

Special Director's Meeting Agenda

Revised

State Human Resources
Office of Financial Management

- Meeting Date: Thursday, June 22, 2023
- Meeting Time: 8:30 a.m.
- Hosted By: State Human Resources
Office of Financial Management
- Special Notice: This meeting is available via ZOOM (web) with a call-in option. This event is open to the public and may be photographed, videotaped, webcasted, or otherwise recorded. By participating in this event, you are agreeing your image--and anything you say or submit--may be posted indefinitely on one of OFM's publicly available sites.
- Audio Conferencing Only: To join this public meeting, please click on the following link or use the call-in option below. We will have closed captioning available.
- Zoom Meeting Launch link.
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 - Passcode: 850872
- Call-In Option: Call-in option:
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- Find your local number: <https://ofm-wa-gov.zoom.us/j/88171658224>
- Exhibits: The Exempt, Classification, Compensation and Rules items on the following pages have been submitted to staff for study and presentation to the State Human Resources Director at a quarterly scheduled public meeting.

Section A: Previous Minutes Approval

May 11, 2023

Section B: Exempt Compensation

None

Section C: Classification

Implementation

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Effective July 1, 2023—
Unless Otherwise Specified

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Effective July 1, 2024—
Unless Otherwise Specified

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Effective July 1, 2023—

Unless Otherwise Specified

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Effective July 1, 2024—

Unless Otherwise Specified

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Effective July 1, 2025--
Unless Otherwise Specified

Represented:

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Website Information

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

Proposal Package Submittals

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

Meeting Coordinator

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

Individuals with Disabilities

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

Alternate Publication Formats

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

What is a Revision

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

Section B: Exempt Compensation

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

There are no exempt compensation items for this meeting.

Section C: Classification

Item 1	
Agency/HE Institution Office of Financial Management	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 104I Administrative Intern 2	Current Salary Range/Rate 32E
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Assists in a variety of administrative, research, fiscal, information technology or ~~management-oriented~~ management-oriented projects in a State department.

Distinguishing Characteristics

Positions allocated to this series are designed to provide college students, ~~or~~ recent college graduates, or transitioning service members with an indoctrination into employment with the State of Washington. Incumbents will receive training in departmental procedures and at the same time will be assigned productive tasks and assignments in a variety of professional areas. Positions will normally be filled only ~~during vacation periods~~ or for special or short-term projects having an established completion date.

Explanation

This request from the Office of Financial Management is for class plan maintenance to the Administrative Intern 2 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 5

Section C: Classification

Item 2	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Shadow Class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 107J Program Specialist 3	Current Salary Range/Rate 53
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Current Shadow Class Code/Title 107J Program Specialist 3 - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 52
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate N/A

Class Series Concept

See Program Specialist 2.

Definition

Positions at this level work under general direction and typically have organization-wide program responsibility. For programs with statewide impact, incumbents are specialists who manage one component or assist higher levels in two or more components of the program. Programs include but are not limited to voter registration programs; boating, concession, or winter recreation programs; ~~minority and women's business enterprise programs~~; and aeronautics programs. Program components are comprised of specialized tasks (e.g., reservations, administration, and budget coordination) within a specialty program. Incumbents assist higher-level staff by coordinating all aspects of program services, providing technical assistance and specialized, consultation to program participants, staff and outside entities, and recommending resolution for complex problems and issues related to the program. Incumbents assess program participants' needs and develop specialized services and training unique to the program and are responsive to the needs of participants.

Explanation

This request from Washington State Department of Transportation for class plan maintenance to the Program Specialist 3 classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 603

Section C: Classification

Item 3	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment <input checked="" type="checkbox"/> Shadow Class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 119E Human Resource Consultant 1	Current Salary Range/Rate 46
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 47
Current Shadow Class Code/Title 119E Human Resource Consultant 1 - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 45
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate Teamsters 46

Definition

Performs first-level professional human resource assignments in one or more areas of the human resource function such as classification, compensation, benefits, recruitment and selection, internal agency diversity, equity, inclusion, affirmative action and equal employment opportunity, reasonable accommodation, training, organizational development, human resource information systems and/or labor relations

Distinguishing Characteristics

Under general supervision, performs first-level professional human resource assignments. Works under the regular guidance of a higher-level human resource professional or manager. Supervisor typically reviews work in progress as well as outcomes and assists with work prioritization. Positions work independently in making decisions regarding work processes or methods which will be used. Assignments are typically reoccurring, of limited scope, and/or involve a portion of a project. Assignments require analysis of a variety of policies and rules and development of strategies to resolve problems consistent with established standards and to assist with mitigating bias in human resource and business decisions.

Explanation

This request from Washington State Department of Transportation for class plan maintenance and salary adjustment to the Human Resource Consultant 1 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 188

Section C: Classification

Item 4	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Shadow Class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 119F Human Resource Consultant 2	Current Salary Range/Rate 51
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 53
Current Shadow Class Code/Title 119F Human Resource Consultant 2 - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 50
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate N/A

Definition

Independently performs professional level human resource assignments in one or more areas of the human resource function such as classification, compensation, benefits, recruitment and selection, internal agency diversity, equity, inclusion/affirmative action and equal employment opportunity, reasonable accommodation, training, organizational development, human resource information systems, and/or labor relations. Serves as a critical business partner, providing consultation and ~~Consults with and provides~~ assistance to managers, staff and the public regarding human resource and business issues.

Distinguishing Characteristics

Experienced professional level. Under general direction, independently provides professional human resource services. Works under general guidance of a ~~higher level~~ higher-level human resource professional or manager. Supervisor typically reviews outcomes and provides advice or direction as needed. Work performed is complex and impact of decisions is generally limited to specific customer groups but could result in legal and/or wider precedent-setting outcomes. Assignments normally involve making decisions and judgments within established precedents and promoting objective application of human resource and business programs, practices and policies fairly and equitably.

Explanation

This request from Washington State Department of Transportation for class plan maintenance and salary adjustment to the Human Resource Consultant 2 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 152

Section C: Classification

Item 5	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Shadow Class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 119G Human Resource Consultant 3	Current Salary Range/Rate 55
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 59
Current Shadow Class Code/Title 119G Human Resource Consultant 3 - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 54
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate N/A

Definition

Serves as senior level human resource consultant/advisor to management and staff regarding complex issues that frequently impact organizational operations and planning. Independently performs professional level human resource assignments in one or more areas of the human resource function such as classification, compensation, benefits, recruitment and selection, internal agency diversity, equity, inclusion affirmative action and equal employment opportunity, reasonable accommodation, training, organizational development, human resource information systems and/or labor relations. Positions work to mitigate organizational risk while advocating for both business and employee interests.

Distinguishing Characteristics

~~This is the senior professional level.~~ Under general direction, independently provides administrative direction and counsel to assigned agency divisions, regions, customers, or customer groups/clients regarding a broad range of human resource management issues which require the application of professional judgment in the analysis of complex human resource and operational relationships. Responsibilities include resolving complex human resource issues having long-range and broad potential impact. Analyzes, evaluates and presents recommendations regarding multidimensional issues and implements process solutions. Issues may involve competing interests, multiple clients, conflicting rules or practices, considering a range of possible solutions or other elements that contribute to complexity. Works to mitigate bias in the application of human resource and business programs.

Section C: Classification

Explanation

This request from Washington State Department of Transportation for class plan maintenance and salary adjustment to the Human Resource Consultant 3 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 221

Section C: Classification

Revised

Item 7	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Shadow Class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 119H Human Resource Consultant 4	Current Salary Range/Rate 59
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 63
Current Shadow Class Code/Title 119H Human Resource Consultant 4 - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 58
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate N/A

Definition

Serves as an assigned professional expert in one or more functional human resource areas; or supervises professional or other human resource staff members. Provides expert level analysis and consultation to management and staff regarding highly complex, multidimensional issues with strategic or long-range impact to organizations and programs.

Distinguishing Characteristics

Professional expert or supervisory level. Assignments require application of knowledge and expertise to make decisions on complicated and high-risk issues. Assesses agency policies and practices to recognize and mitigate bias and evaluate effectiveness of human resource programs and services in achieving workforce diversity, equitable and inclusive workplace and equal employment opportunity.

These assignments often require proactive intervention and have wide or precedent setting impact. Provides advice and consultation to organization management, lower-level professional staff and peers on highly complex human resource and business issues. Serving as a strategic business partner, ~~Handles or oversees~~ analyzes, evaluates and provides solutions to the organization's most sensitive, complex, or critical human resource issues. Provides advice and guidance and/or supervises professional or other staff members.

Explanation

This request from Washington State Department of Transportation for class plan maintenance and salary adjustment to the Human Resource Consultant 4 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 300

Section C: Classification

Revised

Item 7	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 122E External Civil Rights Specialist 1	Proposed Salary Range/Rate 47

Class Series Concept

The External Civil Rights Specialist is a professional series with work involving the advocacy, outreach, consultation and/or compliance of external civil rights and other external equity-related programs, laws, rules, statutes.

Positions serve a dual role by monitoring and measuring activities for regulatory compliance while advocating for community interests for equal access to, and the delivery of, public services and publicly funded projects. These programs, services and projects are provided by, or through, Washington State agencies/institutions to residents, customers, contractors, employers, and other entity.

This series helps to mitigate and reduce risk of non-compliance for federally or state funded projects and programs, and promotes equity in public spending creating diverse, innovative, and efficient business solutions for agencies. Many serve as strategic business liaisons between internal agency programs and external parties or contractors in support of state business initiatives and projects from a regulatory perspective.

Examples of federal and state external civil rights and external equity-related program areas may include but not limited to: Titles of the Civil Rights Act; Americans with Disabilities Act; Disadvantaged Business Enterprise; Equal Employment Opportunity contract compliance; Federal Small Business Enterprise; Minority, Small, Veteran and Women's Business Enterprise; Pre-Apprenticeship & Supportive Services Grant Program; On-the-Job-Training Support Services; Language Access; Environmental Justice; Healthy Environment for All Act; Patient Protection and Affordable Care Act; Tribal Employment Rights Ordinance; Priority Hire Program.

Internal Civil Rights programs and related work are typically found in other class series such as but not limited to the Human Resource Consultant series.

Definition

This is the entry level of the series performing first level professional work involving the advocacy, outreach, consultation and/or compliance in one or more areas of external civil rights and other external equity-related programs.

Distinguishing Characteristics

Positions work under general supervision and performs first level professional assignments. Works under the regular guidance of a higher-level professional or manager.

Section C: Classification

Incumbents work independently in making decisions regarding work processes or methods which will be used. Assignments are typically reoccurring, of limited scope, and involve a portion of a program. Assignments require analysis of a variety of policies and rules and assisting with development of strategies to resolve problems consistent with established standards. Unusual problems, probable outcomes and solutions are presented to others for resolution. Incumbents may be delegated limited authority to approve expenditures and may assist with developing and coordinating statewide program activities.

Explanation

This request from Department of Transportation for establishment of the External Civil Rights Specialist 1 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 8	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 122F External Civil Rights Specialist 2	Proposed Salary Range/Rate 53

Class Series Concept

See External Civil Rights Specialist 1.

Definition

This is the experienced, journey level of the series performing professional work involving the advocacy, outreach, consultation and/or compliance in one or more areas of external civil rights and other external equity-related programs.

Distinguishing Characteristics

Positions work independently under general direction within their area of responsibility. Independently performs professional assignments, and recognized as specialists who manage one component, or assist higher classification levels in two or more components, of an external civil rights program with external entities such as contractors and consultants and other service providers.

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

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

Explanation

This request from Department of Transportation for establishment of the External Civil Rights Specialist 2 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 9	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 122G External Civil Rights Specialist 3	Proposed Salary Range/Rate 59

Class Series Concept

See External Civil Rights Specialist 1.

Definition

This is the senior/specialist level of the series. Independently performs, or leads others in performing professional work involving the advocacy, outreach, consultation and/or compliance in one or more areas of external civil rights and other external equity-related programs.

Distinguishing Characteristics

Under general direction, performs complex professional assignments with organization-wide program responsibilities for an external civil rights program(s) with external entities such as contractors and consultants and other service providers, and may serve as a lead or training resource for other specialists in the series.

Performs a wide scope of complex duties and responsibilities in the management of a program, exercises independent judgment, final decision-making authority is limited.

Explanation

This request from Department of Transportation for establishment of the External Civil Rights Specialist 3 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 10	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 122H External Civil Rights Specialist 4	Proposed Salary Range/Rate 64

Class Series Concept

See External Civil Rights Specialist 1.

Definition

Serves as the professional expert level of the series performing professional work involving the advocacy, outreach, consultation and/or compliance in one or more areas of external civil rights and other external equity-related programs; and/or supervises other External Civil Rights Specialist positions or other professional level position(s) whose primary function is conducting external civil rights/equity-related program work.

Distinguishing Characteristics

Positions at this level work under administrative direction, perform professional external civil rights program management and analysis for external civil rights programs with external entities such as contractors and consultants and other service providers. Recognized as the program and series expert, positions at this level have organization-wide program management responsibilities and/or is the supervisory level of the series. Perform a wide scope of highly complex duties and responsibilities in the management of a program, exercise independent judgment, have delegated decision-making authority.

Administer, oversee, and direct all program activities and advise on aspects of the program or make decisions of major significance that may affect the organization as a whole. Responsibilities include overseeing and resolving the most sensitive, complex external civil rights/equity-related issues having broad potential impact.

Explanation

This request from Department of Transportation for establishment of the External Civil Rights Specialist 4 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 11	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Shadow Class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 123E Human Resource Consultant Assistant 1	Current Salary Range/Rate 36
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Current Shadow Class Code/Title 123E Human Resource Consultant Assistant 1 - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 35
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate N/A

Class Series Concept

Human resource professionals are involved in assignments that frequently crossover or merge traditional functions and specialties with significant responsibility in mitigating and reducing risk by addressing complex organizational and business issues. Many are leading, facilitating, or coaching others regarding a wide range of multifaceted organizational, leadership, policy, regulatory, and human resource issues. Human resource professionals serve as critical business partners implementing processes and monitoring and measuring outcomes of activities in support of agency initiatives and strategic goals. ~~It is anticipated that the current trend will continue, resulting in human resource personnel continuing to assume greater responsibility in addressing organizational issues.~~

The Human Resource Consultant is a professional series with a Human Resource Consultant Assistant 1 and 2 as the paraprofessional levels. Positions in this series may require specialization in one or a limited number of human resource areas or may be assigned a wide variety of responsibilities.

Examples of professional responsibilities typically assigned include, but are not limited to: classification, compensation, recruitment, selection, ~~affirmative action~~, internal agency diversity, equity, inclusion, equal employment opportunity, elimination and prevention of discrimination in employment, and anti-racism strategies, reasonable accommodation, staff and leadership development and training, management of human resource information systems and files, career counseling, employee recognition and motivation, workplace investigations, drug and alcohol policies, protected leave, advising management on employee performance and/or corrective and disciplinary actions, representing an organization in appeals or grievances, conducting labor negotiations, mediation or arbitration, organizational analysis or development, interpretation and application of laws, rules, policies and procedures, and other personnel services. Positions may also be assigned workplace safety or security issues, loss control analysis or prevention, program or policy development, quality consultation, or other functions relating to human resource management in an organization.

Section C: Classification

Examples of paraprofessional or technical responsibilities typically assigned include, but are not limited to: interpreting rules and policies to direct payroll actions, explaining human resource policies, procedures, and programs to employees, managers, the public, and others; providing technical assistance to support the professional responsibilities listed above; providing guidance to others in registering or applying for human resource programs, completing requests for personnel actions, benefits, etc.; providing training or orientation in area of responsibility; maintaining confidential records and generating reports.

External Equal Employment Opportunity (EEO)/Diversity, Equity and Inclusion (DEI) work is found in the External Civil Rights Compliance Specialist series.

Explanation

This request from Department of Transportation for class plan maintenance to the Human Resource Consultant Assistant 1 classification. The updates include revisions to the class series concept.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 35

Section C: Classification

Item 12	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 164E UI Specialist 1	Current Salary Range/Rate 37
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

Positions in this series provide unemployment insurance (UI) claims processing and adjudication services. Positions receive and record claims information from clients that is used to process applications for unemployment claims benefits. Positions are responsible to ensure completeness, research and verify missing or incomplete information and respond to claims inquiries. Positions within this series are responsible for the adjudication of claims involving complex analysis to determine appropriate claim status, conduct research and interviews to obtain facts that effect eligibility, and issue an allowance or denial of UI benefits, represent the agency at claims appeal hearings and know and understand complex unemployment insurance program laws, rules, regulations, policies and procedures. At the higher levels, perform complex and specialized unemployment insurance program services involving intensive application of specialized knowledge and skills and may participate in the development and implementation of policies.

Definition

Performs routine para-professional duties related to unemployment insurance programs and services, including claims processing.

Distinguishing Characteristics

Positions at this level work under close supervision, or direction of a higher level UI Specialist. The majority of the time is spent assisting higher level UI specialists, or performing assignments such as: Answering a wide variety of questions about unemployment insurance programs and services, and general questions concerning eligibility for benefits, via phone or electronic inquiries; or processing unemployment insurance basic and continued claims, call message recording (CMRs), pin resets, and address changes.

Explanation

This request from Employment Security Department for abolishment to the UI Specialist 1 classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 21

Section C: Classification

Item 13	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 164F UI Specialist 2	Current Salary Range/Rate 41
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

This the entry level for the professional Unemployment Insurance (UI) Specialist series for claims receipt and processing. Performs claims intake and processing duties of routine and complex unemployment insurance claims that does not include determinations.

Distinguishing Characteristics

Under close supervision, provide professional receipt and processing of routine unemployment insurance claims while applying unemployment insurance program laws, rules, regulations, policies and procedures. Provides services or performs claims intake and processing duties of routine unemployment insurance claims that does not include determinations.

Explanation

This request from Employment Security Department for abolishment to the UI Specialist 2 classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 492

Section C: Classification

Item 14	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 164G UI Specialist 3	Current Salary Range/Rate 44
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

This is the entry level of the professional Unemployment Insurance (UI) Specialist series for claims adjudication. Performs detail complex claims receipt and processing. Delivers services to clients by taking and processing basic and complex unemployment insurance claims; and performs adjudication, makes and issues formal and informal written decisions to allow or deny unemployment insurance claims that involve non-monetary issues. All positions apply complex laws, rules, regulations, policies, and procedures applicable to the unemployment insurance program.

