updates include revisions to 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: 2

Classified Exhibit

Exhibit Information

Item #: 109

Agency/HE Institution: University of Washington

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: 308D Speech Pathologist/Audiologist Specialist 1

Proposed Salary Range/Rate: 60

Definition:

Provides professional speech, language, and/or audiology services to individuals with swallowing, cognitive and communicative disabilities such as cognitive communication disorders, dysphagia, language or articulation disorders, hearing loss or impairments, dysfluency, voice disorders or motor speech disorders.

Distinguishing Characteristics:

Independently assesses and treats patient caseload which includes planning, evaluating and treating patients.

Explanation:

This is a request from the University of Washington for establishment of the Speech Pathologist/Audiologist 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 #: 110

Agency/HE Institution: University of Washington

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: 308E Speech Pathologist/Audiologist Specialist 1

Current Salary Range/Rate: 62

Proposed Class Code/Title: 308E Speech Pathologist/Audiologist Specialist 2

Proposed Salary Range/Rate: N/A

Explanation:

This is a request from the University of Washington for class plan maintenance to the Speech Pathologist/Audiologist Specialist 1. The update includes revision to the title. 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: 28

Classified Exhibit

Exhibit Information

Item #: 111

Agency/HE Institution: University of Washington

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: 308F Speech Pathologist/Audiologist Specialist 2

Current Salary Range/Rate: 65

Proposed Class Code/Title: 308F Speech Pathologist/Audiologist Specialist 3

Proposed Salary Range/Rate: N/A

Explanation:

This is a request from the University of Washington for class plan maintenance to the Speech Pathologist/Audiologist Specialist 2. The update includes revision to the title. 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: 20

Classified Exhibit

Exhibit Information

Item #: 112

Agency/HE Institution: University of Washington

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: 308G Speech Pathologist/Audiologist Specialist 3

Current Salary Range/Rate: 72

Proposed Class Code/Title: 308G Speech Pathologist/Audiologist Specialist 4

Proposed Salary Range/Rate: N/A

Explanation:

This is a request from the University of Washington for class plan maintenance to the Speech Pathologist/Audiologist Specialist 3. The update includes revision to the title. 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: 18

Classified Exhibit

Exhibit Information

Item #: 113

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: 310H Occupational Therapy Assistant 1

Current Salary Range/Rate: 39

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition:

Assists occupational therapists to evaluate patients through observing, testing, and measuring. Under the supervision of an occupational therapist, plans, implements, and documents treatment plans for patients. Performs administrative and clerical tasks.

~~Perform occupational therapy assessment and treatment procedures such as dressing and other self-care skills, maintain therapeutic equipment and supplies, perform clerical duties.~~

Distinguishing Characteristics:

Under the general occupational therapy supervision; of an occupational therapist, provides and assists with routine occupational therapy services.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Occupational Therapy Assistant 1. 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: 43 Technicians

Number of Position(s) Affected: 2

Classified Exhibit

Exhibit Information

Item #: 114

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: 310I Occupational Therapy Assistant 2

Current Salary Range/Rate: 42

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

See Occupational Therapy Assistant 1.

Definition:

Provide occupational therapy services under the direction of an occupational therapist to assigned patients ~~with complex diagnoses such as spinal cord injury, closed head injury, acute psychotic episodes, and/or multiple trauma;~~ with mental health and/or physical rehabilitation diagnoses; assist occupational therapist with evaluations and treatment planning.

Distinguishing Characteristics:

Under ~~general~~ supervision, of an occupational therapist, provide occupational therapy treatment to patients with complex problems in the areas of daily living, sensory motor, cognitive and psychosocial skills; instruct and evaluate students, interns, and volunteers.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Occupational Therapy Assistant 2. 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: 43 Technicians

Number of Position(s) Affected: 10

Classified Exhibit

Exhibit Information

Item #: 115

Agency/HE Institution: Department of Social and Health Services

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: 346E Adult Training Specialist 1

Current Salary Range/Rate: 37

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 41

Class Series Concept:

Within ~~thea division of~~ Developmental Disabilities ~~Administration~~, Residential Habilitation Center (RHC), positions in this series implement a variety of individualized vocational, educational, behavioral, therapy, motor, social, or community living skill training programs ~~and supports for people with disabilities~~. The resident training normally occurs in a work or training area but may take place in other settings on or off campus.