Distinguishing Characteristics

Performs basic adjudication under close supervision involving basic analysis to determine appropriate claim status, conducts research and interviews to obtain facts that effect eligibility, and issues an allowance or denial of UI benefits. Acquires higher-level analytical skills for more complex claims determinations. Time is spent gaining proficiency to maintain a full workload of unemployment insurance claims involving non-monetary issues such as quits, discharges, availability, suitability, fraud and routine overpayment. Under general supervision, provides professional unemployment insurance assignments, including providing intensive services or conducting claims intake and processing duties of routine and complex unemployment insurance claims.

Explanation

This request from Employment Security Department for abolishment to the UI Specialist 3 classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 140

Section C: Classification

Item 15	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 164H UI Specialist 4	Current Salary Range/Rate 48
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

This is the journey level of the Unemployment Insurance (UI) Specialist series, independently performs intake, processing and adjudication of unemployment insurance claims. Coach and mentor lower level UI specialists. Processing unemployment insurance claims; or adjudicates unemployment insurance claims. All positions apply complex laws, rules, regulations, policies and procedures applicable to the unemployment insurance program.

Distinguishing Characteristics

Under general supervision, independently performs professional unemployment insurance assignments, including providing intensive services along with claims intake, and processing duties for routine and complex unemployment insurance claims. Provides coaching and mentoring to instruct and guide the work of other UI Specialists. Implements and ensures consistent application of existing and new policies and procedures. Adjudicates claims involving complex analysis, determines appropriate claim status, conducts research and performs interviews to obtain facts that effect eligibility, determinations or redeterminations to allow or deny UI benefits that involve non-monetary issues including quits, discharges, availability, suitability, fraud and routine overpayment. Conducts fact-finding with claimants, employers, employer representatives, and third parties when required. Determines rebuttal requirements and need to obtain additional facts, and advises claimants of final rights and responsibilities. Represents the agency in appeal hearings

Explanation

This request from Employment Security Department for abolishment to the UI Specialist 4 classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 240

Section C: Classification

Item 16	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 164I UI Specialist 5	Current Salary Range/Rate 50
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

This is the leadworker or program senior/specialist level of the Unemployment Insurance (UI) series. Responsible for independent performance of complex specialized unemployment insurance program requirements involving application of laws, rules, regulations, policies and procedures applicable to the unemployment insurance claims. All positions apply complex laws, rules, regulations, policies, and procedures applicable to the unemployment insurance program.

Distinguishing Characteristics

Under general direction, conducts training, and assists with orienting, directing and coordinating the work of other UI Specialists. Implements and ensures consistent application of existing and new policies and procedures. Provides staff with expertise and assistance in the most complex claim issues. Carries an assigned workload of the most complex unemployment insurance claims processing and adjudication duties. Provides staff with expertise and assistance in the most complex claim issues.

Explanation

This request from Employment Security Department for abolishment to the UI Specialist 5 classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 56

Section C: Classification

Item 17	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 164J UI Specialist 6	Current Salary Range/Rate 52
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Supervises Unemployment Insurance (UI) Specialists, coordinating and directing the activities of a unit providing unemployment insurance services to clients.

Distinguishing Characteristics

Positions at this level work under general direction and are responsible for the delivery of UI services. Manages the most highly complex UI claims. Supervises staff or program experts that manages a program.

Explanation

This request from Employment Security Department for abolishment to the UI Specialist 6 classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 55

Section C: Classification

Item 18	
Agency/HE Institution Department of Social and Health Services	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 165F Financial Benefits Coordinator	Current Salary Range/Rate 35
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 41

Definition

~~Within a Department of Social and Health Services' hospital or residential facility having at least 200 patients or residents, coordinates all patients' or residents' requests for benefits with Federal, State or private providers. Serves as resident or patient advocate in any subsequent appeals.~~

Provides support and direct assistance to clients with significant disabilities. Provides benefits counseling with customers, Division of Vocational Rehabilitation staff, legal guardians, representative payees, Community Rehabilitation Programs, lawyers, mental health practitioners, transition teachers, and Developmental Disabilities Administration case managers by creating individualized Social Security Administration guides and writing an individualized benefits planning analysis. Provides in depth counseling regarding how work will impact the customer's benefits. ~~Financial Benefits Coordinators~~ Performs social work with DVR Customers to increase their ability for placement into meaningful work with pathways to improve financial stability and independence.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Financial Benefits Coordinator classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected N/A

Section C: Classification

Item 19	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 167F Employment Security Program Coordinator 1	Current Salary Range/Rate 44
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Assigned to the central office of the Employment Security Department, ~~under the general supervision of a higher level Employment Security Program Coordinator,~~ independently performs professional level work. Within the Employment and Training or the Unemployment Insurance Programs, plans, implements, reviews, monitors and evaluates program activities or portions of a program (such as Trade Readjustment Assistance Act claims or combined wage claims). Positions at this level have the responsibility and authority to correct and adjust claims and/or payments within the automated payment systems.

Explanation

This request from Employment Security Department for class plan maintenance to the Employment Security Program Coordinator 1 classification. The updates include revisions to the definition. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 9

Section C: Classification

Item 20	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 167G Employment Security Program Coordinator 2	Current Salary Range/Rate 50
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Assigned to the central office of the Employment Security Department, ~~under the limited supervision of a higher level Employment Security Program Coordinator or Washington Management Service Manager,~~ performs journey-level professional work. Within the Employment and Training Program or the Unemployment Insurance Program, provides policy analysis, and program planning, ~~develops and provides technical program training and assistance and/or~~ monitors program compliance with federal and state standards;

OR

Within the Unemployment Insurance Program, collects overpayment, negotiates and establishes repayment contracts; ~~OR investigates fraud and gathers information for financial recovery or prosecution;~~ OR provides statewide quality assurance by conducting appraisals and validation of the unemployment insurance system.

Explanation

This request from Employment Security Department for class plan maintenance to the Employment Security Program Coordinator 2 classification. The updates include revisions to the definition. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 44

Section C: Classification

Item 21	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 167H Employment Security Program Coordinator 3	Current Salary Range/Rate 54
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Assigned to the central office, of the Employment Security Department, ~~under the supervision of a Washington Management Service Manager or higher,~~ supervises a professional staff and directs the activities of a unit within the statewide Employment and Training or Unemployment Insurance Programs; OR serves as a management designated senior-level specialist within the Employment and Training or Unemployment Insurance Programs and provides advance level consultation or liaison to a variety of internal and/or external customers.

Distinguishing Characteristics

Positions at this level are characterized by a high level of independent judgment and broad responsibilities and decision-making authority in determining the nature and scope of problems to be resolved.

Positions that are allocated as senior-level specialists for a program area must be designated in writing by a Division Administrator using the following criteria:

A senior-level specialist is defined as a consultant and recognized authority working in a designated specialty area. Positions research new or revised laws and regulations to recommend policies and develop procedures or consult on technical systems procedures for the administration of programs. Positions exercise primary responsibility for program policy development and/or act as an agency spokesperson and have primary responsibility and authority for the planning and design of their assigned specialty area.

Explanation

This request from Employment Security Department for class plan maintenance to the Employment Security Program Coordinator 3 classification. The updates include revisions to the definition. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 16

Section C: Classification

Revised

Item 22	
Agency/HE Institution Department of Labor & Industries	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 168E Industrial Insurance Compensation Unit Supervisor	Current Salary Range/Rate 61
Proposed Class Code/Title 168E Workers' Compensation Adjudicator 6	Proposed Salary Range/Rate N/A

Class Series Concept

See Worker's Compensation Adjudicator 1.

Definition

~~In the Department of Labor and Industries:-~~

~~Claims Administration Program: Supervisor adjudicators in a claims unit that performs workers' compensation adjudication functions, or supervises the Case Reserve unit,~~

~~Self Insurance Program - Supervises adjudicators in a claims or program compliance unit that adjudicates, manages, monitors and regulates self insured employers workers' compensation claims-~~

~~Crime Victims Compensation Program: Supervises adjudicators who perform crime victim compensation claims adjudication functions.-~~

~~Policy and Quality Coordination Program: Supervises the Claims Training, Quality Assurance, or Coaching/Mentoring unit.-~~

~~Self Insurance Program: Supervises adjudicators in a claims or program compliance unit that adjudicates, manages, monitors and regulates self insured employers workers' compensation claims.-~~

~~Within a Service Location: Supervises adjudicators that perform workers' compensation adjudication functions.-~~

This is the supervisory level of the series and operates at the expert level of work. Incumbents have the highest level of responsibility and extensive knowledge based on their experience and progression through the Workers' Compensation Adjudicator series. 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 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.

Section C: Classification

Explanation

This request from Department of Labor & Industries for class plan maintenance to the Workers' Compensation Adjudicator 6 classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 42

Section C: Classification

Item 23	
Agency/HE Institution Department of Labor and Industries	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> 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 determine entitlement to workers' compensation benefits per RCW Title 51. 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 adjudicates and manages a caseload of non-compensable and compensable workers' compensation claims; ~~or crime victims claims~~ determining the validity of claims and sufficiency of medical evidence; on-going medical management, and entitlement to benefits based on work status.

Distinguishing Characteristics

Working under close supervision, ~~Positions assigned to this class which~~ are responsible for the management of non-compensable and compensable claims, involving less than 14 days of time loss with level 1 complexity factors.

Note: Level 1 complexity factors are determined by the Labor and Industries claims assignment system matrix.

Explanation

This request from 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, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 14

Section C: Classification

Item 24	
Agency/HE Institution Department of Labor and Industries	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 168P Workers' Compensation Adjudicator 2	Current Salary Range/Rate 48
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 49

Class Series Concept

See Workers' Compensation Adjudicator 1

Definition

In the Department of Labor and Industries, this is the journey level of the series. ~~In Claims Administration, positions adjudicates and manages a caseload of compensable workers' compensation claims; or in Crime Victims, adjudicates and manages a caseload of crime victims' claims; or in Self Insurance, adjudicates, manages, monitors and regulates self-insured employers' workers' compensation claims for compliance with the industrial insurance law.~~

Distinguishing Characteristics

Under general supervision, positions assigned to this class are responsible for the management of compensable claims, including involve more than 14 days of time loss from work within the level 2 complexity factors in claims administration or level 2 complexity factors in crime victims. 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. NOTE: Level 2 complexity factors are determined by the Labor and Industries claims assignment system matrix.

Explanation

This request from Department of Labor and Industries for class plan maintenance and a salary adjustment to the Workers' Compensation Adjudicator 2 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 69

Section C: Classification

Item 25	
Agency/HE Institution Department of Labor and Industries	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 168Q Workers' Compensation Adjudicator 3	Current Salary Range/Rate 52
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 54

Class Series Concept

See Workers' Compensation Adjudicator 1.

Definition

~~Within the Department of Labor and Industries, Insurance Services Division in Claims Administration, adjudicates and manages a caseload of compensable workers' compensation claims, trains Workers' Compensation Adjudicators 1 and 2 in the formal training program, adjudicates third party recoveries, or determines social security offsets/ or pension benefit levels; or in Crime Victims, adjudicates and manages a caseload of crime victims claims, or adjudicates third party recoveries; or in Self-Insurance, adjudicates, manages, monitors and regulates self-insured employers' workers' compensation claims for compliance with the Industrial Insurance Laws; or in Risk Management, acts as a consultant on Industrial Insurance claims for the employers participating in group insurance programs. this level is the fully qualified professional Workers' Compensation Adjudicator managing compensable claims in one or more of the following areas: Claims Administration; Crime Victims Compensation; or Self-insurance.~~

Distinguishing Characteristics

~~Positions assigned to this class which are responsible for the management of compensable claims, involve more than 14 days of time loss with level 3 complexity factors in crime victims. 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 from Department of Labor and Industries for class plan maintenance and salary adjustment to the Workers' Compensation Adjudicator 3 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 102

Section C: Classification

Item 26	
Agency/HE Institution Department of Labor and Industries	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 168R Workers' Compensation Adjudicator 4	Current Salary Range/Rate 54
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 56

Class Series Concept

See Workers' Compensation Adjudicator 1

Definition

In the Department of Labor and Industries; ~~in Claims Administration, adjudicates, negotiates and resolves workers' compensation claims that are protested or appealed, or performs external quality assurance audits of workers' compensation claim, or trains Workers' Compensation Adjudicators 3 in a formal training program; or in self insurance, adjudicates, negotiates and resolves workers' compensation claims that are protested or appealed, or trains Workers' Compensation Adjudicators 3 in formal training program.~~ positions at this level provide leadership and are the technical resource responsible for mentoring, coaching or formal training to lower-level Workers' Compensation Adjudicators.

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 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 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 workers' compensation claims that are protested or appealed.

Section C: Classification

Explanation

This request from Department of Labor and Industries for class plan maintenance and salary adjustment to the Workers' Compensation Adjudicator 4 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 95

Section C: Classification

Item 27	
Agency/HE Institution Department of Labor and Industries	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 168S Workers' Compensation Adjudicator 5	Current Salary Range/Rate 57
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 58

Class Series Concept

See Workers' Compensation Adjudicator 1

Definition

In the Department of Labor and Industries, this is the senior technical specialist level of the series. Positions are allocated at this level of the series are assigned to one of the four five defined separate program areas; within the Department of Labor and Industries;

- ~~1.~~ 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.
- ~~2.~~ Crime Victims Compensation Program: Determines eligibility of workers' compensation claims for permanent total disability and/or death benefits.
- ~~3.~~ Legal Services Program: Supervises adjudicators in the Appeal Review Section, or determines if civil fraud was committed under Title 51. 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, including supervision of the adjudicative staff.
- 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).

Section C: Classification

Explanation

This request from Department of Labor and Industries for class plan maintenance and salary adjustment to the Workers' Compensation Adjudicator 5 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 39

Section C: Classification

Item 28	
Agency/HE Institution Department of Labor and Industries	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 169E Apprentice - Workers' Compensation Adjudicator 2	Current Salary Range/Rate Special Case
Proposed Class Code/Title 169E Workers' Compensation Adjudicator 2 - Apprentice	Proposed Salary Range/Rate N/A

Class Series Concept

See Workers' Compensation Adjudicator 1

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 ~~apprenticeable job~~ apprenticeship that has been approved by the Washington 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 academic classroom training to achieve journey status- and move to the Worker's Compensation Adjudicator 2 classification.

Explanation

This request from Department of Labor and Industries for class plan maintenance to the Apprentice Workers' Compensation Adjudicator 2 classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 66

Section C: Classification

Item 29	
Agency/HE Institution Health Care Authority	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 170E Medical Assistance Specialist 1	Current Salary Range/Rate 33
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 35

Class Series Concept

This series is responsible for providing medical eligibility determinations, enrollment, guidance and adjudication of medical insurance benefits to clients, members, providers and stakeholders. Positions investigate, research and analyze financial records, information, data, systems, program policies, procedures and benefits. Positions determine financial and program eligibility, prior authorizations, adjudicate claims, and coordinate and administer benefits.

Definition

Examines, adjudicates and/or adjusts routine health insurance claims, enrollment forms or requests for authorization of services. These functions are performed in response to system edits, standard codified policy statements or operating policies and procedures. Reviews, researches, analyzes and interviews clients to determine or re-determine eligibility for medical insurance benefits. Processes changes in clients circumstances and determines continuing eligibility of clients and providers.

Distinguishing Characteristics

This is the entry level class within of the series. Positions at this level utilize a limited range of system capabilities dealing with the internal consistency of the claim, eligibility of the recipient client and/or health care provider, and the validity of claim within program requirements, etc.

Explanation

This request from Health Care Authority for class plan maintenance to the Medical Assistance Specialist 1 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 12

Section C: Classification

Item 30	
Agency/HE Institution Health Care Authority	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 170F Medical Assistance Specialist 2	Current Salary Range/Rate 36
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 38

Class Series Concept

See Medical Assistance Specialist 1.

Definition

~~Examines and adjudicates initial system exception messages for health insurance claims. Processes, updates, verifies and/or computes and adjusts client members and/or provider eligibility, enrollment or dental authorization screens services, and/or explains to clients and/or providers their benefits, rights and responsibilities. Establishes managed care enrollment and plan accounts and p~~ Performs routine account adjustments, eligibility determinations, enrollment, changes in circumstances and case actions.

Distinguishing Characteristics

~~This is the journey level of the series. Positions perform routine assignments following established procedures, formats and priorities are typically assigned the processing, correspondence, and phoning associated with the primary work in the medical assistance program.~~

Explanation

This request from Health Care Authority for class plan maintenance to the Medical Assistance Specialist 2 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 2

Section C: Classification

Item 31	
Agency/HE Institution Health Care Authority	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 170G Medical Assistance Specialist 3	Current Salary Range/Rate 42
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 44

Class Series Concept

See Medical Assistance Specialist 1.

Definition

Provides expert senior level consultation and adjudication of medical, dental, vision and behavioral health insurance benefits and services to providers, clients, members and/or other external customers and independently stakeholders. Determines prior authorizations for medical and dental services; coordination of benefits; adjudication of complex claims; resolves technical problems, complex eligibility, enrollment or claims issues.

- ~~1. Determines prior authorization of medical services; or~~
- ~~2. Adjudicates complex claims utilizing multiple systems and/or contracts; or~~
- ~~3. Coordinates benefits; or~~
- ~~4. Interprets, coordinates and/or services complex medical accounts such as exemptions from managed care enrollment and complaint resolution and/or enrollments such as those involving the Basic Health Plan; or~~
- ~~5. Determines initial and/or ongoing medical eligibility for medical assistance programs; or~~
- ~~6. Resolves technical problems involving clients, agencies, carriers, and/or providers; or~~
- ~~7. Trains newly hired entry level internal staff; or~~
- ~~8. Supervises a unit of Medical Assistance Specialists 1s and/or 2s.~~

Distinguishing Characteristics

This is the senior level of the series. Positions independently perform professional and technical duties related to complex state and federal medical insurance benefits programs, systems and services. are assigned investigation, research, and analysis duties involved in resolving problems such as payments to providers, eligibility, enrollment, recoupment, overpayments, and authorizations a majority of the time. Positions at this level may be distinguished from the Medical Assistance Specialist 2 by their independence of action, limited supervisory direction, and broad discretion to perform the full range of technical and professional duties.

Section C: Classification

Explanation

This request from Health Care Authority for class plan maintenance to the Medical Assistance Specialist 3 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 343

Section C: Classification

Item 32	
Agency/HE Institution Health Care Authority	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 170H Medical Assistance Specialist 4	Current Salary Range/Rate 46
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 48

Class Series Concept

See Medical Assistance Specialist 1.

Definition

Serves as a designated lead worker over lower level staff which must include at least one technical-MAS3; or provides formal provider training, guidance and expertise to staff, providers and stakeholders to ensure uniform application of program rules, policies, and regulations; or interprets policy/regulations, analyzes serves as a quality assurance reviewer of the work performed by lower level staff; or serves as an expert analyzing workflow and automated systems problems, devises and implements new and revised procedures and monitors ongoing systems operations to ensure accurate coding, compliance with program requirements and complex regulations, adjudicating payments and recoupments in the broader aspects of Medicaid Management Information System (MMIS) related activities.

Distinguishing Characteristics

This is the expert, lead, trainer or quality assurance reviewer of the series. Positions independently interpret and apply program requirements, policies, procedures, processes and regulations to ensure accuracy, consistency and compliance with medical insurance plans and benefits administration.

Explanation

This request from Health Care Authority for class plan maintenance to the Medical Assistance Specialist 4 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 55

Section C: Classification

Item 33	
Agency/HE Institution Health Care Authority	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 170I Medical Assistance Specialist 5	Current Salary Range/Rate 51
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 53

Class Series Concept

See Medical Assistance Specialist 1.

Definition

Supervises a unit of which must include a technical Medical Assistance Specialists 3 or Medical Assistance Specialist 4 who provide medical insurance eligibility, determination, enrollment and adjudication of benefits and claims. Establishes and implements unit workloads, standards, processes and procedures. Provides leadership, guidance, mentoring, support and on-going feedback to staff; conducts performance evaluations.

Distinguishing Characteristics

This is the supervisory level of the series. Positions direct the work of a unit of Medical Assistance Specialists which must include at least one MAS3 responsible for determining medical insurance eligibility, determination, enrollment and adjudication.

Explanation

This request from Health Care Authority for class plan maintenance to the Medical Assistance Specialist 5 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 36

Section C: Classification

Item 34	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 173J Tax Specialist 1 - ES	Current Salary Range/Rate 38
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Performs entry level professional unemployment insurance (UI) tax work by participating in providing program administration and/or direct services.

Explanation

This request from Employment Security Department for abolishment to the Tax Specialist 1 - ES classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 0

Section C: Classification

Item 35	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 173K Tax Specialist 2 - ES	Current Salary Range/Rate 44
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Provides professional unemployment insurance (UI) tax services to the Washington State business community, reporting agents, legal representatives, out-of-state businesses, unemployment benefit recipients, and other state and federal agencies. Performs program administration and/or provides direct services for inter-related tax programs (Status, Tax Accounting, Redetermination, Compliance, Audit, Experience Rating/Benefit Charging, Unified Business Identifier).

Distinguishing Characteristics

Distinguishing Characteristics: This is the fully experienced level for central office tax unit positions and incumbents receive limited supervision in performing routine tax functions. In district tax offices, at this level employer audits conducted by incumbents are closely monitored for proper completion, evaluated for results, and reviewed for conclusions drawn.

Explanation

This request from Employment Security Department for abolishment to the Tax Specialist 2 - ES classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 5

Section C: Classification

Item 36	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 173L Tax Specialist 3 - ES	Current Salary Range/Rate 48
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Provides senior-level professional unemployment insurance (UI) tax services, requiring a high level of technical skill and program knowledge, to the Washington State business community, reporting agents, legal representatives, out-of-state businesses, unemployment benefit recipients, and other state and federal agencies. Performs program administration and/or provides direct services for inter-related tax programs (Status, Tax Accounting, Redetermination, Compliance, Audit, Experience Rating/Benefit Charging, Unified Business Identifier).

Distinguishing Characteristics

This is the fully skilled level of the series, and incumbents work independently with only general directions.

Explanation

This request from Employment Security Department for abolishment to the Tax Specialist 3 - ES classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 56

Section C: Classification

Item 37	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 173M Tax Specialist 4 - ES	Current Salary Range/Rate 50
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Within the Employment Security Department, serves as a designated lead worker for at least three subordinate Tax Specialists of which one must be at the Tax Specialist 3 - ES level and performs senior-level professional unemployment insurance (UI) tax duties in the central office tax unit; OR, serves as the principal assistant to the administrator of a district tax office where there is not an assigned assistant administrator; OR, serves as the designated audit program specialist responsible for coordinating the audit program for a district tax office.

Explanation

This request from Employment Security Department for abolishment to the Tax Specialist 4 - ES classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 10

Section C: Classification

Item 38	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 180A Paid Family & Medical Leave Specialist 1	Current Salary Range/Rate 46
Proposed Class Code/Title 180A ES Benefits Specialist 1	Proposed Salary Range/Rate N/A

Class Series Concept

See [ES Benefits Technician](#).

~~This series is responsible for review and analysis of information obtained through source documents and client/customer interviews to ensure compliance with the Paid Family & Medical Leave (PFML) standards. Positions in this series are responsible for verifying employers' financial records and beneficiaries' medical documentation. These positions collect and process PFML premiums from employers, perform claims processing, audit employers for compliance, investigate employers and beneficiaries for fraud and represent the agency through the administrative hearings process.~~

Definition

~~This is the entry level classification for the professional PFML of the series. Under close supervision, Positions performs basic and routine professional duties related to PFML insurance benefits programs and services.~~

Distinguishing Characteristics

~~Working under direct or close supervision incumbents positions develop a working knowledge of first-level professional PFML insurance benefits determination assignments, including processing basic and routine claims, conducting interviews, reviewing applications and documents to determine initial eligibility, perform basic adjudication for PFML benefit(s) and collecting taxes and premiums from employers participating in the PFML program.~~

~~Adjudication at this level is distinguished from the higher levels by the absence of research and analysis. Tasks are typically recurring and limited in scope. Assignments require basic analysis of a variety of applicable state and federal laws, regulations and policies. Scope of work is within established PFML program standards.~~

Section C: Classification

Explanation

This request from Employment Security Department for class plan maintenance to the Paid Family & Medical Leave Specialist 1 classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 86

Section C: Classification

Item 39	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 180B Paid Family & Medical Leave Specialist 2	Current Salary Range/Rate 50
Proposed Class Code/Title 180B ES Benefits Specialist 2	Proposed Salary Range/Rate N/A

Class Series Concept

See [ES Benefits Technician](#).

~~This series is responsible for review and analysis of information obtained through source documents and client/customer interviews to ensure compliance with the Paid Family & Medical Leave (PFML) standards. Positions in this series are responsible for verifying employers' financial records and beneficiaries' medical documentation. These positions collect and process PFML premiums from employers, perform claims processing, audit employers for compliance, investigate employers and beneficiaries for fraud and represent the agency through the administrative hearings process.~~

Definition

~~This is the journey level classification for the professional Paid Family & Medical Leave (PFML) Specialist of the series. Under general direction, Positions processes and adjudicates complex claims, determine tax and premium liability and rates related to PFML insurance benefits programs and services.~~

Distinguishing Characteristics

~~Working under general supervision incumbents positions work independently make decisions to provide professional PFML insurance benefits programs and services. Work performed is complex and p Positions at this level make decisions and judgments within established PFML program standards.~~

Explanation

This request from Employment Security Department for class plan maintenance to the Paid Family & Medical Leave Specialist 2 classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 96

Section C: Classification

Item 40	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 180C Paid Family & Medical Leave Specialist 3	Current Salary Range/Rate 54
Proposed Class Code/Title 180C ES Benefits Specialist 3	Proposed Salary Range/Rate N/A

Class Series Concept

See ~~Paid Family and Medical Leave Specialist 1~~ ES Benefits Technician.

Definition

This is the senior, specialist or lead worker ~~for of the professional Paid Family & Medical Leave (PFML) Specialist series.~~ Positions Rreviews appeal requests, represents the agency in the appeal process and makes recommendations to management on appeal cases. These positions serve the majority of the time in one of the following capacities:

- ~~1.~~ 1. Designated lead worker for an assigned unit of ~~PFML~~ ES Benefits Specialists;
- ~~2.~~ Designated trainer;
- ~~3.~~ Designated ~~business compliance~~ auditor; ~~and/or investigator~~
- ~~4.~~ Designated employer reporting specialist; or
- ~~5.~~ Designated hearings specialist.

Distinguishing Characteristics

~~As the senior, specialist or lead worker,~~ Under general direction positions performs complex assignments ~~that require in-depth knowledge~~ to make decisions on complicated issues. These assignments often require proactive intervention and have statewide or precedent setting impact. Provides advice and consultation to agency management, lower level professional staff and peers. Handles or oversees the ~~division's~~ agency's most sensitive, complex or critical ~~PFML~~ program issues. Provides advice and guidance and/or leads professional or other staff.

Section C: Classification

Explanation

This request from Employment Security Department for class plan maintenance to the Paid Family & Medical Leave Specialist 3 classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 56

Section C: Classification

Item 41	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 180D ES Benefits Specialist 4	Proposed Salary Range/Rate 58

Class Series Concept

See ES Benefits Technician.

Definition

Supervises Benefits Specialists, coordinates and directs the activities of a unit providing insurance benefits services to claimant/customer and employer.

Distinguishing Characteristics

Working under general direction positions are responsible for the delivery of insurance benefits services. Supervises staff and manages a unit of ES Benefits Specialists.

Explanation

This request from Employment Security Department for establishment of the ES Benefits Specialist 4 classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 42	
Agency/HE Institution Employment Security Department	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 180E ES Benefits Technician	Proposed Salary Range/Rate 42

Class Series Concept

This series is responsible for review and analysis of insurance benefits information obtained through source documents and claimant/customer interviews to ensure compliance with insurance benefits program standards. Positions in this series are responsible for verifying claimant wages, employers' financial records and claimants' medical or employment documentation. These positions collect and process tax and premiums from employers, assign, recalculate, update and adjust employers' tax rate; perform claims processing, audit employers for compliance, collect overpayments and represent the agency through the administrative hearings process.

Definition

Performs routine para-professional duties related to insurance benefits programs, services, claims processing and provides program specific information to claimants and employers.

Distinguishing Characteristics

Under supervision or direction of a Benefits Specialist, positions spend the majority of time assisting higher level Benefits Specialists or performs assignments such as: answering questions about insurance benefits programs and services, general questions concerning eligibility and liability, via phone or electronic inquiries; processes insurance basic and continued claims, call message recording, pin resets, and address changes.

Explanation

This request from Employment Security Department for establishment of the ES Benefits Technician classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 43	
Agency/HE Institution Department of Enterprise Services	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 185A Enterprise Contracts & Procurement Specialist 1	Proposed Salary Range/Rate 54

Class Series Concept

Positions in this series work collaboratively to develop and administer ongoing master and cooperative contracts to include statewide solicitation of bids, execution and management of contracts for a group of assigned goods and services. Positions follow all state laws, policies and procedures to commit the State of Washington to statewide contracts and ensure that contracts advance state policy goals around equity and environmental concerns.

This series is separate and distinct from the Contracts Specialist Series in the development and administration of statewide master and cooperative contracts for use by state agencies, institutions of higher education, political subdivisions and qualifying non-profits. Statutory responsibility to establish and administer statewide master contracts assigned to the Department of Enterprise Services. Although positions in the Contract Specialist series may utilize statewide contracts to meet agency purchasing needs, the development and administration of statewide contracts falls within this job class.

Definition

In the Department of Enterprise Services, performs journey level statewide solicitation, execution and management of master contracts for client agencies, colleges and universities, political subdivisions and eligible non-profit corporations.

Distinguishing Characteristics

In DES this journey level positions perform all the necessary steps to commit the State of Washington to statewide master contracts. The position will exercise independent signature authority for low-risk contracts and routinely solicit and manage medium risk contracts with guidance from team lead and supervisor.

Section C: Classification

Explanation

This request from Department of Enterprise Services for establishment to the Enterprise Contracts & Procurement Specialist 1 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 0

Section C: Classification

Item 44	
Agency/HE Institution Department of Enterprise Services	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 185B Enterprise Contracts & Procurement Specialist 2	Proposed Salary Range/Rate 58

Class Series Concept

See Enterprise Contract and Procurement Specialist 1.

Definition

In the Department of Enterprise Services performs senior level statewide solicitation, execution and management of master contracts and for client agencies, colleges and universities, political subdivisions and eligible non-profit corporations or has lead responsibility over lower level Enterprise Contract and Procurement Specialists and directly assists Enterprise Contract and Procurement Specialist 3 with daily duties.

Responsible and accountable for compliance with state procurement policy and legislatively mandated state procurement priorities.

Distinguishing Characteristics

This team lead or senior level position performs all the necessary steps to commit the State of Washington to statewide master contracts with potentially significant dollar impact. This level works independently with business executives and state agency executive management. Assists department leaders in strategically planning the state master contracts portfolio. Exercises independent signature authority for medium risk contracts and routinely solicits and manages high risk contracts with guidance from supervisor.

Explanation

This request from Department of Enterprise Services for establishment to the Enterprise Contracts & Procurement Specialist 2 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 45	
Agency/HE Institution Department of Enterprise Services	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 185C Enterprise Contracts & Procurement Specialist 3	Proposed Salary Range/Rate 62

Class Series Concept

See Enterprise Contract and Procurement Specialist 1.

Definition

In the Department of Enterprise Services performs expert level statewide solicitation, execution and management of master contracts for a group of assigned goods and services on behalf of client agencies, colleges and universities, political subdivisions and eligible non-profit corporations or supervises Enterprise Contracts and Procurement Specialists and leads. When supervising, the position plans, trains, mentors, and coaches staff in statewide master contracts and procurement strategies or in management of a portfolio of contracts.

Responsible and accountable for compliance with state procurement policy and legislatively mandated state procurement priorities.

Distinguishing Characteristics

This supervisor or expert level position performs all the necessary steps to commit the State of Washington to statewide master contracts with potential significant high dollar impact. This level works independently with business executives, legislative staff and state agency executive management. Assists department leaders in strategically planning the state master contracts portfolio. Exercises independent signature authority for medium and high risk contracts.

Explanation

This request from Department of Enterprise Services for establishment to the Enterprise Contracts & Procurement Specialist 3 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 46	
Agency/HE Institution Office of Financial Management	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 195A Web Designer & UI/UX Specialist 1	Proposed Salary Range/Rate 54

Class Series Concept

Positions in this series are involved in design, maintenance, and administration of digital user interfaces, User Centered Design best practices including usability testing and internal-facing intranet or external-facing internet web content. Focus of the work is website layout, content and brand management, UI/UX design, navigation and search fundamentals, and ongoing functionality administration.

Definition

Under general supervision, provides routine website layout and ongoing content and functionality administration. Positions perform work of graduated complexity following specific and established procedures and guidelines for website layout, branding, usability, navigation, and visual appearance of a website(s).

Explanation

This request from Office of Financial Management for establishment to the Web Designer & UI/UX Specialist 1 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected N/A

Section C: Classification

Item 47	
Agency/HE Institution Office of Financial Management	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 195B Web Designer & UI/UX Specialist 2	Proposed Salary Range/Rate 58

Class Series Concept

See Web Designer & UI/UX Specialist 1.

Definition

Under general direction, provides professional web design services and analysis to management, staff and customers regarding complex issues that impact organization web products and services.

Distinguishing Characteristics

Positions integrate user interfaces and user experience when designing and executing the design and layout for agency internet and intranet sites, web page attributes, including content, pictures, graphics, video clips, pay option and other data submissions. Positions gather and evaluate both user and business requirements and work with internal and external customers to create, test and validate the overall concepts and final designs for the user experience within a business webpage or product, ensuring all interactions are intuitive and easy to use. Positions are responsible for ensuring compliance with state and federal accessibility requirements and mobile compatibility.

Explanation

This request from Office of Financial Management for establishment to the Web Designer & UI/UX Specialist 2 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected N/A

Section C: Classification

Item 48	
Agency/HE Institution Office of Financial Management	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 195C Web Designer & UI/UX Specialist 3	Proposed Salary Range/Rate 62

Class Series Concept

See Web Designer UI/UX Specialist 1.

Definition

Under administrative direction, positions provide expert and in-depth analyses to management, staff and both internal and external customers regarding highly complex website products impacting compliance with IT security standards, agency/institution-wide programs, policies or access agreements.

Distinguishing Characteristics

Serves as the agency representative and customer advocate for website design projects with other public and private entities on behalf of executive management. Positions provide leadership, coaching, training and mentoring to subordinate(s) or other web design staff or program content managers and consults with executive management and internal or external customers to achieve desired outcomes and products.

Explanation

This request from Office of Financial Management for establishment to the Web Designer & UI/UX Specialist 3 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected N/A

Section C: Classification

Item 49	
Agency/HE Institution Washington State Center for Deaf and Hard of Hearing Youth	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 257J Residential/Student Life Counselor	Current Salary Range/Rate 37
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Provides training, counseling, ~~and~~ guidance and monitoring to Washington State Center for ~~Childhood Deafness and Hearing Loss~~ Deaf and Hard of Hearing Youth and Washington State School for the Blind students for the purpose of facilitating student self-sufficiency; designs, implements, assesses and modifies student development instructional programs; and creates and maintains a safe and secure environment for students.

Explanation

This request from Washington State Center for Deaf and Hard of Hearing Youth for class plan maintenance to the Residential/Student Life Counselor classification. The updates include revisions to the definition. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 58

Section C: Classification

Item 50	
Agency/HE Institution Department of Veterans Affairs	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 287D Nursing Assistant – Residential Living	Current Salary Range/Rate 42
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 44

Definition

Under general supervision of a Registered Nurse or Licensed Practical Nurse, employees provide direct and indirect patient care and treatment. Positions will ~~deliver aid to~~ assist in the delivery of nursing and nursing related care to patients or residents and deliver aid in a home-like setting with a variety of activities of daily living, meal planning and preparation, leading therapeutic activities, completing housekeeping tasks, doing residents personal laundry, providing medical assistance, patient transportation and maintaining medical information in a computer-based tracking system.

Distinguishing Characteristics

Positions work under general supervision on a 24/7 basis in an in-home setting with a kitchen dining facility, living room, dining room, restroom and den shared by all residents. ~~They will be performing a~~ Nursing assistants provide and assist residents with nurse related care and therapeutic recreational activities for residents, which can include feeding assistance, preparing all of the resident's meals, leading residents in group activities, performing light housekeeping in resident rooms and maintaining assist in processing resident's personal laundry, and belongings, assisting with personal care, transporting patients to group activities and medical appointments, taking vitals, monitoring resident activity and symptoms, and ensure hand off of care.