These positions report to and are supervised by an Adult Training Supervisor ~~or other professional responsible for therapy and training~~.

Definition:

This is the entry level of the series. Under the close monitoring by their supervisor, a professional staff, or higher-level Adult Training Specialist, positions perform paraprofessional level duties to assist in the implementation of an individualized training plan.

Distinguishing Characteristics:

~~This is the entry level of the series. In an in-training capacity works under close supervision. Positions perform paraprofessional level duties to assist in the implementation of individualized training programs for an assigned caseload.~~

Explanation:

This is a request from the Department of Social and Health Services for class plan maintenance to the Adult Training Specialist 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: 45 Paraprofessionals

Number of Position(s) Affected: 4

Classified Exhibit

Exhibit Information

Item #: 116

Agency/HE Institution: Department of Social and Health Services

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: 346F Adult Training Specialist 2

Current Salary Range/Rate: 42

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 44

Class Series Concept:

See Adult Training Specialist 1

Definition:

This is the journey level of the series. Positions at this level work under general supervision. Positions perform professional level duties to assist with the development of a variety of programs for an assigned caseload, and provides services that meet the needs of each individual.

~~Within the Developmental Disabilities Administration, Residential Habilitation Center, positions write and implement a variety of vocational, educational, behavioral, therapy, motor, social, or community living skill training programs and supports for people with disabilities. The resident training normally occurs in a work or training area, but may take place in other settings on or off campus.~~

~~These positions report to and are supervised by an Adult Training Supervisor or other professional responsible for therapy and training.~~

Distinguishing Characteristics:

~~This is the journey level of the series. Positions at this level work under general supervision. Positions perform professional level duties to assist with the development of a variety of programs for an assigned caseload, and provides services that meet the needs of each individual.~~

Explanation:

This is a request from the Department of Social and Health Services for class plan maintenance to the Adult Training Specialist 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: 45 Paraprofessionals

Number of Position(s) Affected: 73

Classified Exhibit

Exhibit Information

Item #: 117

Agency/HE Institution: Department of Social and Health Services

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: 346G Adult Training Specialist 3

Current Salary Range/Rate: 45

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 47

Class Series Concept:

See Adult Training Specialist 1

Definition:

This position is the lead within a training, vocational, or habilitation area and program. Positions review data collection and reporting of individualized vocational, educational, behavioral, therapy, motor, social, or community living skill training programs of residents for accuracy. Incumbents are expected to help train and give direction to other Adult Training Specialists.

~~Within the Developmental Disabilities Administration, Residential Habilitation Center, positions write and implement a variety of vocational, educational, behavioral, therapy, motor, social, or community living skill training programs and supports for people with disabilities. The resident training normally occurs in a work or training area, but may take place in other settings on or off campus. Staff are expected to help train and give direction to other adult training specialists.~~

~~Positions report to and are supervised by an Adult Training Supervisor or other professional supervisor responsible for therapy and training.~~

Distinguishing Characteristics:

~~This position is the leadworker within a training, vocational, or habilitation area and program. Positions review data collection and reporting of individualized vocational, educational, behavioral, therapy, motor, social, or community living skill training programs of residents for accuracy.~~

Explanation:

This is a request from the Department of Social and Health Services for class plan maintenance to the Adult Training Specialist 3. The updates include revisions to the class series concept, definition, distinguishing

Section C: Classification

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: 45 Paraprofessionals

Number of Position(s) Affected: 13

Classified Exhibit

Exhibit Information

Item #: 118

Agency/HE Institution: Department of Social and Health Services

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: 346I Adult Training Supervisor

Current Salary Range/Rate: 56

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

See Adult Training Specialist 1

Definition:

~~Within a Division of Developmental Disabilities Residential Habilitation Center (RHC) f~~Functions as a first-line supervisor of adult training staff within a training, vocational, or habilitation area and program. Adult training staff may include Adult Training Specialists, and/or other professionals (such as teachers, psychologists, or therapists) assigned to the facility's adult training programs.