Explanation

This request from Department of Veterans Affairs for class plan maintenance to the Nursing Assistant – Residential Living classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 0

Section C: Classification

Revised

Item 51	
Agency/HE Institution Department of Corrections	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 294F Dental Assistant	Current Salary Range/Rate 47
Proposed Class Code/Title 294F Dental Assistant 1	Proposed Salary Range/Rate N/A

Definition

Positions in this class are registered with the Washington State Department of Health and work under the close supervision (as defined in WAC 246-817-510) of a dentist. Positions assist dentists in the treatment of patients and perform duties such as taking impressions for study models; mechanical polishing ~~to amalgam of~~ restorations; placing matrix and wedge; placing temporary fillings; and fabricating, placing, and removing temporary crowns or temporary bridges.

Explanation

This request from Department of Corrections for class plan maintenance to the Dental Assistant classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 51

Section C: Classification

Item 52	
Agency/HE Institution Department of Corrections	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 294G Dental Assistant 2	Proposed Salary Range/Rate 49

Definition

Positions in this class are licensed as an Expanded Functions Dental Auxiliary and work under the supervision (as defined in WAC 246-817) of a dentist. Positions assist dentists in the treatment of patients and perform duties as outlined in WAC 246-817-525 and WAC 246-817-545.

Distinguishing Characteristics

Positions in this job classification work a majority of the time under general supervision of a dentist, whereas a Dental Assistant 1 works under close supervision of a dentist. Dental Assistant 2 places restorations into cavity prepared by dentist, and thereafter carves, contours and adjusts contacts and occlusion of that restoration.

Explanation

This request from Department of Corrections for establishment to the Dental Assistant 2 classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected N/A

Section C: Classification

Item 53	
Agency/HE Institution University of Washington	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 308E Speech Pathologist/Audiologist Specialist 1	Current Salary Range/Rate 62
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Provides professional speech, language, and/or audiology services to individuals with typical and complex swallowing, cognitive, and communicative disabilities such as cognitive communication disorders, dysphagia, language or articulation disorders, hearing loss or impairments, dysfluency, cerebral palsy, cleft palate, stuttering or voice disorders, neurological speech disorders, or motor speech disorders ~~delayer/disordered articulation and language.~~

Distinguishing Characteristics

In an institution, residential facility, or as a member of an interdisciplinary team, develops habilitation or rehabilitation programs for individuals with speech, language, voice, fluency, or hearing disabilities; and independently assesses and treats complex patient caseload, which includes planning and monitors, evaluating, es and treating patients their progress. This class also mentors students, new staff and leads program development and process improvement projects.

Explanation

This request from University of Washington for class plan maintenance to the Speech Pathologist/Audiologist Specialist 1 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 26

Section C: Classification

Item 54	
Agency/HE Institution University of Washington	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 308F Speech Pathologist/Audiologist Specialist 2	Current Salary Range/Rate 65
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Independently manages complex patient caseload, which includes planning, evaluating, and treating patients. Plans, administers and/or participates in specialized programs in speech, language, and hearing services such as maintaining certification for the institution as a training site, coordinating clinical internships and practicums, maintaining grant-funded areas, and the evaluation and treatment of individuals, or serving as a lead clinician which includes regularly assigning and checking the work of at least 1 FTE.

~~Manages a specialized program(s) within the Speech Language Pathology and Audiology Department;~~

OR

~~Assumes independent responsibilities in the Communication Development/Communication Disorder Program which may include supervision of support personnel and/or direction of a specific program(s) within the total department program;~~

OR

~~Directs the planning, organization, and delivery of the total speech, language, and hearing program in an institution;~~

OR

~~Within a developmental disabilities residential facility, provides services to one or more assigned units consisting of 80-150 residents.~~

Distinguishing Characteristics

Manages a specialized program(s) within the Speech-Language Pathology and Audiology Department;

OR

Assumes independent responsibilities in the Communication Development/Communication Disorder Program which may include supervision of support personnel, staff and/or students and/or direction of a specific program(s) within the total department program;

Section C: Classification

OR

Directs the planning, organization, and delivery of the total speech, language, and hearing program in an institution;

OR

Within a developmental disabilities residential facility, provides services to one or more assigned units consisting of 80-150 residents;

OR

Acts as a lead clinician within the hospital acute, inpatient rehab or outpatient setting, in collaboration with manager or supervisor. Regularly assigns, instructs, and checks work of at least 1 FTE. Plans, administers and/or participates in specialized programs in speech, language, and hearing services such as maintaining certification for the institution as a training site, coordinating clinical internships and practicums, maintaining grant funded areas, and the evaluation and treatment of individuals.

Explanation

This request from University of Washington for class plan maintenance to the Speech Pathologist/Audiologist Specialist 2 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 22

Section C: Classification

Item 55	
Agency/HE Institution University of Washington	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 308G Speech Pathologist/Audiologist Specialist 3	Current Salary Range/Rate 68
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 72

Definition

In an institution, residential facility, or as a member of an interdisciplinary team, directs training in specialized programs in speech, language, and hearing services. Supervises and instructs speech pathologists, audiologists, students, and/or support staff.

~~Provides training in the evaluation and treatment of verbal communication and/or hearing disorders to students in a Speech-Language Pathology/Audiology Department;~~

OR

~~Directs the planning, organization, and delivery of total speech, language and hearing services and supervises speech pathologists and other support staff in an institution;~~

OR

~~In a developmental disabilities residential facility, responsible for developing, implementing, and monitoring performance standards, policies and procedures to ensure cross-unit standardization and quality control.~~

Distinguishing Characteristics

Provides training in the evaluation and treatment of verbal communication and/or hearing disorders to students in a Speech-Language Pathology/Audiology Department;

OR

Directs the planning, organization, and delivery of total speech, language and hearing services and supervises speech pathologists and other support staff in an institution;

OR

In a developmental disabilities residential facility, responsible for developing, implementing, and monitoring performance standards, policies, and procedures to ensure cross-unit standardization and quality control. Supervises and instructs speech pathologists, audiologists, students, and/or support staff.

Section C: Classification

Explanation

This request from University of Washington for class plan maintenance and salary adjustment to the Speech Pathologist/Audiologist Specialist 3 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 17

Section C: Classification

Item 56	
Agency/HE Institution Department of Social and Health Services	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 344F Rehabilitation Technician 2	Current Salary Range/Rate 45
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 46

Definition

Provides support and direct assistance to clients with significant disabilities. Provides a limited scope of services to a small caseload of clients referred by Vocational Rehabilitation Counselors (VRC) such as: vocational services, calculation of benefits analysis job readiness preparation, and/or job search assistance, and makes recommendations regarding the vocational rehabilitation needs of individuals with disabilities.

Distinguishing Characteristics

~~For the Division of Vocational Rehabilitation (DVR), this class is distinguished from the Rehabilitation Technician 1 by having limited case management responsibilities involving direct service delivery to referred clients. Under general supervision and with the guidance and approval of a Vocational Rehabilitation Counselor or supervisory staff, this job class the Rehabilitation Technician 2 demonstrates performs limited case management responsibilities with a limited number of cases involving direct service delivery to referred clients. Assisting referred clients/customers in performing one or more of the following by assisting referred customers in either:~~

- ~~assisting clients in~~ conducts self-directed job searches including resume development, identifying and applying for job openings, and practicing for job interviews;
- ~~in~~ collaborates ~~on~~ with WorkSource Business Services Teams, by conducting outreach and providing information to employers who recruit and ~~or~~ hire vocational rehabilitation clients; ~~or~~
- Provides direct services to referred clients by utilizing knowledge of agency vocational rehabilitation and independent living processes, administrative policies and administrative support functions. calculating how clients' Social Security Disability Insurance (SSDI) and/or Supplemental Security Income (SSI) benefits will be affected by earned income when the individual goes to work; providing a standardized written benefits analysis report to the Vocational Rehabilitation Counselor and client that shows the results of this calculation, which the VRC uses to provide VR counseling to the client on their choice of employment and salary goals, hours of work, as well as other key vocational decisions. Cases are limited in number.

Cases are limited in number.

Section C: Classification

~~For the Department of Services for the Blind, this class is distinguished from the Rehabilitation Technician 1 by often making independent judgments and applying knowledge of agency vocational rehabilitation and independent living processes, administrative policies and “good practices” in performing direct services and administrative support functions necessary for the successful vocational rehabilitation and increased independence of agency participants. The Rehabilitation Technician 2 may be given responsibility for a small caseload of participants within the vocational rehabilitation process.~~

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Rehabilitation Technician 2 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director’s Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 22

Section C: Classification

Item 57	
Agency/HE Institution Department of Social and Health Services	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 345F Attendant Counselor 1	Current Salary Range/Rate 39
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 41

Class Series Concept

Within a Developmental Disabilities Administration, functions as a member of the interdisciplinary team, and participates in development of the client's individualized plan. Provides the client's training, care and assistance in a Residential Habilitation Center, or State Operated Community Residential program setting. In an RHC setting, training care and assistance may occur in the client's residential living area within an Intermediate Care Facility for Individuals with Intellectual or Developmental Disabilities or State Operated Nursing Facility or other areas on or off campus, depending upon the location of the client. In a SOCR program setting, training care and assistance may occur in the client's home, or other community setting. Individualized plans are written in accordance with applicable laws, regulations and professional standards.

Definition

~~Within a Division of Developmental Disabilities Developmental Disabilities Administration Residential Habilitation Center (RHC),~~

This is the entry level of the series. Under the supervision of higher-level Attendant Counselors and/or the direction of other individuals with specific professional qualifications, writes, implements, monitors, assesses, and revises ~~individual habilitation training programs~~ individualized plans. Develops formal skill acquisition training programs, evaluates the effectiveness of the programs by means of periodic review of client response and modifies the program as necessary within an Intermediate Care Facility for Individuals with Intellectual Disabilities or SONF. Writes ~~Individual Habilitation Plan (IHP)~~ individualized assessments and functions as a member of the interdisciplinary team and participates in development of the client's annual ~~IHP~~ individualized plan. ~~Provides the client's training, care, and assistance in a residential living area or other areas on or off campus, depending upon the location of the client.~~

Section C: Classification

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Attendant Counselor 1 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 670

Section C: Classification

Item 58	
Agency/HE Institution Department of Social and Health Services	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 345G Attendant Counselor 2	Current Salary Range/Rate 41
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 43

Class Series Concept

See Attendant Counselor 1.

Definition

~~Within the Department of Social and Health Services Developmental Disabilities Administration provides habilitation support services to individuals with developmental disabilities in a Residential Habilitation Center (RHC) or a State Operated Living Alternative (SOLA):~~

~~Within a Division of Developmental Disabilities Residential Habilitation Center (RHC), under the supervision of higher level Attendant Counselors (ACs) and/or the direction of other individuals with specific professional qualifications, writes, implements, monitors, assesses, and revises individual habilitation training programs. Develops and/or writes formal skill acquisition training programs, evaluates the effectiveness of the programs by means of periodic review of client response and modifies the program as necessary. Writes Individual Habilitation Plan (IHP) assessments and functions as a member of the interdisciplinary team, and participates in development of the client's annual IHP. Provides the client's training, care, and assistance in a residential living area or other areas on or off campus, depending upon the location of the client.~~

OR

Within a State Operated Living Alternative Community Residential (SOLASOCR) program, provides direct support to individuals with developmental disabilities living in state operated homes in a community setting. Implements, monitors, assesses the clients' individual instructions and support plans (IISP). individualized plans.

Documents and provides feedback on the implementation of the goals in the IISP individual's plan. Participates in the development and the implementation of formal and informal skill acquisition habilitative goals. Provides daily habilitative services, support and instruction with activities of daily living in the clients' home and the community. Works under the general supervision of an Attendant Counselor Manager (ACM). ~~Direction may be provided by other individuals with specific professional qualifications, may work as a team with other SOLA staff.~~

Section C: Classification

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Attendant Counselor 2 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 867

Section C: Classification

Item 59	
Agency/HE Institution Department of Social and Health Services	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 345H Attendant Counselor 3	Current Salary Range/Rate 44
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 46

Class Series Concept

See Attendant Counselor 1.

Definition

Within a ~~Division of Developmental Disabilities~~ Residential Habilitation Center (RHC), is the shift charge in a designated living area. Under the supervision of an Attendant Counselor Manager and/or the direction of other individuals with specific professional qualifications, writes, implements, monitors, assesses, and revises individual habilitation training programs individualized plans. Develops and/or writes formal skill acquisition training programs, evaluates the effectiveness of the programs by means of periodic review of client response and modifies the program as necessary, within an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) or State Operated Nursing Facility (SONF). Writes Individual Habilitation Plan (IHP) individualized assessments and functions as a member of the interdisciplinary team, and participates in development of the clients' annual IHP individualized plan. Provides the clients' training, care, and assistance in a residential living area or other areas on or off campus, depending upon the location of the client.

OR

Within a State Operated Living Alternative Community Residential (SOLASOCR) program, provides direct support to individuals with developmental disabilities living in State operated homes in a community setting. Implements, monitors, assesses the clients' individual instructions and support plans (IISP). individualized plans. Documents and provides feedback on the implementation of the goals in the IISP individual's plan. Participates in the development and the implementation of formal and informal skill acquisition habilitative goals. Provides daily habilitative services, support and instruction with activities of daily living in the clients' home and the community. Works under the general supervision of an Attendant Counselor Manager (ACM). Direction may be provided by other individuals with specific professional qualifications, may work as a team with other SOLASOCR staff.

Section C: Classification

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Attendant Counselor 3 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 174

Section C: Classification

Item 60	
Agency/HE Institution Department of Social and Health Services	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 345J Attendant Counselor Manager	Current Salary Range/Rate 49
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 51

Definition

Under the general direction of a program area team director, is responsible for managing a designated living area ~~on a 24 hour per day~~, seven days a week basis. Supervises all Attendant Counselors assigned to the living area. Ensures Attendant Counselors train, assist, care for, and participate with Residential Habilitation Center (RHC) clients being served on or off campus, following the clients to locations where training and activities occur. Administers and ensures implementation of each client's ~~Individual Habilitation Plan~~ individualized plan, objectives, and services as signed. Ensures clients live in a safe, clean, and reinforcing environment. ~~that the living unit. Additionally, is positions~~ function within existing policies, procedures, and directs those programs assigned by the interdisciplinary team are developed, implemented, and/or maintained by subordinate staff.

Within ~~the~~ a Developmental Disabilities Administration State Operated ~~Living Alternative~~ Community Residential (SOLA) program, under the general direction of a program administrator or program manager, positions are responsible for managing participant homes on a 24 hour, seven days a week basis.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Attendant Counselor Manager classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 106

Section C: Classification

Item 61	
Agency/HE Institution Department of Social and Health Services	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 345L Residential Services Coordinator	Current Salary Range/Rate 47
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 49

Definition

Within a ~~Division of Developmental Disabilities Administration~~ Residential Habilitation Center (RHC), or State Operated Community Residential program, serves as a duty officer; or coordinates the 24-hour services for ~~Attendant Counselors in Program Area Team (P.A.T.)~~ including consultation to ensure ongoing compliance with residential service requirements, guidelines and rules; or serves as the intra-institutional liaison for in-service training, orientation, and policy or procedure development. Works under the general supervision of a ~~P.A.T. RHC PAT Director, SOCR Program Administrator~~ or other designated supervisor.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Residential Services Coordinator classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 61

Section C: Classification

Item 62	
Agency/HE Institution Department of Social and Health Services	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> 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 N/A

Definition

~~Within the Division of Developmental Disabilities Administration, Residential Habilitation Center (RHC), positions in this series under the close monitoring by their supervisor, a professional staff, or higher level Adult Training Specialist, assist in the implementation of a variety of vocational, educational, behavioral, therapy, motor, social, or community living skill training programs and supports for people with disabilities that have been developed by higher level Adult Training Specialist or professional or supervisory staff. 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 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 request from Department of Social and Health Services for class plan maintenance to the Adult Training Specialist 1 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 5

Section C: Classification

Item 63	
Agency/HE Institution Department of Social and Health Services	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> 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 N/A

Definition

Within a ~~the Division of Developmental Disabilities Administration, Residential Habilitation Center (RHC),~~ positions under the direction of a higher level Adult Training Specialist, professional or supervisory staff, write and implement a variety of vocational, educational, behavioral, therapy, motor, social, or community living skill training programs and supports for people with disabilities. ~~Some of the programs may be developed by professional staff, such as psychologist or speech pathologist.~~ 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 ~~a~~ Adult ~~€~~ Training ~~S~~ 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 request from Department of Social and Health Services for class plan maintenance to the Adult Training Specialist 2 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 78

Section C: Classification

Item 64	
Agency/HE Institution Department of Social and Health Services	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> 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 N/A

Definition

~~Within a the Division of Developmental Disabilities Administration, Residential Habilitation Center (RHC),~~ 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 for residents. The resident training normally occurs in a work or training area, but may take place in other settings on or off campus. ~~These sStaff~~ are expected to help train and give direction to other adult training specialists.

~~These positions are shift charges; and/or are assigned specialized responsibilities that normally require licensing, certification, registration, journey level status in a trade or craft, or other comparable specialized skill, such as interpreter level proficiency in sign language; or the position requires the incumbent to possess a specific degree, such as AA in an occupational or physical therapy assistant program, a Bachelor's in speech pathology or psychology.~~

~~There will be one shift charge included in any group of five or more adult training specialists in the same subprogram. A subprogram consists of a type of training or therapy provided to residents under the direction of a professional staff. There can be more than one specialized assignment per adult training subprogram. At Yakima Valley and Interlake Schools, where all subprogram groups are smaller than five, there can be one ATS 3, shift "charge" position at each of these RHCs.~~

~~These pPositions~~ report to and are supervised by an ~~a~~Adult ~~t~~Training ~~s~~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.

Section C: Classification

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Adult Training Specialist 3 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 14

Section C: Classification

Item 65	
Agency/HE Institution Department of Social and Health Services	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 347J Psychiatric Security Attendant	Current Salary Range/Rate 44
Proposed Class Code/Title 347J Forensic Care Associate 1	Proposed Salary Range/Rate 45

Class Series Concept

As the primary caregiver in a forensic center at a hospital or community residential treatment facility (RTF), provides patient care under the direction of a Registered Nurse. Forensic care associate utilize their teamwork, facilitation, and de-escalation skills to maintain a safe and therapeutic milieu with patients who have significant diagnoses of mental illness.

With the diverse patient population, work in each ward or facility will vary considerably; all are under the auspices of providing patient care utilizing the principles of trauma informed care and the recovery model.

Definition

Positions assist with the care of mentally ill patients in a state hospital or community residential treatment facility.

Within a psychiatric treatment facility, provides personal care services and general therapeutic procedures for mentally ill patients.

Distinguishing Characteristics

In a training capacity, positions at this level are required to learn and complete the basic professional duties under close supervision of a Registered Nurse. Positions assist higher-level forensic care associate with performing patient care, patient therapeutic interaction, activities of daily living, escorting, transporting, monitoring, de-escalation, and patient activities.

Explanation

This request from Department of Social and Health Services is for class plan maintenance to the Psychiatric Security Attendant classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 62

Section C: Classification

Item 66	
Agency/HE Institution Department of Social and Health Services	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 347L Mental Health Technician 1	Current Salary Range/Rate 41
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 45

Class Series Concept

As the primary caregiver in a civil center at a hospital or community residential treatment facility (RTF), provides patient care under the direction of a Registered Nurse. Mental Health Technicians utilize their teamwork, facilitation, and de-escalation skills to maintain a safe and therapeutic milieu with patients who have significant diagnoses of mental illness.

With the diverse patient population, work in each ward or facility will vary considerably; all are under the auspices of providing patient care utilizing the principles of trauma informed care and the recovery model.

Definition

Positions assist with the care of mentally ill patients in a state hospital or community residential treatment facility.

~~Within a psychiatric treatment facility, provides personal care services and general therapeutic procedures for mentally ill patients.~~

Distinguishing Characteristics

In a training capacity, positions at this level are required to learn and complete the basic professional duties under close supervision of a Registered Nurse. Positions assist higher-level Mental Health Technicians with performing patient care, patient therapeutic interaction, activities of daily living, escorting, transporting, monitoring, de-escalation, and patient activities.

Explanation

This request from Department of Social and Health Services for class plan maintenance and salary adjustment to the Mental Health Technician 1 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 214

Section C: Classification

Item 67	
Agency/HE Institution Department of Social and Health Services	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 347M Mental Health Technician 2	Current Salary Range/Rate 43
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 47

Class Series Concept

See [Mental Health Technician 1](#).

Definition

~~Within a psychiatric treatment facility, provides personal care services and general therapeutic procedures for mentally ill patients and is the assistant to the Mental Health Technician 3. These positions are limited to one per ward. Positions perform professional level patient care of mentally ill patients in a state hospital or community residential treatment facility.~~

Distinguishing Characteristics

Under the general supervision of a Registered Nurse, positions at this level are required to perform routine complex patient care, patient therapeutic interaction, activities of daily living, escorting, transporting, monitoring, de-escalation, and patient activities. Position assignments follow established guidelines, policies, procedures, and work methods. Work is reviewed for compliance with guidelines, policies, and procedure.

Explanation

This request from Department of Social and Health Services for class plan maintenance and salary adjustment to the Mental Health Technician 2 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 15

Section C: Classification

Item 68	
Agency/HE Institution Department of Social and Health Services	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 347N Mental Health Technician 3	Current Salary Range/Rate 46
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 50

Class Series Concept

See [Mental Health Technician 1](#).

Definition

Positions independently perform professional level ward-based non-clinical work and patient care of mentally ill patients in a state hospital or community residential treatment facility.

~~Within a psychiatric treatment facility, on a 24-hour basis for a designated treatment area, coordinates the non-clinical ward activities for one or more wards and actively participates in personal care services and therapeutic approaches for mentally ill patients.~~

Distinguishing Characteristics

The Mental Health Technician 3 is distinguished from the MHT 2 in that positions in this class have the additional responsibility for ward-based non-clinical work including physical environment of care, non-medical supply management and logistics. In addition to tracking, documenting and monitoring patient property, valuables (to include monetary transactions), and mail.

Explanation

This request from Department of Social and Health Services for class plan maintenance and salary adjustment to the Mental Health Technician 3 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 44

Section C: Classification

Item 69	
Agency/HE Institution Department of Social and Health Services	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 347P Mental Health Technician 5	Current Salary Range/Rate 54
Proposed Class Code/Title 347P Mental Health Program Specialist	Proposed Salary Range/Rate 58

Definition

~~Within a psychiatric treatment facility, performs administrative/liason functions for a unit or shift~~ Positions in this job classification function as the primary assistant to a Registered Nurse 4 or Chief Nursing Officer in nursing administration.

Positions in this class perform a wide scope of complex administrative duties and responsibilities that require specialized knowledge of hospital, ward and facility operations in the management of multiple wards and programs, and exercise independent judgment and have delegated decision-making authority.

Distinguishing Characteristics

Duties vary depending on work location, but incumbents in this class work independently and under minimal supervision. They use their extensive knowledge of mental health operations to:

- Maintain the master schedule for assigned work area;
- Track employee movements and position changes;
- Analyze data to determine needs for training and work with nursing disciplines to develop/provide that training;
- Coordinate patient appointments and transportation for appointments outside the hospital;
- Assist in the maintenance of confidential employee files;
- Perform single-bed certifications for the hospital;
- Work with nursing leadership to update nursing standards, hospital nursing policies/procedures.

Explanation

This request from Department of Social and Health Services for class plan maintenance and salary adjustment to the Mental Health Technician 5 classification. The updates include revisions to the title, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 20

Section C: Classification

Item 70	
Agency/HE Institution Department of Social and Health Services	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 347R Forensic Care Associate 2	Proposed Salary Range/Rate 47

Class Series Concept

See Forensic Care Associate 1.

Definition

Positions perform professional level patient care of mentally ill patients in a state hospital or community residential treatment facility.

Distinguishing Characteristics

Under the general supervision of a Registered Nurse, positions at this level are required to perform routine complex patient care, patient therapeutic interaction, activities of daily living, escorting, transporting, monitoring, de-escalation, and patient activities. Position assignments follow established guidelines, policies, procedures, and work methods. Work is reviewed for compliance with guidelines, policies, and procedure.

Explanation

This request from Department of Social and Health Services for establishment to the Forensic Care Associate 2 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 71	
Agency/HE Institution Department of Social and Health Services	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 347S Forensic Care Associate 3	Proposed Salary Range/Rate 50

Class Series Concept

See Forensic Care Associate 1.

Definition

Positions independently perform professional level ward-based non-clinical work and patient care of mentally ill patients in a state hospital or community residential treatment facility.

Distinguishing Characteristics

The Forensic Care Associate 3 is distinguished from the FCA 2 in that positions in this class have the additional responsibility for ward-based non-clinical work including physical environment of care, non-medical supply management and logistics. In addition to tracking, documenting, and monitoring patient property, valuables (to include monetary transactions), and mail.

Explanation

This request from Department of Social and Health Services for establishment to the Forensic Care Associate 3 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 72	
Agency/HE Institution Department of Social and Health Services	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 348N Psychiatric Child Care Counselor 1	Current Salary Range/Rate 49
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

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.

Definition

Incumbents assist with activities of daily living, and model and implement evidence-based practices for a small caseload of patients, and situational counseling and supervision. Tasks are typically recurring and limited in scope and requires adequate level of knowledge and competency to work with psychiatric youth patients. Provides treatment counseling and supervision for severely emotionally, behaviorally and psychologically disturbed children and adolescents in a psychiatric hospital setting serving mental health and forensic admissions.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Psychiatric Child Care Counselor 1 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 86

Section C: Classification

Item 73	
Agency/HE Institution Department of Social and Health Services	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 3480 Psychiatric Child Care Counselor 2	Current Salary Range/Rate 52
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

See Psychiatric Child Care Counselor 1

Definition

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

Distinguishing Characteristics

Incumbents serve as a shift lead and direct, assign, and monitor the performance of lower-level staff. Incumbents assist with activities of daily living, and model and implement evidence-based practices and provide situational counseling.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Psychiatric Child Care Counselor 2 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 16

Section C: Classification

Item 74	
Agency/HE Institution Department of Social and Health Services	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 348P Psychiatric Child Care Counselor 3	Current Salary Range/Rate 55
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

See [Psychiatric Child Care Counselor 1](#)

Definition

Supervises Psychiatric Child Care Counselors in a cottage ~~in a 24-hour hospital setting serving for severely emotionally, behaviorally, and psychiatrically disordered-disturbed children 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. This position provides leadership, oversees staff professional development activities, and acts as a liaison between the cottage clinical team and other departments.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Psychiatric Child Care Counselor 3 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 9

Section C: Classification

Item 75	
Agency/HE Institution Department of Corrections	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment <input checked="" type="checkbox"/> Shadow Class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics <input checked="" type="checkbox"/> Shadow Class Title Change
Current Class Code/Title 350D Corrections Specialist 3	Current Salary Range/Rate 57
Proposed Class Code/Title NA	Proposed Salary Range/Rate N/A
Current Shadow Class Code/Title 350D Corrections Specialist 3 – WFSE	Current Shadow Class Salary Range/Rate 57CC
Proposed Shadow Class Code/Title 350D Corrections Specialist 3 – DOC WFSE	Proposed Shadow Class Salary Range/Rate 58

Definition

~~Performs~~ This is the senior-level work of the series, independently performs complex duties and serves as the program specialist is responsible for corrections programs or activities across within an assigned division, or region or for a designated geographical area such as in one or more of the following areas:

- Audits correctional programs for compliance with policy;
- ~~Manages~~ing a specialized caseload of incarcerated 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 administration of institutional hearings or a multi-million dollar custody roster management program.

Distinguishing Characteristics

~~Positions at this level independently perform complex duties within a division or region such as conducting disciplinary hearings, performing major functions of the chemical dependency treatment program and the classification of individuals~~

Section C: Classification

Explanation

This request from Department of Corrections is for class plan maintenance to the Corrections Specialist 3 classification. The updates include revisions to the definition and distinguishing characteristics. There will also be revisions to the shadow class title and salary range. Additionally, the salary ranges identified with "CC" will no longer be active 7/1/2023. All shadow job classifications identified with "CC" after the salary range will move to the DOC WFSE salary schedule.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 159

Section C: Classification

Item 76	
Agency/HE Institution Department of Corrections	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Shadow Class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics <input type="checkbox"/> Shadow Class Title Change
Current Class Code/Title 350F Corrections Specialist 4	Current Salary Range/Rate 61
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Current Shadow Class Code/Title 350F Corrections Specialist 4 – WFSE	Current Shadow Class Salary Range/Rate 61CC
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate 61

Definition

This is the expert level of the series with statewide responsibility over a variety of corrections programs, such as ~~Offender Reentry, Community Safety Response and Family Services~~. Reviews and develops policies; provides quality assurance, improvement and oversight of correctional programs.

OR

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

OR

~~Serves on one or more task forces to identify and arrest high risk offenders who pose the greatest danger to community safety.~~

Distinguishing Characteristics

~~Under administrative direction, positions at this level perform highly complex work such as risk assessments, grant administration and policy review.~~

Section C: Classification

Explanation

This request from Department of Corrections for class plan maintenance to the Corrections Specialist 4 classification. The updates include revisions to the definition and distinguishing characteristics. The salary ranges identified with "CC" will no longer be active 7/1/2023. All shadow job classifications identified with "CC" after the salary range will move to the DOC WFSE salary schedule.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 157

Section C: Classification

Item 77	
Agency/HE Institution Department of Social and Health Services	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 351U Developmental Disability Case/Resource Manager	Current Salary Range/Rate 57
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 58

Definition

Within the ~~Division of~~ Developmental Disabilities Administration, provides advanced level of social services, specialized case and/or resource management for people who have intellectual or developmental disabilities and their families.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Developmental Disability Case/Resource Manager classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 630

Section C: Classification

Item 78	
Agency/HE Institution Department of Social and Health Services	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 351Z Habilitation Plan Administrator	Current Salary Range/Rate 57
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

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

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Habilitation Plan Administrator classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 38

Section C: Classification

Item 79	
Agency/HE Institution Department of Corrections	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Shadow Class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 352K Psychiatric Social Worker 3	Current Salary Range/Rate 68GS1
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 68
Current Shadow Class Code/Title 352K Psychiatric Social Worker 3 - Teamsters	Current Shadow Class Salary Range/Rate 66
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate N/A

Definition

This is the supervisory or senior/specialist level of the series. Positions at this level are responsible for one or more of the following:

- Supervising lower level Psychiatric Social Workers and performs professional psychiatric social work in an institution or clinic;
- Providing professional psychiatric social work to one or more assigned units or wards consisting of 70 to 150 residents;
- Providing professional psychiatric social work to assist incarcerated individuals in adjusting to the institution and reentry into the community;
- Providing professional psychiatric social work services to assist individuals transitioning from state hospitals or incarceration into home and community based settings;
- Serving as the designated psychiatric social worker member of an inter or multi-disciplinary treatment team.

Section C: Classification

Explanation

This request from Department of Corrections for class plan maintenance to the Psychiatric Social Worker 3 classification. The updates include revisions to the definition. Additionally, this class will move from the GS1 salary schedule.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 121

Section C: Classification

Item 80	
Agency/HE Institution Department of Children, Youth and Families	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 355E Juvenile Rehabilitation Counselor Assistant	Current Salary Range/Rate 48
Proposed Class Code/Title 355E Juvenile Rehabilitation Counselor 1	Proposed Salary Range/Rate N/A

Definition

~~Assists~~ Under close supervision, assists higher level counseling staff in the implementation of case management and treatment plans for residents youth in a juvenile rehabilitation institution, facility or for youths on parole; supervises residents in daily living routine, chores and activities or tracks ~~assesses behavior~~ and monitors youth for compliance with treatment, reentry and parole plans and requirements. Serves as a back-up for higher level counselors in their assigned caseloads. This class does not typically carry a caseload; however, may be assigned case management duties under close supervision of one to two youth.

Distinguishing Characteristics

~~This is an entry level class and positions will not be assigned independent case management treatment functions for a caseload. Positions at this level may be used for training purposes or specific positions may be designated as In Training.~~

Explanation

This request from Department of Children, Youth and Families is for class plan maintenance to the Juvenile Rehabilitation Counselor Assistant classification. The updates include revisions to the title, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 45 Paraprofessionals	Number of Position(s) Affected 94

Section C: Classification

Item 81	
Agency/HE Institution Department of Children, Youth and Families	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 355G Juvenile Rehabilitation Community Counselor	Current Salary Range/Rate 52
Proposed Class Code/Title 355G Juvenile Rehabilitation Counselor 2	Proposed Salary Range/Rate N/A

Definition

Manages a caseload of juveniles, documents and reviews case files on parole; determines the treatment, management and security needs of youths; ensures all treatment, management and security needs are met.

Distinguishing Characteristics

In a juvenile rehabilitation community or institutional facility, provides individual and group counseling, conducts case management, and develops treatment plans and reentry plans to an assigned caseload of youth; conducts behavior management for an assigned caseload of youth.

- ~~1. As a juvenile parole counselor, develops and implements treatment, management and placement plans for rehabilitation or behavior management for an assigned caseload of youths. Provides individual, group and family counseling; and/or, parole conditions including treatment plans, provides individual, group and family counseling, management and placement plans for rehabilitation, creates or implements transition plans for youth and their families, monitors youth under electronic surveillance, or conducts behavior management for an assigned caseload of youth.~~
- ~~2. As a Community Residential Placement Program Coordinator, provides technical assistance to contracted residential program(s) operations to ensure compliance with Juvenile Rehabilitation Administration Bulletins and contract requirements. Coordinates placement of youth in community residential beds. Provides technical support and assistance to contracted staff and participates in management, treatment and placement planning for youth; and/or,~~
- ~~3. As regional Diagnostic Coordinator for an assigned regional area reviews legal documents for all commitments of youth to Juvenile Rehabilitation Administration to determine appropriate placement of youth. Prepares the diagnostic Record of Official Action. Maintains a regional diagnostic.~~

Section C: Classification

Explanation

This request from Department of Children, Youth and Families for class plan maintenance to the Juvenile Rehabilitation Community Counselor classification. The updates include revisions to the title, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 10

Section C: Classification

Item 82	
Agency/HE Institution Department of Children, Youth and Families	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 355H Juvenile Rehabilitation Resident Counselor	Current Salary Range/Rate 52
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

In a juvenile rehabilitation residential facility, provides group supervision, case management and treatment to an assigned caseload of youth.

Explanation

This request from Department of Children, Youth and Families for abolishment to the Juvenile Rehabilitation Resident Counselor classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 107

Section C: Classification

Item 83	
Agency/HE Institution Department of Children, Youth and Families	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 355I Juvenile Rehabilitation Coordinator	Current Salary Range/Rate 54
Proposed Class Code/Title 355I Juvenile Rehabilitation Specialist	Proposed Salary Range/Rate N/A

Definition

~~Coordinates a state operated residential facility or region wide drug/alcohol or sex offender treatment program.~~ In a Juvenile Rehabilitation Division, serve as a technical expert in a specialty area including but not limited to substance use disorder, vocational training, youth who sexually offend, reentry, mental health, employment.

1. Participates on statewide oversight committees for program development in a specialty area as listed above.
2. Participates in the development of local program policies and procedures; monitors program operations for compliance with bulletins, contract requirements and other applicable WAC/RCW requirements.
3. Serves as a technical expert and support resource to staff to achieve management and treatment goals for youth.
4. Serves as a treatment specialty liaison between the courts, attorneys, law enforcement, schools, treatment facilities, community groups and/or agencies. Assists in contract negotiation, development and monitoring.

Explanation

This request from Department of Children, Youth and Families for class plan maintenance to the Juvenile Rehabilitation Coordinator classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 28

Section C: Classification

Item 84	
Agency/HE Institution Department of Children, Youth and Families	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 355K Juvenile Rehabilitation Supervisor	Current Salary Range/Rate 54
Proposed Class Code/Title 355K Juvenile Rehabilitation Counselor 3	Proposed Salary Range/Rate N/A

Definition

- ~~1. In an assigned unit of a juvenile rehabilitation institution or community facility, supervises, directs, trains and monitors and assists counseling staff.; or,~~
- ~~2. As the designated assistant to the Group Home Administrator, assists in the operation of a juvenile rehabilitation facility. Supervises, directs and evaluates staff in providing treatment and case management to juvenile youths. Participates in budget preparation and monitoring of expenditures..~~

Explanation

This request from Department of Children, Youth and Families for class plan maintenance to the Juvenile Rehabilitation Supervisor classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 21

Section C: Classification

Item 85	
Agency/HE Institution Department of Children, Youth and Families	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 355M Juvenile Rehabilitation Program Manager 1	Current Salary Range/Rate 56
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

In an assigned unit of a juvenile rehabilitation facility, supervises and directs counseling and supervisory staff in the treatment and case management of juvenile offenders. Develops, implements and monitors unit program for compliance with Juvenile Rehabilitation Administration policies, procedures and standards; or, in a youth camp facility, supervises and directs staff in the rehabilitation treatment of youth offenders and has responsibility for weekend and evening facility operations.