These positions ensure the development of appropriate curricula and training programs based on individualized assessment ~~resident habilitation plans and needs~~, in accordance with day training standards.

Explanation:

This is a request from the Department of Social and Health Services for class plan maintenance to the Adult Training Supervisor. 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: 2

Classified Exhibit

Exhibit Information

Item #: 119

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: 347E Residential Rehabilitation Counselor 1

Current Salary Range/Rate: 40

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Class Series Concept:

Positions in this series are located at the Special Commitment Center (~~SCC~~) or community setting, which is operated by the Department of Social and Health Services (~~DSHS~~). ~~The SCC~~ This facility provides specialized treatment for sexually violent predators who have completed their prison terms, ~~but are still deemed by the courts as too dangerous to be released to society.~~ These residents are committed by the courts to the care of DSHS under RCW 71.09.

The Residential Rehabilitation Counselors (~~RRC~~) participate as members of a multi-disciplinary team in the implementation and maintenance of the therapeutic environment or milieu through effective implementation of treatment plans, proactive interventions, one-on-one engagements, observations, and the monitoring and tracking of residents' behaviors.

A therapeutic environment or milieu is a treatment setting where all activities and interactions are based on therapeutic practice for the purpose of supporting the individual in their ~~his or her~~ treatment. The environment is created by the professionals working in it and is defined by concepts such as creating safe and restorative physical surroundings, engaging residents in treatment activities and providing services in a manner that is respectful of human dignity.

Definition:

In a training capacity, assists Residential Rehabilitation Counselors in the specialized care and treatment of SCC residents in facilities and community-based restrictive alternatives. Participates, in a learning capacity, as a member of a multi-disciplinary team in the implementation of the therapeutic environment. Completes documentation to include observation reports, progress notes, behavioral tracking spreadsheets, incident reports and behavior management reports.

Distinguishing Characteristics:

This is an in-training class. Work performed at this level is conducted under close supervision. Incumbents are assigned progressively more responsible duties as they gain experience and complete assigned training activities such as: implementation of behavior management procedures and/or crisis intervention; specific security/safety duties; and current SCC-institutional policies and procedures.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Residential Rehabilitation Counselor 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: 42 Professionals

Number of Position(s) Affected: 0

Classified Exhibit

Exhibit Information

Item #: 120

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: 347F Residential Rehabilitation Counselor 2

Current Salary Range/Rate: 47

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: N/A

Definition:

Provides specialized care and treatment of residents at the Special Commitment Center ~~(SCC)~~ or community setting. Participates as a member of a multi-disciplinary team in the implementation of the therapeutic environment/milieu through effective management of treatment plans; proactive interventions; total engagement with the residents; assistance with daily support and life skills; conducting and assisting with therapeutic group activities; observing, monitoring and tracking of residents' behaviors; and escorting residents, who have been granted less restrictive alternative ~~(LRA)~~ placement, on outings into the community. Completes documentation to include observation reports, progress notes, behavioral tracking spreadsheets, incident reports and behavior management reports.