Explanation

This request from Department of Children, Youth and Families for abolishment to the Juvenile Rehabilitation Program Manager classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 0

Section C: Classification

Item 86	
Agency/HE Institution Department of Children, Youth and Families	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 355N Juvenile Rehabilitation Program Manager 2	Current Salary Range/Rate 58
Proposed Class Code/Title 355N Juvenile Rehabilitation Program Manager	Proposed Salary Range/Rate N/A

Definition

Directs and supervises institution facility shift supervisors and counseling staff in the implementation of facility programs within a clinical treatment model;

Distinguishing Characteristics

1. Organizes, directs and monitors three or more regional juvenile ~~offender-youth~~ special treatment and/or service programs. Examples include ~~P~~parole, ~~C~~contracted ~~R~~residential ~~G~~group ~~H~~homes, ~~D~~diagnostic, Drug/Alcohol, "Sex Offender," Life Skills Centers. –Supervises program staff and monitors ~~contracted~~ staff in the implementation and delivery of services. Coordinates with contracted providers and reviews and tracks expenditures. Participates in program policy and procedure development and program reviews; or
2. In ~~a juvenile rehabilitation institution or facility~~ ~~Youth Camp~~, serves as an assistant to the Superintendent to oversee coordination of ~~intake and T~~transportation for the facility, court liaison functions, training, safety and hiring and scheduling of ~~on-call~~ intermittent staff; or supervises and directs staff in the rehabilitation treatment of youth and has responsibility for weekend and evening facility operations; or
3. In an assigned unit of a juvenile rehabilitation institution or facility, supervises and directs the clinical and operational work of counseling and supervisory staff in the treatment and case management of youth. Develops, implements and monitors unit program for compliance with Juvenile Rehabilitation Division policies, procedures and clinical and operational standards; or
4. As the designated assistant to the Community Facility Administrator, assists in the operation of a juvenile residential institution or facility.

Section C: Classification

Explanation

This request from Department of Children, Youth and Families for class plan maintenance to the Juvenile Rehabilitation Program Manager 2 classification. The updates include revisions to the title, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 3

Section C: Classification

Item 87	
Agency/HE Institution Department of Services for the Blind	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 357E Rehabilitation Teacher 1	Current Salary Range/Rate 43
Proposed Class Code/Title 357E Vision Rehabilitation Specialist - Entry	Proposed Salary Range/Rate N/A

Definition

In the Department of Services for the Blind, ~~the entry this level Vision Rehabilitation Specialist~~ of the series serves in either as a teacher trainee in an itinerant field appointment within an assigned geographic area or in a center-based appointment within the Orientation and Training Center. The Vision Rehabilitation Specialist – Entry position is intended to be utilized in coordination with a training plan for hire at the Vision Rehabilitation Specialist – Journey level. Provides rehabilitation program services, specialized instruction and counseling to blind or visually impaired individuals who may have other disabilities in addition to blindness.

Explanation

This request from Department of Services for the Blind for class plan maintenance to the Rehabilitation Teacher 1 classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 1

Section C: Classification

Item 88	
Agency/HE Institution Department of Services for the Blind	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 357F Rehabilitation Teacher 2	Current Salary Range/Rate 49
Proposed Class Code/Title 357F Vision Rehabilitation Specialist - Journey	Proposed Salary Range/Rate N/A

Definition

In the Department of Services for the Blind, the journey-level Vision Rehabilitation Specialist serves in either an itinerant field appointment within an assigned geographic area or in a center-based appointment within the Orientation and Training Center, conducts individualized assessments, provides rehabilitation program services, specialized instruction and counseling to blind or visually impaired individuals who may also have other disabilities.

Explanation

This request from Department of Services for the Blind for class plan maintenance to the Rehabilitation Teacher 2 classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 1

Section C: Classification

Item 89	
Agency/HE Institution Department of Services for the Blind	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 357G Rehabilitation Teacher 3	Current Salary Range/Rate 56
Proposed Class Code/Title 357G Vision Rehabilitation Specialist - Senior	Proposed Salary Range/Rate N/A

Definition

In the Department for Services for the Blind, the senior-level Vision Rehabilitation Specialist serves in either an itinerant field appointment within an assigned geographic area or in a center-based appointment within the Orientation and Training Center provides rehabilitation program services in three program areas to blind and visually impaired individuals who may also have other disabilities. Employees in these positions may supervise and/or train entry level rehabilitation teachers or interns. (1) In Vocational Rehabilitation Field Services, in an assigned geographic area, provides individualized assessments, specialized instruction and counseling to participants in their place of residence; facilitates career exploration activities and provides intensive job search training for participants; OR (2) In the Orientation and Training Center, provides rehabilitative program services, specialized instruction and counseling to participants, and functions as an advisor with responsibility for case coordination for assigned students; OR (3) Develops and trains individuals who are blind and visually impaired in orientation and mobility.

Distinguishing Characteristics

Incumbents serve as a senior/specialist and/or lead and are responsible for the onboarding, training, and development for lower-level Vision Rehabilitation Specialist staff towards competency among the range of Vision Rehabilitation Specialist skillsets. Positions are also responsible for ongoing training requested by lower-level staff, and requests from Regional Area Managers for employee retention training for lower-level staff. These positions lead statewide Vision Rehabilitation Specialist process review and improvement efforts.

Explanation

This request from Department of Services for the Blind for class plan maintenance to the Rehabilitation Teacher 3 classification. The updates include revisions to the title, definition, and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 15

Section C: Classification

Item 90	
Agency/HE Institution Department of Corrections	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment <input checked="" type="checkbox"/> Shadow Class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 362B Psychology Associate	Current Salary Range/Rate 68
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Current Shadow Class Code/Title 362B Psychology Associate - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 64
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate Teamsters 66

Class Series Concept

See ~~362A~~-Psychology Affiliate.

Definition

This is the journey, working or occupational level of the series. Subject to supervision or general review and consultation of a licensed psychologist, positions serve as one or more of the following:

- ~~has r~~ Responsibility for a program, project or system within an institution; or subject to the supervision of a licensed psychologist, positions may provide direct psychological services to clients in addition to coordinating, monitoring and managing the assigned program, project or system.
- ~~s~~ Serves as the psychology specialist for an institutional training, reception/admissions, pre-vocational/vocational, violent geriatric behavior modification program, or to a multidisciplinary team within a correctional facility or state institution hospital. Division of Developmental Disabilities (DDD) facility Program Area Team (PAT).
- Functions as primary therapist, providing assessment, diagnostic, treatment, and crisis services for all those with a mental health condition while incarcerated.

~~Positions in this class are distinguished from lower level psychologists by unit wide or cross unit responsibility.~~

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

~~Positions in this class may lead or supervise the work of lower level professional and other staff.~~

Section C: Classification

Explanation

This request from Department of Corrections for class plan maintenance to the Psychology Associate classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 181

Section C: Classification

Item 91	
Agency/HE Institution Department of Corrections	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 383G Community Corrections Officer 2 – WFSE	Current Salary Range/Rate 52
Proposed Class Code/Title 383G Community Corrections Officer 2 – DOC WFSE	Proposed Salary Range/Rate 53

Definition

Manages a caseload of adults under supervision criminal offenders including specialized case management. Applies swift and certain response to a supervised individual's offender violation behavior. Matches the level of supervision to the offender's supervised individual's risk of reoffending, based on static factors; assesses supervised individual's offender criminogenic needs used in targeted treatment; and notifies local law enforcement of supervised individuals offenders who commit new crimes.

Explanation

This request from Department of Corrections for class plan maintenance and salary adjustment to the Community Corrections Officer 2 - WFSE classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 296

Section C: Classification

Item 92	
Agency/HE Institution Department of Corrections	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 383H Community Corrections Officer 3 - WFSE	Current Salary Range/Rate 55
Proposed Class Code/Title 383H Community Corrections Officer 3 – DOC WFSE	Proposed Salary Range/Rate 56

Definition

Manages a caseload of adults under supervision ~~criminal offenders~~ and serves as a lead worker over two or more assigned Community Corrections Officers.

Distinguishing Characteristics

In the absence of a supervisor, assumes responsibility in determining willfulness of violation behavior, authorizing arrests, and length of swift and certain sanction(s). Primarily responsible to lead and mentor Community Corrections Officers housed in their field office/reentry center. Positions are distinguished from the supervisor and are only responsible for operational aspects of the office in the absence of a supervisor and have no authority to make personnel or disciplinary related decisions.

Explanation

This request from Department of Corrections for class plan maintenance and salary adjustment to the Community Corrections Officer 3 - WFSE classification. The updates include revisions to the title, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 174

Section C: Classification

Item 93	
Agency/HE Institution Department of Corrections	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 383J Community Corrections Officer 4	Proposed Salary Range/Rate 62

Definition

Positions at this level are assigned within Community Response Unit(s) which serve as expert level, highly specialized teams, assigned to various task forces and trained to partner with federal, state and local law enforcement agencies. The teams focus on the apprehension of wanted individuals, service of high-risk warrants to individuals both under, or not under, the supervision of the Department of Corrections (DOC), and development of criminal investigations for both state and federal prosecution. Positions at this level provide support to a number of divisions within DOC including Prisons, Reentry and the Community Corrections Division.

Distinguishing Characteristics

Under administrative direction, positions consult with local, state and federal law enforcement agencies on individual violent/major crime investigations and are involved in all aspects of criminal investigations including:

- Development and maintenance of informants;
- Writing, obtaining and coordinating service of search warrants;
- Conducting field surveillance;
- Apprehension of prison/work release/reentry center escapees;
- Writing investigative reports; and
- Testifying in court.

Section C: Classification

Explanation

This request from Department of Corrections for establishment of the Community Corrections Officer 4 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected N/A

Section C: Classification

Item 94	
Agency/HE Institution Department of Children, Youth and Families	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 385P Juvenile Rehabilitation Security Officer 1	Current Salary Range/Rate 42
Proposed Class Code/Title 385P Juvenile Rehabilitation Officer 1	Proposed Salary Range/Rate 43

Definition

In a training capacity, provides basic coaching, security, and safety for residents, staff and visitors in a juvenile rehabilitation institution; or, basic night time supervision, safety and security for youth in a juvenile residential facility/unit; or security of youth during local transportation to and from as well as during appointments on or off campus. Provides custody, security and safety for residents, staff and visitors in a juvenile rehabilitation facility; or, provides night time supervision, safety and security for youths in a juvenile residential unit; or, provides custody and security of youths during transportation to and from as well as during appointments on or off campus.

Distinguishing Characteristics

This is an in-training classification. Work performed at this level is carefully screened for appropriateness of assignments and closely reviewed. Incumbents in this role perform under close and direct supervision. After successfully completing the one-year in-training plan, incumbents automatically advance to the next level.

Explanation

This request from Department of Children, Youth and Families for class plan maintenance to the Juvenile Rehabilitation Security Officer 1 classification. The updates include revisions to the title, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 243

Section C: Classification

Item 95	
Agency/HE Institution Department of Children, Youth and Families	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 385Q Juvenile Rehabilitation Security Officer 2	Current Salary Range/Rate 44
Proposed Class Code/Title 385Q Juvenile Rehabilitation Officer 2	Proposed Salary Range/Rate 45

Definition

This is the fully qualified level of the series. Incumbents at this level perform under general supervision. Positions provide custody, security and safety for residents, staff and visitors in a juvenile rehabilitation facility; or provides nighttime supervision, safety and security for youths in a juvenile residential unit; or provides custody and security of youths during transportation to and from as well as during appointments on or off campus.

~~(1) Supervises security staff on an assigned shift within an Institution or Youth Camp. Is responsible for campus wide security and/or transportation operations during the shift. OR, (2) As part of the statewide transportation unit, independently transports youth statewide between residential facilities, courts and private service providers, which may involve overnight travel or stays.~~

Explanation

This request from Department of Children, Youth and Families for class plan maintenance to the Department of Children, Youth and Families classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 19

Section C: Classification

Item 96	
Agency/HE Institution Department of Children, Youth and Families	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 385R Juvenile Rehabilitation Security Manager	Current Salary Range/Rate 49
Proposed Class Code/Title 385R Juvenile Rehabilitation Officer 4	Proposed Salary Range/Rate N/A

Definition

Responsible for the campus wide security program in a juvenile rehabilitation institution or facility. -Supervises staff in the safety and custody, security and safety of residents, staff and visitors for in compliance with agency and institution or facility goals, policies and guidelines. -Maintains contact with all institution or facility staff in matters related to security and/or transportation of residents.

Explanation

This request from Department of Children, Youth and Families for class plan maintenance to the Juvenile Rehabilitation Security Manager classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 5

Section C: Classification

Revised

Item 97	
Agency/HE Institution Department of Children, Youth and Families	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 385S Juvenile Rehabilitation Officer 3	Proposed Salary Range/Rate 47

Definition

Ensures the safety and security of facility residents, staff and visitors; models pro-social adaptive behavior and demonstrates excellent verbal de-escalation techniques; Ensures staff members implement successful treatment techniques;

Distinguishing Characteristics

Positions at this level:

1. Supervises, trains, and evaluates Juvenile Rehabilitation Officer staff on an assigned shift in a juvenile rehabilitation institution or facility. Responsible for the safety and security of residents, staff, and visitors or transportation operations during a shift; or
2. In a statewide transportation unit, independently transports youth between juvenile rehabilitation institutions or facilities, courts, and private service providers, which may involve overnight travel or stays.

Explanation

This request from Department of Children, Youth and Families for establishment to the Juvenile Rehabilitation Officer 3 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected N/A

Section C: Classification

Item 98	
Agency/HE Institution Department of Natural Resources	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 387S Natural Resource Police Sergeant	Proposed Salary Range/Rate 70

Definition

Supervises a unit of Natural Resources Police Officers and provides a full range of supervisory functions. Provide leadership to and is responsible for employee performance and favorable mission outcomes within assigned region(s).

Distinguishing Characteristics

This is the supervisory level of the series. Provides leadership for all enforcement activities in assigned region(s) including developing regional work plans, monitoring enforcement activities, evaluating regional performance and ensuring compliance with program regulations and agency policy.

Positions at this level will assist higher-level management in performing one or more of the following activities:

- Conducts regional or statewide-level agency investigations of police officers, and/or non-commissioned personnel as assigned;
- Conducts investigations of citizen complaints;
- Supervises staff on projects crossing regional and/or state lines;
- Supervises and coordinates the workflow, use of staff, and budget on assigned enforcement activities at a regional or statewide level;
- Seeks and develops grant proposals and manages grants on behalf of the agency;
- Represents the agency at national level conferences.

Explanation

This request from Department of Natural Resources for establishment of the Natural Resource Police Sergeant classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 2

Section C: Classification

Item 99	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 391Q Compliance Specialist Supervisor	Current Salary Range/Rate 61
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

In the Department of Labor and Industries, supervises and coordinates the activities of regional contractor compliance inspectors, boiler inspectors and Industrial Relations Agent(s).

Explanation

This request from Department of Labor and Industries for class plan maintenance to the Compliance Specialist Supervisor classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 9

Section C: Classification

Item 100	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 391R Factory & Mobile Home Plan Examiner	Current Salary Range/Rate 59E
Proposed Class Code/Title 391R Factory Assembled Structures Plans Examiner 1	Proposed Salary Range/Rate 62E

Class Series Concept

See Factory Assembled Structures Inspector 1.

Definition

~~Under the supervision of the Assistant Chief, In an in-training capacity, assists in the examinations examines plans for all types of factory assembled structures mobile homes, factory built housing, commercial coaches and recreational vehicles to determine compliance with Washington State and other mandated laws, codes, rules and regulations.~~

Positions at this level work under the direction of a higher-level position within the series. Positions assist with Factory Assembled Structures building plan reviews and compliance.

Explanation

This request from Department of Labor and Industries for a salary adjustment and class plan maintenance to the Factory & Mobile Home Plan Examiner classification. The updates include adding a class series concept and revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 7

Section C: Classification

Item 101	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 391S Construction Compliance Inspector 1	Current Salary Range/Rate 57E
Proposed Class Code/Title 391S Contractor Compliance Inspector 1	Proposed Salary Range/Rate N/A

Definition

In an in-training capacity, positions at this level are required to complete a training program under the direction of a Contractor Compliance Inspector 2.

~~Assists in visiting jobsites to verify Reviews and verifies competency registration and licensing requirements of journey-level electricians, plumbers and construction and plumbing contractors, for compliance with State laws, regulations and national codes. Checks plans and inspects the construction of factory assembled structures involving plumbing, electrical and heating installations for compliance with State laws, regulations and national codes.~~

Explanation

This request from Department of Labor and Industries for class plan maintenance to the Construction Compliance Inspector 1 classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 0

Section C: Classification

Item 102	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 391T Construction Compliance Inspector 2	Current Salary Range/Rate 59E
Proposed Class Code/Title 391T Contractor Compliance Inspector 2	Proposed Salary Range/Rate N/A

Definition

Leads ~~Construction~~ Contractor Compliance Inspector 1s and reviews and verifies competency and licensing requirements of journey-level electricians, plumbers and contractors for compliance with State laws, and regulations, and national codes. ~~Checks plans and inspects the construction of factory assembled structures involving plumbing, electrical and heating installations for compliance with State laws, regulations and national codes.~~

Explanation

This request from Department of Labor and Industries for class plan maintenance to the Construction Compliance Inspector 2 classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 42

Section C: Classification

Item 103	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 391U Specialty Compliance Technical Specialist	Current Salary Range/Rate 61
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

~~Supervises the plan review section within the Factory Assembled Structures Program or functions-Functions~~ as a technical specialist reporting to the Chiefs of the Contractor Compliance/Plumber Certification Program ~~or Factory Assembled Structures Program~~ by providing interpretations of RCW's, policies and codes directly related to contractor compliance and Plumber Certification. ~~or manufacturing or alteration of factory assembled structures.~~

Explanation

This request from Department of Labor and Industries for class plan maintenance to the Specialty Compliance Technical Specialist classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 4

Section C: Classification

Item 104	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 392E Safety & Health Specialist 1	Current Salary Range/Rate 46
Proposed Class Code/Title 392E Occupational Safety & Health Professional 1	Proposed Salary Range/Rate N/A

Class Series Concept

~~This is a professional series within works in the Department of Labor & Industries. The Safety and Health Specialist that is required to successfully maintain the Federally approved state occupational safety and health program and meet the authorizing statute statute, Chapter 49.17 RCW, the Washington Industrial Safety and Health Act (WISHA) at the Department of Labor and Industries. This series represents the predominant professional classifications necessary to maintain federal requirements and approval in regards to The approved State program at the Department of Labor and Industries must be maintained as effective as the national Federal OSHA program including enforcement, consultation, internal training, rules-rulemaking, policy development, Voluntary Protection Program, Safety Through Achieving Recognition Together, education and outreach, and safety and health discrimination. regulations, policies and procedures. The series represent the predominant professional classifications necessary to maintain Federal approval. The work includes assisting and ensuring employers understand how to meet is focused on ensuring employers comply with safety and health standards requirements, general duty clauses and employee safety laws, rules and regulations and to facilitate violation penalties reduce hazards in their workplaces. Work also includes developing safety and health policies, rules, and laws, evaluating and addressing safety and health discrimination allegations.~~

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

Definition

~~In the Department of Labor and Industries, this~~ This is the entry level of the series. Positions that work under direct supervision and assist higher level positions in assignments related to occupational safety and health or industrial hygiene.

Distinguishing Characteristics

Perform routine or basic work assignments for all types of occupational safety and health hazards. Complex work or projects are subject to direction by higher level Occupational Safety and Health Professionals.

Section C: Classification

Explanation

This request from Department of Labor and Industries for class plan maintenance to the Safety & Health Specialist 1 classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 14

Section C: Classification

Item 105	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 392F Safety & Health Specialist 2	Current Salary Range/Rate 55
Proposed Class Code/Title 392F Occupational Safety & Health Professional 2	Proposed Salary Range/Rate 56

Class Series Concept

See Occupational Safety & Health Specialist Professional 1.

Definition

Positions at this level are fully functional in all but the most complex industries. They apply professional working knowledge of the occupational safety and health laws, rules, and methodologies which have been gained through training and job experience. Positions independently perform work of a complex nature.

~~In the Department of Labor and Industries, this is the journey-level class of the series.—~~

~~Safety & Health Compliance: The Compliance Safety and Health Specialist conducts enforcement inspections and investigations of employers' workplace and determines whether employers are complying with safety and health standards, general duty clauses and safe employee exposure limits. Documents facts and prepares reports to support conclusions resulting from inspections and investigations. Exercises compliance authority in issuing citations including subpoena orders and notices of immediate restraint. Provides information to employers of possible abatement strategies and measures. Appears and testifies as a State's witness, as required during appeal actions and gives depositions; appears in Superior Court for warrant requests or civil cases. As a technical resource, advises and assists Assistant Attorney Generals, Hearing Officers and others in their preparation of hearings and in making settlements. Assists supervisors in the direction of trainees;~~

OR

~~Safety and Health Consultation: The Consultation Safety and Health Specialist conducts workplace consultations and advises employers whether they are complying with safety and health standards, the general duty clause and safe employee exposure limits. Provides information, orally and in writing, to employers of possible abatement strategies and measures. Develops and presents training programs for employers and industry groups to assist employers in reducing injuries and illness. Provides on-site training to employers and employees related to safety and health. Assists supervisors in the direction of trainees.~~

Section C: Classification

Distinguishing Characteristics

Independently conducts workplace consultations with varying complexity to assess existing and potential health hazards and advises employers if they are meeting safety and health standards, the general duty clause and safe employee exposure limits and of possible abatement strategies and measures. Assists supervisors in the direction of lower-level positions. A complex consultation/evaluation is comprised of one or more of the following:

- Requires interpretation of policy,
- Involves multiple occupational safety and health topics, or
- Involves medium-sized fixed industry, construction, and agricultural single-site employers.

OR

In the Department of Labor and Industries' headquarters, positions work in assignments related to industrial hygiene (e.g. programs/projects, technical research, policy development, training development/presentation, or discrimination).

Explanation

This request from Department of Labor and Industries for a salary adjustment and class plan maintenance to the Safety & Health Specialist 2 classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 13

Section C: Classification

Item 106	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 392G Safety & Health Specialist 3	Current Salary Range/Rate 58
Proposed Class Code/Title 392G Occupational Safety & Health Professional 3	Proposed Salary Range/Rate 63

Class Series Concept

See Occupational Safety & Health Specialist Professional 1.

Definition

Positions at this level apply advanced knowledge in their areas of expertise which is gained through extensive training and experience to complete. Positions perform work that involves cross-divisional, regional, agency and external collaboration. The work of these positions directly impacts the health and safety of Washington's workers.

Positions may lead lower-level Occupational Safety and Health Professional positions or other professional staff.

~~In the Department of Labor and Industries, this is the senior level class of the series.~~

~~Safety & Health Compliance: The Compliance Safety and Health Officer 3 conducts the most complex enforcement inspections of employers' workplace and determines whether employers are complying with safety and health standards, general duty clauses and safe employee exposure limits. Investigates and recommends criminal prosecution. Directs or leads other staff in complex inspections as assigned. Researches and provides technical input for program development.~~

OR

~~Safety and Health Consultation: The Safety and Health Consultant conducts complex workplace consultations and advises employers whether they are complying with safety and health standards, the general duty clause and safe employee exposure limits. Provides information, orally and in writing, to employers of possible abatement strategies and measures. Develops and presents training programs for employers and industry groups. Directs or leads other staff as assigned.~~

~~A "complex" inspection/investigation/consultation is comprised of the following elements presenting unusual or complicated legal constructs:~~

- ~~• Leads and/or conducts full worksite intervention of a multi-employer commercial worksite (multiple trades), (i.e. hi-rise steel erection, highway construction);~~
- ~~• Leads and/or conducts full worksite intervention of a multiple industrial operation and process (i.e. pulp and paper mills, petrochemical plants or refineries);~~
- ~~• Leads and/or conducts process system safety inspections or investigations;~~

Section C: Classification

- ~~Investigates catastrophes, fatalities and serious injuries where the root cause is not obviously known or where multiple fatalities or hospitalizations occurred.~~

OR

~~Position designated in writing by the Assistant Director of the Division of Occupational Safety and Health (DOSH) as a technical specialist for an assigned industry, including but not limited to maritime, logging, high-voltage, cranes, and agriculture. Designated positions will conduct all levels of safety inspections/consultations for the assigned industry. Technical specialty areas are defined by the Assistant Director of DOSH.~~

Distinguishing Characteristics

Independently conducts highly complex workplace consultations and resolves the most complex, critical, or precedent-setting issues that arise. A highly complex consultation is comprised of at least one of the following elements:

- Conducts full worksite consultations of a multi-employer commercial worksite (multiple trades, e.g. highway construction), or
- Conducts full worksite consultations of large, multi-site fixed industry, construction, and agricultural employers with multiple industrial operations and processes.

OR

As a technical specialist, utilizes technical industry expertise to provide guidance in the research, development, promulgation and updating of highly complex occupational safety and health rules.

OR

Independently creates and conducts employer occupational safety and health training programs, guidelines, presentations, workshops and publications, in the area of occupational safety and health hazards for internal and external groups.

OR

Conducts Division of Occupational Safety & Health Internal Performance Audits.

OR

Conducts discrimination investigations; testifies in front of the Division of Occupational Safety and Health Appeals and Reassumption Hearing Officers.

Section C: Classification

Explanation

This request from Department of Labor and Industries for a salary adjustment class plan maintenance to the Safety & Health Specialist 3 classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 108

Section C: Classification

Item 107	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) – select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) – select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 392H Safety & Health Specialist 4	Current Salary Range/Rate 61
Proposed Class Code/Title 392H Occupational Safety & Health Professional 4	Proposed Salary Range/Rate 65

Class Series Concept

See Occupational Safety & Health Specialist Professional 1.

Definition

~~In the Department of Labor and Industries, this~~ This is the supervisory ~~or expert~~ level of the series. Supervises Occupational Safety and Health Specialists-Professionals. May also supervise other professional staff.

~~OR~~

~~Conducts Division of Occupational Safety and Health (DOSH) Safety Internal Performance Audits.~~

~~OR~~

~~Acts as regional or statewide hearings officer for first level appeals of fines and citations at informal conferences. Prepares informal appeal cases, information and documentation, which may include preparation for transferring cases to other court jurisdictions in the statewide appeals office.~~

~~OR~~

~~Policy specialist with authority for compliance/consultation operations or for a major technical area (i.e., cranes, agriculture, firefighting, logging, maritime, construction, explosives) as designated in writing by the Assistant Director of DOSH.~~

~~OR~~

~~Internal Training Development Specialist in the development and conducting of training programs, guidelines, presentations, workshops and publications, in the area of occupational safety and health.~~

~~OR~~

~~Works in Safety and Health Assessment and Research for Prevention (SHARP) as senior safety research specialist.~~

~~OR~~

~~Directly supervises regional team of safety and industrial hygiene consultants, providing educational outreach and consultative services to employers; performs (DOSH) supervisory duties with primary responsibility for interpretation and application of the Consultation and Compliance Field Operations Manual.~~

Section C: Classification

Explanation

This request from Department of Labor and Industries for a salary adjustment and class plan maintenance to the Safety & Health Specialist 4 classification. The updates include revisions to the title, class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 67

Section C: Classification

Item 108	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 393E Food Safety Compliance Specialist 1	Current Salary Range/Rate 46
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

Responsible for enforcing and maintaining the Federally approved food safety system program which must meet the authorizing statute. This program includes maintaining enforcement, consultation, rules, regulations, policies and procedures. This is a professional level series and assists the food industry in the development, implementation, and maintenance of food safety preventive controls plans to prevent or significantly minimize food safety hazards and intentional contamination. Assists and ensures food producers comply with food safety standards, rules, and regulations for public consumption and/or animal feed.

Definition

This is the in-training level of the series; incumbents are required to serve in a 12-month training program which combines structured course work with field work. Performs basic investigations, inspections and/or surveillance of commercial establishments that manufacture, process, hold or transport food products intended for public consumption and/or animal feed. Ensures compliance with the various licensing requirements for facility design, processing, sanitation, and product labeling. Recommends and may apply enforcement action upon completion of basic course work and field work requirements. May provide witness testimony as needed.

Distinguishing Characteristics

Incumbents work under close supervision and will be advanced to the journey level after the satisfactory completion of a structured training program. Under close direction and using established procedures, conducts general sanitation surveys and food safety and processing compliance inspections on food production facilities; collects, analyzes, records and summarizes data obtained from surveys and inspections.

Explanation

This request from Department of Agriculture for abolishment to the Food Safety Compliance Specialist 1 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 0

Section C: Classification

Item 109	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 393F Food Safety Compliance Specialist 2	Current Salary Range/Rate 54
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

Responsible for enforcing and maintaining the Federally approved food safety system program which must meet the authorizing statute. This program includes maintaining enforcement, consultation, rules, regulations, policies, and procedures. This is a professional level series and assists the food industry in the development, implementation, and maintenance of food safety preventive controls plans, to prevent or significantly minimize food safety hazards and intentional contamination. Assists and by ensuring food producers comply with food safety standards, rules, and regulations for public consumption and/or animal feed.

Definition

~~This is the journey level of the series and w~~ Within an assigned geographical area, positions is responsible for independently work under the general supervision of a unit supervisor and are responsible for assisting guiding the industry in with the development, implementation, and maintenance of food safety preventive control plans to prevent or significantly minimize food safety hazards and intentional contamination. Assists with and ensures compliance with the various state and federal licensing requirements for facility design, processing, sanitation, and product labeling. Provides expert technical assistance to the industry. Interacts with and advises the public, industry personnel, and other government officials on public health issues with regard to food safety.

Distinguishing Characteristics

~~Incumbents work under general direction-supervision of a unit supervisor and independently regulate and apply established procedures to conduct detailed inspections and field investigations; evaluate preventive controls in human or animal food and dairy production or the harvesting and handling of fruits and vegetables; of varying complexity at commercial establishments of variable size and scope as well as food facilities that involve the productions and harvesting of fruits and vegetables. Regulates and monitors preventive controls for compliance with food safety standards for both human consumption and animal feed. Conducts food safety hazard analysis, compliance inspections and simple to complex investigations of commercial establishments and determines whether producers are complying with Federal and State food safety standards, rules and regulations.~~

Positions are distinguished from the Food and Safety Compliance Specialist 3 in that assignments are typically routine in nature and positions follow clearly defined work procedures, formats, and priorities. Work is reviewed for accuracy, completion, and adherence to instructions and established standards.

Section C: Classification

Explanation

This request from Department of Agriculture for class plan maintenance to the Food Safety Compliance Specialist 2 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 17

Section C: Classification

Item 110	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 393G Food Safety Compliance Specialist 3	Current Salary Range/Rate 56
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

See Food Safety Compliance Specialist ~~24~~.

Definition

Serves as a regional or ~~agency~~ state-wide expert senior level specialist in one or more specified technical subject areas within the Food Safety Program. ~~such as food processing or control of hazards.~~ Ensures compliance with the various licensing requirements for facility design, processing, sanitation, allergen control and product labeling per Federal and State laws.

Distinguishing Characteristics

This class requires written designation by the Food Safety Program Manager or above. Serves as an ~~expert~~ technical resource for complex food processing technologies or technical coordinator for highly specialized and technical food manufacturing process analysis.

Serves as an ~~expert~~ technical resource for complex food processing technologies or technical coordinator for highly specialized and technical food manufacturing process analysis.

Specializes or serves as a regional or state wide specialist an expert in one or more areas of regulated food production such as acidified foods, low acid canned foods, inspection standards or employee auditing/training, egg, seafood, juice, custom meat ~~facilities, slaughter trucks, shell egg, cottage food and direct seller, marijuana infused edibles~~ Cannabis products, and animal feed;

~~Serves as an expert~~ Specializes in the identification and control of hazards such as those associated with allergen cross-contact, thermal heat processing, acidification, ying, irradiating, and refrigerated foods;

May serve as a specialist for Grade 'A' Dairy, inspection standards auditor, cottage food, cannabis products, hemp extract or emergency management/recall coordination for human or animal food.

Section C: Classification

Explanation

This request from Department of Agriculture for class plan maintenance to the Food Safety Compliance Specialist 3 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 11

Section C: Classification

Item 111	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 393H Food Safety Compliance Specialist 4	Proposed Salary Range/Rate 59

Class Series Concept

See Food Safety Compliance Specialist 2

Definition

Serves as a subject matter expert in one or more technical subject areas within the Food, Feed or Produce Safety Programs. Provides expert level technical assistance and conducts complex inspections to ensure continued economic vitality and product protection.

Distinguishing Characteristics

This class requires written designation by the appointing authority or designee as the expert technical resource for complex food processing concepts or as a technical coordinator for highly specialized food manufacturing regulatory requirements. The duties assigned will require interprogram, interagency, and statewide coordination to lead workgroups to complete assignments with significant national impact.

Explanation

This request from Department of Agriculture for establishment to the Food Safety Compliance Specialist 4 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 112	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 393I Food Safety Compliance Specialist 5	Proposed Salary Range/Rate 62

Class Series Concept

See Food Safety Compliance Specialist 2

Definition

This is the highest level in the series responsible for administering a statewide food safety subprogram or supervises professional staff within a designated region or specialty area.

Distinguishing Characteristics

Independently plans, develops, organizes, directs and evaluates the program or region activities; or is designated as a technical expert and performs all of the following:

- Provides consultation, direction and evaluation on technical issues, concerns, policies, regulations, and procedures regarding food safety program at the division, department, state or national level.
- Trains food safety professionals.
- Serves as a program representative at the agency, state and national level.
- Recognized as a program expert before the legislature, Food and Drug Administration, administrative hearings, negotiations with other governmental entities and other legal proceedings on food safety issues.

Section C: Classification

Explanation

This request from Department of Agriculture for establishment to the Food Safety Compliance Specialist 5 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 113	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 394E Industrial Hygienist 2	Current Salary Range/Rate 56
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

This professional series maintains the Federally approved state occupational safety and health program and meets the authorizing statute, Chapter 49.17 RCW, the Washington Industrial Safety and Health Act (WISHA). The approved State program at the Department of Labor and Industries must be maintained as-effective-as the national Federal OSHA program including enforcement, consultation, rules, regulations, policies and procedures. The series represents the necessary professional classifications to maintain Federal approval. The work is aimed at assisting and ensuring employers comply with safety and health standards, general duty clauses and employee safety laws, rules and regulations.

Definition

This is the journey level of the series.

Conducts enforcement inspections and/or investigations of an employer's work place to assess existing and potential health hazards and determines compliance with standards for safety and health hazards. Under direction, exercises compliance authority in issuing citations including orders and notices of immediate restraint.

OR

In headquarters, assists in assignments related to industrial hygiene (i.e., programs/projects, technical research, policy development or training development and presentation).

OR

In institutions of higher education, either conduct field and laboratory investigations of facilities, equipment, and environment to assess occupational hygiene hazards, or conducts evaluations of work places to assess existing and potential occupational health hazards.

Distinguishing Characteristics

This class includes performance of routine inspections/investigations for all types of occupational health hazards. Inspections/investigations or projects of unusual complexity or posing unusual problems are subject to direction by senior level safety and health personnel.

Section C: Classification

Explanation

This request from Department of Labor and Industries for abolishment of the Industrial Hygienist 2 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 7

Section C: Classification

Item 114	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 394F Industrial Hygienist 3	Current Salary Range/Rate 61
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

See Industrial Hygienist 2.

Definition

This is the senior or lead-worker level of the series.

Independently, conducts complex enforcement inspections and investigations of employers' workplaces, to assess existing and potential health hazards and determines compliance with standards for safety and health hazards. Exercises compliance authority in issuing citations including orders and notices of immediate restraint.

A complex inspection/investigation/consultation is comprised of one or more of the following elements presenting unusual or complicated legal constructs:

- inspections/investigations that require interpretation of policy
- inspections/investigations involving two or more investigators or consultants
- inspections/investigations as a result of multiple hospitalizations/fatalities
- inspections/investigations involving numbers of technical safety and health requirements, and/or high visibility media and legal issues
- multiple industrial operation and process inspections (i.e. pulp and paper mills, petrochemical plants or refineries, maritime inspections).

OR

As a leadworker, directs other Industrial Hygienists in inspections/investigations.

OR

Conducts complex industrial hygiene inspections/consultations on an assigned industry-wide basis as designated in writing by the Assistant Director, Division of Occupational Safety and Health.

OR

Performs consultation surveys of employers' workplaces to detect and eliminate any existing and potential health hazards.

OR

Section C: Classification

In headquarters or the industrial hygiene laboratory, independently performs technical research, development, evaluation and implementation of project/programs requiring professional level technical knowledge and expertise in industrial hygiene.

OR

Performs theoretical and academic industrial hygiene research and investigation of recognized and unknown safety and health hazards in the Safety and Health Assessment and Research Program (SHARP).

OR

In Higher Education, develops and coordinates major components of an industrial hygiene program such as management of toxic materials, hazardous wastes, and/or surveillance of employee exposure to hazardous chemicals.