Distinguishing Characteristics:

This is the journey level of the series. Incumbents at this level perform under general supervision while performing specialized assignments that require a higher degree of independent judgment, such as providing one-on-one engagement, conducting proactive individual and small group interventions, encouraging problem-solving and calming activities and skills, and escorting residents into the community on LRA placements. These positions provide input and participate in the drafting of resident treatment

Section C: Classification

plans, field instructions or standard operating procedures; and assist with on-the-job training for Residential Rehabilitation Counselor 1s.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Residential Rehabilitation Counselor 2. 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: 42 Professionals

Number of Position(s) Affected: 121

Classified Exhibit

Exhibit Information

Item #: 121

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: 347H Residential Rehabilitation Counselor 4

Current Salary Range/Rate: 51

Proposed Class Code/Title: N/A

Proposed Salary Range/Rate: 54

Definition:

Under the direction of qualified professionals, positions in this class supervises Residential Rehabilitation Counselors and Security Guards in the implementation of the therapeutic environment or milieu through effective management of treatment plans, proactive interventions, observations, and the monitoring and tracking of residents' or patients' behaviors.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Residential Rehabilitation Counselor 4. 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: 34

Classified Exhibit

Exhibit Information

Item #: 122

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: 348I Institution Counselor 1

Current Salary Range/Rate: 44

Proposed Class Code/Title: 348I Behavioral Health Specialist 1

Proposed Salary Range/Rate: N/A

Class Series Concept:

Within the Departmental of Social and Health Services, this series is responsible for the care of children, youths and adults in an inpatient psychiatric hospital or residential treatment facility setting. Positions in this series are responsible for modeling and implementing evidence-based practices, counsels, documenting patient/resident behaviors and progress, and managing a caseload of patients/residents.

Definition:

In a training capacity, receives instruction in and performs basic~~less-difficult~~ casework services in an ~~institution~~ Behavioral Health Administration facilities.

Distinguishing Characteristics:

This is the entry level of the series serving in an in-training capacity. Positions at this level are required to learn and complete basic duties under close supervision of a higher-level Behavioral Health Specialist or assigned supervisor.

Section C: Classification

Incumbents are tasked with progressively more responsible duties as they gain experience and complete assigned training activities such as: implementation of behavior management procedures and/or crisis intervention; specific security/safety duties; and current policies and procedures.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Institution Counselor 1. The updates include revisions to the title, 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: 0

Classified Exhibit

Exhibit Information

Item #: 123

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: 348J Institution Counselor 2

Current Salary Range/Rate: 46

Proposed Class Code/Title: 348J Behavioral Health Specialist 2

Proposed Salary Range/Rate: N/A

Class Series Concept:

See Behavioral Health Specialist 1.

Definition:

Interviews and counsels institution residents/patients/residents and their relatives to secure information; counsels and assists them patient/residents to improve adjustment to institution/residential treatment facility and to effect rehabilitation and recovery. Provide behavioral health interventions to promote rehabilitation and recovery.

Distinguishing Characteristics:

This is the journey level of the series. Under general supervision, positions at this level are required to perform tasks such as: implementation of behavior management procedures and/or crisis intervention; specific security/safety duties; and current policies and procedures. Position assignments follow established guidelines, policies, procedures, and work methods. Work is reviewed for compliance with guidelines, policies, and procedure.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Institution Counselor 2. The updates include revisions to the title, 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: 19

Classified Exhibit

Exhibit Information

Item #: 124

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: 348K Institution Counselor 3

Current Salary Range/Rate: 50

Proposed Class Code/Title: 348K Behavioral Health Specialist 3

Proposed Salary Range/Rate: 52

Class Series Concept:

See Behavioral Health Specialist 1.

Definition:

Specialist or intensive service worker who assists, counsels and interviews the more difficult cases such as the defective delinquent, assaultive, regressed, and severely withdrawn institution residents patients/residents.

Distinguishing Characteristics:

This is the specialist level of the series. Incumbents at this level perform under general direction while conducting specialized assignments that require a higher degree of independent judgment. Duties include providing one-on-one engagement, facilitating individual and group activities, and encouraging problem-solving and calming activities and skills. These positions provide input and participate in the drafting of treatment plans, field instructions or standard operating procedures and assist with on-the-job training for Behavioral Health Specialist 1s.

Explanation:

This request from the Department of Social and Health Services for class plan maintenance to the Institution Counselor 3. The updates include revisions to the title, class series concept, 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: 352

Classified Exhibit

Exhibit Information

Item #: 125

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: N/A

Current Salary Range/Rate: N/A

Proposed Class Code/Title: 348L Behavioral Health Specialist 4

Proposed Salary Range/Rate: 55

Class Series Concept:

See Behavioral Health Specialist 1.

Definition:

Under the direction of higher-level professionals, positions in this class supervise Behavioral Health Specialists.

Distinguishing Characteristics:

Supervises Behavioral Health Specialists and serves as a member of a multi-disciplinary team that helps coordinate groups and day-to-day programs.

Explanation:

This request from the Department of Social and Health Services for establishment of the Behavioral Health 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 #: 126

Agency/HE Institution: University of Washington

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: 348M Psychiatric Youth Counselor 1

Proposed Salary Range/Rate: 49

Class Series Concept:

Within the Department of Social and Health Services, this series is responsible for the care of youth and adolescents in an inpatient psychiatric treatment setting. Positions in this series are responsible for modeling and implementing evidence-based practices, documenting patient behaviors and progress, and managing a caseload of patients.

Definition:

In a training capacity, assists Psychiatric Youth Counselors in the specialized care and treatment of youth and adolescent patients. Participates in a learning capacity, as a member of a multi-disciplinary team in the implementation of the therapeutic environment. Completes documentation to include observation reports, progress notes, behavioral tracking spreadsheets, incident reports and behavior management reports.

Distinguishing Characteristics:

This is an in-training class. Work performed at this level is conducted under close supervision. Incumbents are assigned progressively more responsible duties as they gain experience and complete assigned training activities such as: implementation of behavior management procedures and/or crisis intervention; specific security/safety duties; and current program policies and procedures.

Explanation:

This is a request from the Department of Social and Health Services for establishment of the Psychiatric Youth Counselor 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 #: 127

Agency/HE Institution: Department of Social and Health Services

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: 348N Psychiatric Child Care Counselor 1

Current Salary Range/Rate: 49

Proposed Class Code/Title: 348N Psychiatric Youth Counselor 2

Proposed Salary Range/Rate: 52

Class Series Concept:

See Psychiatric Youth Counselor 1. ~~This series is responsible for the care of youth and adolescents in an inpatient psychiatric hospital setting. Positions in this series are responsible for modeling and implementing evidence-based practices, documenting patient behaviors and progress, and managing a caseload of patients.~~

Explanation:

This is a request from the Department of Social and Health Services for class plan maintenance to the Psychiatric Child Care Counselor 1. The updates include revisions to the title, 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: 132

Classified Exhibit

Exhibit Information

Item #: 128

Agency/HE Institution: Department of Social and Health Services

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: 3480 Psychiatric Child Care Counselor 2

Current Salary Range/Rate: 52

Proposed Class Code/Title: 3480 Psychiatric Youth Counselor 3

Proposed Salary Range/Rate: 55

Class Series Concept:

See Psychiatric ~~Child Care~~ Youth Counselor 1

Definition:

As a shift lead, directs staff on assigned shift and aids in the programming for severely emotionally, behaviorally, and psychologically disturbed children and adolescents in a psychiatric ~~hospital~~ treatment setting serving mental health and/or forensic admissions.

Explanation:

This is a request from the Department of Social and Health Services for class plan maintenance to the Psychiatric Child Care Counselor 2. The updates include revisions to the title, 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: 27

Classified Exhibit

Exhibit Information

Item #: 129

Agency/HE Institution: Department of Social and Health Services

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: 348P Psychiatric Child Care Counselor 3

Current Salary Range/Rate: 55

Proposed Class Code/Title: 348P Psychiatric Youth Counselor 4

Proposed Salary Range/Rate: 58

Class Series Concept:

See Psychiatric ~~Child Care~~Youth Counselor 1

Definition:

Supervises Psychiatric ~~Child Care~~Youth Counselors in a ~~cottage~~psychiatric treatment setting for severely emotionally, behaviorally, and psychiatrically disturbed ~~children~~youth and adolescents in a ~~psychiatric 24-hour hospital setting~~serving mental health and forensic admissions.

Distinguishing Characteristics:

As the senior level of this series, incumbents have decision-making authority and supervise staff assigned to a ~~cottage~~treatment setting. This ~~position~~level provides leadership, oversees staff professional development activities, and acts as a liaison between the ~~cottage~~clinical team and other departments.

Explanation:

This is a request from the Department of Social and Health Services for class plan maintenance to the Psychiatric Child Care Counselor 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: 10

Classified Exhibit

Exhibit Information

Item #: 130

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: 350B Corrections Specialist 1 - TEAMSTERS

Proposed Salary Range/Rate: 50

Class Series Concept: See Corrections Specialist Assistant

Definition: Performs entry-level professional corrections specialist work and is responsible for developing, establishing, coordinating and/or facilitating correctional programs or activities within a facility, such as volunteer services, family friendly and/or community resource programs.

OR

Within a stand-alone minimum security facility, administers a roster management program under the direction of a Lieutenant or higher authority.

Distinguishing Characteristics: Under general supervision, employees perform complex duties within established guidelines such as, maintaining community partnerships and facilitating Family Advisory Council meetings. Work is periodically reviewed for compliance with guidelines, policies and procedures.

Explanation: The request for establishment of the shadow class titled Corrections Specialist 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: 42 Professionals

Number of Position(s) Affected: N/A

Classified Exhibit

Exhibit Information

Item #: 131

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: 350C Corrections Specialist 2 - TEAMSTERS

Proposed Salary Range/Rate: 54

Class Series Concept: See Corrections Specialist Assistant

Definition: Performs journey-level work developing, coordinating, implementing and evaluating various correctional programs as assigned. Plans, organizes and coordinates all aspects of facility-wide correctional programs or activities, such as children of incarcerated parent programming and Cognitive Behavioral Interventions. Prepares comprehensive reports and makes recommendations for management, identifies and projects trends and monitors program expenditures for adherence to budgeted allocations.

Distinguishing Characteristics: Positions at this level work under general direction and have facility-wide correctional program responsibilities. Positions at this level perform professional level duties related to correctional programs in areas such as intensive management, administrative segregation, grievance coordination, security, facility classification and evidence based program delivery. This level is distinguished from the Corrections Specialist 1 and Corrections Specialist 3 by the absence of roster management responsibilities.

Explanation: The request for establishment of the shadow class titled Corrections Specialist 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 #: 132

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: 350D Corrections Specialist 3 - TEAMSTERS

Proposed Salary Range/Rate: 58

Class Series Concept: See Corrections Specialist Assistant

Definition: This is the senior-level of the series, independently performs complex duties and serves as the program specialist responsible for corrections programs or activities within an assigned division, region or for a designated geographical area such as:

- Audits correctional programs for compliance with policy;
- Manages a specialized caseload of individuals under DOC jurisdiction, such as those under Least Restrictive Alternative or Family Offender Sentencing Alternative;
- Oversight, coordination and implementation of correctional programs or activities such as the Responsible Fatherhood Opportunities for Reentry and Mobility (ReFORM) and the Substance Abuse Recovery Unit (SARU) treatment programs;

OR

Within a major security facility or correctional complex that includes multiple levels of confinement, has overall responsibility of institutional hearings or a multi-million dollar custody roster management program.

Section C: Classification

Explanation: The request for establishment of the shadow class titled Corrections Specialist 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: 42 Professionals

Number of Position(s) Affected: N/A