Explanation

This request from Department of Labor and Industries for abolishment to the Industrial Hygienist 3 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 68

Section C: Classification

Item 115	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 394G Industrial Hygienist 4	Current Salary Range/Rate 65
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

See Industrial Hygienist 2.

Definition

This is the supervisory or technical specialist level of the series.

Supervises Industrial Hygienists. May also supervise other professional staff.

OR

Policy specialist with authority for compliance/consultation operations or a major technical area (i.e. respirators, asbestos, process system safety, lead, confined space, Lock-Out-Tag-Out,) as designated in writing by the L&I Assistant Director of DOSH.

OR

Acts as either a regional or statewide hearing for first-level appeals of fines and citations at informal appeal conferences on occupational health cases; prepares informal appeal cases, information and documentation which may include preparation for transferring cases to other jurisdictions in the statewide appeals office.

OR

Designated in writing by the Assistant Director for Division of Occupational Safety and Health, is an industrial hygiene technical specialist for one or more industrial hygiene or occupational health fields including compliance assistance.

OR

Internal Training Development Specialist in the development and conducting of training programs, guidelines, presentations, workshops and publications, in the area of occupational health hazards.

OR

In the SHARP program, assigns, monitors and reviews specific research projects as determined by SHARP management and is responsible for developing and coordinating required technical support for other SHARP professionals.

OR

Solely administers the comprehensive industrial hygiene program for an institution.

OR

Conducts Division of Occupational Safety and Health (DOSH) IH Internal Performance Audits.

Section C: Classification

OR

Directly supervises regional team of industrial hygiene consultants, providing educational outreach about consultative services to employers; performs (DOSH) supervisory duties with primary responsibility for interpretation and application of the Consultation and Compliance Field Operations Manuals.

Explanation

This request from Department of Labor and Industries for abolishment to the 394G Industrial Hygienist 4 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 38

Section C: Classification

Item 116	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 395J Factory Assembled Structures Inspector 1	Proposed Salary Range/Rate 58E

Class Series Concept

The positions in this class conduct the construction plan review for, or inspection of, all types of new and altered factory assembled structures involving structural, electrical, heating & mechanical, plumbing, fire & life safety, accessibility, and energy efficiency systems for compliance with State laws, regulations and national codes.

Factory Assembled Structures include factory built commercial buildings, factory built housing and tiny homes, manufactured housing, mobile homes, commercial coaches, recreational vehicles, park model recreational vehicles, conversion vendor units (food trucks and trailers), self-propelled mobile medical units and factory built temporary worker housing.

Definition

In an in-training capacity, positions at this level are required to complete a training program under direct supervision.

Assists in inspecting construction of all types of new and altered factory assembled structures involving structural systems, fire & life safety components (such as fire resistive construction and emergency exiting systems), accessibility, energy code, plumbing, fire sprinkler, electrical and heating & mechanical installations for compliance with state laws, regulations and national codes.

Explanation

This request from Department of Labor and Industries for establishment of the Factory Assembled Structures Inspector 1 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected N/A

Section C: Classification

Item 117	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 395K Factory Assembled Structures Inspector 2	Proposed Salary Range/Rate 61E

Class Series Concept

See Factory Assembled Structures Inspector 1.

Definition

This is the journey-level of the series. Under general direction, positions inspect and approve the construction of all types of new and altered factory assembled structures involving structural systems, fire & life safety components (such as fire resistive construction and emergency exiting systems), accessibility, energy code, plumbing, fire sprinkler, electrical and heating & mechanical installations for compliance with state laws, regulations and national codes.

Explanation

This request from Department of Labor and Industries for establishment of the Factory Assembled Structures Inspector 2 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected N/A

Section C: Classification

Item 118	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 395L Factory Assembled Structures Plans Examiner 2	Proposed Salary Range/Rate 64E

Class Series Concept

See Factory Assembled Structures Inspector 1.

Definition

This is the journey level of the series. Examines construction plans for all types of factory assembled structures to determine compliance with Washington State and other mandated laws, codes, rules and regulations. Positions at this level work under general direction and exercise independent judgment in reviewing and approving plans for compliance with state and federal laws.

Explanation

This request from Department of Labor and Industries for establishment of the Factory Assembled Structures Plans Examiner 2 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected N/A

Section C: Classification

Item 119	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 395M Factory Assembled Structures Senior/Specialist	Proposed Salary Range/Rate 66E

Definition

Serves as an agency technical consultant with specialized knowledge of manufacturing and construction of Factory Assembled Structures regulated structures. Provides industry specific consultation, guidance and training for the FAS program with interpretations of RCW's, policies and codes directly related to manufacturing and alterations of factory assembled structures.

Explanation

This request from Department of Labor and Industries for establishment of the Factory Assembled Structures Senior/Specialist classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected N/A

Section C: Classification

Item 120	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 395N Factory Assembled Structures Supervisor	Proposed Salary Range/Rate 70

Definition

Supervises, oversees and coordinates the activities and operations of Factory Assembled Structure Inspectors and Plans Examiners.

Explanation

This request from Department of Labor and Industries for establishment of the Factory Assembled Structures Supervisor classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected N/A

Section C: Classification

Item 121	
Agency/HE Institution Department of Natural Resources	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 402A Wildland Fire Operations Technician 1	Current Salary Range/Rate 40
Proposed Class Code/Title 402A Wildland Fire Management Lead	Proposed Salary Range/Rate N/A

Class Series Concept

See Wildland Fire Management Technician.

Definition

Leads wildland firefighters and performs the full range of wildland fire prevention, suppression and mitigation duties.

Distinguishing Characteristics

As the designated lead worker, assigns, instructs and checks the work of wildland firefighters. Leads crews in initial attack on wildland fires and ensures equipment and crew readiness. Examples of positions at this level include engine operator and helitack squad boss.

Explanation

This request from Department of Natural Resources for class plan maintenance to the Wildland Fire Operations Technician 1 classification. The updates include revisions to the title, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 1

Section C: Classification

Item 122	
Agency/HE Institution Department of Natural Resources	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 402B Wildland Fire Operations Technician 2	Current Salary Range/Rate 44
Proposed Class Code/Title 402B Wildland Fire Management Supervisor	Proposed Salary Range/Rate N/A

Class Series Concept

See Wildland Fire Management Technician.

Definition

Supervises wildland firefighters and performs the full range of wildland fire prevention, suppression and mitigation duties; or serves as a fire technician.

Distinguishing Characteristics

Positions at this level are the supervisory component of a single resource. A single resource is deployed as a unit on a fire incident with an identified work supervisor. A single resource is defined as either:

- a) a supervisor and a piece of equipment, such as a fire engine or helicopter, and its personnel complement; or
- b) a supervisor and a crew of individuals.

Examples of supervisory positions at this level include engine boss, assistant crew boss, or helicopter manager.

Positions serving as a fire technician perform technical wildland fire program assignments such as providing assistance to a Fire Investigator by gathering information to determine fire cause and origin, enforcing fire laws and writing burning permits in an assigned geographic area within a district.

Explanation

This request from Department of Natural Resources for class plan maintenance to the Wildland Fire Operations Technician 2 classification. The updates include revisions to the title, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 35

Section C: Classification

Item 123	
Agency/HE Institution Department of Natural Resources	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 402C Wildland Fire Operations Technician 3	Current Salary Range/Rate 49
Proposed Class Code/Title 402C Wildland Fire Management Specialist	Proposed Salary Range/Rate N/A

Class Series Concept

See Wildland Fire Management Technician.

Definition

Supervises one or more Wildland Fire ~~Operations Management Lead or Supervisor Technician 2~~ positions and assists higher-level fire program managers in developing and implementing operational plans.

Distinguishing Characteristics

Incumbents work independently to resolve issues within their area of responsibility. Examples of positions at this level include crew boss, assistant air base manager, or assistant fire unit manager.

Explanation

This request from Department of Natural Resources for class plan maintenance to the Wildland Fire Operations Technician 3 classification. The updates include revisions to the title and definition. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 25

Section C: Classification

Item 124	
Agency/HE Institution Department of Natural Resources	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 402D Wildland Fire Operations Technician 4	Current Salary Range/Rate 53
Proposed Class Code/Title 402D Wildland Fire Management Unit Manager	Proposed Salary Range/Rate N/A

Class Series Concept

See Wildland Fire Management Technician.

Definition

Positions serve as a Wildland fire management program unit manager for a geographic unit within a Region or Division. ~~Wildland Fire program areas include fire suppression, fire prevention, and fire regulation.~~

Distinguishing Characteristics

Under general direction, and reporting to a WMS manager, has assigned responsibility for implementing the Wildland Fire Management program within a ~~R~~region or division.

Positions at this level resolve complex problems or difficult issues having broad potential impact such as developing and implementing wildland fire unit operations and wildland fire prevention, suppression, and mitigation plans, developing cooperation agreements or implementing the wildland fire regulatory program for the unit.

Explanation

This request from Department of Natural Resources for class plan maintenance to the Wildland Fire Operations Technician 4 classification. The updates include revisions to the title, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 18

Section C: Classification

Item 125	
Agency/HE Institution Department of Natural Resources	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 402F Wildland Fire Program Coordinator 2	Current Salary Range/Rate 60
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

See Wildland Fire Management Technician.

Definition

Supervises Wildland Fire Program Coordinators and/or other professional level staff involved in Wildland Fire program coordination; ~~In the Wildfire Aviation program, serves as the chief pilot.~~

Distinguishing Characteristics

Positions that supervise the work of program coordinators are assigned responsibility to make recommendations concerning the development of program goals and objectives; development of timetables and work plans to achieve program goals and objectives; development of program policies and procedures; preparation of program budgets, adjustment of allotments and authorizing expenditures; control of allocation of program resources; the setting and adjusting of program priorities; and evaluation of program effectiveness.

~~As the chief pilot, supervises the department's wildfire helicopter pilots. Responsible for ensuring the helicopter program pilots meet and maintain interagency standards for pilot qualifications and are effectively deployed to suppress wildland fires.~~

Positions function primarily under administrative direction.

Explanation

This request from Department of Natural Resources for class plan maintenance to the Wildland Fire Program Coordinator classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 6

Section C: Classification

Item 126	
Agency/HE Institution Department of Natural Resources	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 402H Wildland Fire Dispatcher 1	Proposed Salary Range/Rate 38

Class Series Concept

Within the Department of Natural Resources, positions operate under the National Coordination System and the Incident Command System. Wildland Fire Dispatchers manage resources after the initial response and provide logistical support to emerging and ongoing incidents.

Definition

This is the entry level of this series. Positions at this level work under direct/close supervision are primarily responsible for taking initial reports of fire from the public or other dispatch centers on a multi-line phone system. Gathers information and passes to higher level dispatchers. Assists with other data entry in WildCAD and other dispatch systems.

Distinguishing Characteristics

These positions differ from the other positions in the series in that they do not perform radio dispatch functions to transmit, receive, or relay information concerning public safety and fire activities to or from the Department of Natural Resources fire resources or other state, county and federal fire agencies. Positions work under close supervision and within structured and established guidelines. Work tasks are often routine and decision-making is prescribed.

Explanation

This request from Department of Natural Resources for establishment to the Wildland Fire Dispatcher 1 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 127	
Agency/HE Institution Department of Natural Resources	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 402I Wildland Fire Dispatcher 2	Proposed Salary Range/Rate 40

Definition

Under general supervision, dispatches resources to fire and non-fire related incidents. Documents actions, gathers, prepares, and reports weather related data, utilizes radio and telephone communications. Processes resource and supply orders. Provides logistic services throughout life of incident. May assist with training of Wildland Fire Dispatcher 1.

Distinguishing Characteristics

Positions at this level work under the direction of the Wildland Fire Dispatcher 4 or lead dispatcher, performing telecommunication and radio dispatch between field resources, other government agencies and private contractors.

Explanation

This request from Department of Natural Resources for establishment to the Wildland Fire Dispatcher 2 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 128	
Agency/HE Institution Department of Natural Resources	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 402J Wildland Fire Dispatcher 3	Proposed Salary Range/Rate 42

Definition

Lead dispatcher of one or more Wildland Fire Dispatchers 1-2 and assists supervisors in developing and implementing operational and/or training plans.

Distinguishing Characteristics

Positions at this level work independently, under general supervision, to resolve issues within their area of responsibility. Some independent decision-making.

Explanation

This request from Department of Natural Resources for establishment to the Wildland Fire Dispatcher 3 classification. The updates include revisions to the <title, class series concept, definition and distinguishing characteristics (select all that apply)>. The salary adjustment of <number> ranges is due to <recruitment, retention, higher-level duties, compression and inversion (select all that apply, if no salary adjustment delete)>.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 129	
Agency/HE Institution Department of Natural Resources	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 402K Wildland Fire Dispatcher 4	Proposed Salary Range/Rate 44

Definition

Supervisor for wildfire communications center. Positions at this level report to a program coordinator and have assigned responsibility for directing operations, developing training schedules, and assisting fire personnel with regulation and training.

Distinguishing Characteristics

This is the supervisor level of this series. Positions at this level work under general direction and are primarily responsible for determining staffing and resource needs, and serve as primary contact for law enforcement.

Explanation

This request from Department of Natural Resources for establishment to the Wildland Fire Dispatcher 4 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 130	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 406A Compliance Industrial Safety & Health Investigator 1	Proposed Salary Range/Rate 56

Class Series Concept

This professional series works within the Department of Labor and Industries to maintain federal approval of the state occupational safety and health plan that is necessarily authorized under statute Chapter 49.17 RCW, the Washington Industrial Safety and Health Act. Positions in this series have enforcement authority over non-federal land/tribal worksites and all employers in the State of Washington. This includes private and public sector employers. The approved state program at the Department of Labor and Industries must be maintained at least as-effective-as the national federal Occupational Safety and Health Administration program, which includes enforcement at a minimum. The work is aimed at assisting and ensuring all employers comply with workplace safety and health laws and rules to ultimately prevent worker and public fatalities, injuries and illnesses.

Definition

Positions independently and under guidance, perform basic inspections for all types of occupational safety and health hazards for all sizes of employers in all industries. Inspections of unusual complexity or posing unusual problems are subject to direction by higher level positions.

Distinguishing Characteristics

Individuals attend a defined new hire course for conducting investigations appropriate for this series. The course includes over 360 classroom hours and onsite on-the-job regulatory training upon hire including accident investigation, evidence collection, investigative interviewing, sample collection, legal theory, case law and current safety and health rule review. Conducts supervised non-complex enforcement inspections until certified by management.

Upon certification described above, independently conducts non-complex enforcement inspections and investigates safety and health hazard allegations at workplaces at this level.

The following are examples of non-complex inspections:

- Follow-up inspections,
- Scheduled inspections, complaints, and referrals of smaller workplaces.

Section C: Classification

Explanation

This request from Department of Labor and Industries for establishment of the Compliance Industrial Safety & Health Investigator 1 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 131	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 406B Compliance Industrial Safety & Health Investigator 2	Proposed Salary Range/Rate 60

Class Series Concept

See Compliance Industrial Safety and Health Investigator 1.

Definition

Positions independently perform concurrent complex investigations/inspections for all types of occupational safety and health hazards for all sizes of employers in all industries. Positions conduct worksite inspections or investigate catastrophic workplace incidents and may serve a member of a multidisciplinary team. Inspections/investigations of unusual complexity or posing unusual problems are subject to direction by higher level positions.

Distinguishing Characteristics

Independently conducts complex accident investigations where injuries, illnesses, fatalities or hospitalizations have resulted. Additionally, independently performs concurrent enforcement inspections and investigations of workplaces to assess existing and potential safety and health hazards and determines compliance with standards for safety and health hazards.

In accordance with Chapter 49.17 RCW, only Department of Labor & Industries staff exercise compliance authority in completing investigation reports with documentation of violations and penalties including Orders and Notices of Immediate Restraint.

The following are examples of complex inspections and investigations conducted by this investigator level:

- Investigations initiated due to fatalities or hospitalizations
- Investigations of complaint and referral allegations
- Inspections/investigations that require interpretation of regulatory case law policy
- Inspections/investigations involving multiple investigators
- Inspections/investigations involving complex technical safety and health requirements

Section C: Classification

Explanation

This request from Department of Labor and Industries for establishment of the Compliance Industrial Safety & Health Investigator 2 classification

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 132	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 406C Compliance Industrial Safety & Health Investigator 3	Proposed Salary Range/Rate 66

Class Series Concept

See Compliance Industrial Safety and Health Investigator 1.

Definition

Positions independently perform highly complex investigations/inspections for all types of occupational safety and health hazards for all sizes of employers in all industries, with a focus on high hazard industries (e.g., chemical, petroleum, heavy manufacturing, construction, logging, maritime, agriculture etc.).

Distinguishing Characteristics

Independently conducts, or leads teams in conducting, large and highly complex enforcement investigations. Additionally, independently conducts concurrent enforcement inspections and investigations at worksites with multiple processes and specialty disciplines on site.

Positions are well-versed and highly proficient in occupational safety and health case-law and regulatory policy. Positions may lead CISHI investigation teams and may lead multidisciplinary teams.

In accordance with Chapter 49.17 RCW, only Department of Labor & Industries staff exercise compliance authority in completing investigation reports with documentation of violations and penalties including Orders and Notices of Immediate Restraint.

The following are examples of highly complex inspections and investigations conducted by this advanced investigator level:

- Inspections and investigations of workplaces with multiple industrial operations and processes (e.g. construction sites, manufacturing facilities),
- Inspections and investigations where highly skilled operators and tradespeople are involved, such as crane operations, high-voltage installation and maintenance, and telecommunication construction,
- Inspections and investigations involving multiple complex technical safety and health requirements, and those with high visibility media and/or legal aspects.

Section C: Classification

Explanation

This request from Department of Labor and Industries for establishment of the Compliance Industrial Safety & Health Investigator 3 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 133	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 406D Compliance Industrial Safety & Health Investigator 4	Proposed Salary Range/Rate 67

Class Series Concept

See Compliance Industrial Safety and Health Investigator 1.

Definition

Positions serve as a Reassumption Hearing Officer and are responsible for the timely issuance of a Corrective Notice of Redetermination (CNR), which affirms, modifies, or vacates any or all of the items cited on the original Citation & Notice (C&N). The RHO makes determinations to grant or deny stay of abatement date requests and documents the basis of that decision on the CNR and conference report.

Distinguishing Characteristics

Reassumption Hearings Officers act as the presiding officer at first level informal conferences with employers for the appeal of a Division of Occupational Safety and Health Citation and Notice on occupational safety and health cases. Positions have advanced knowledge of state and federal rules, regulations, policies, guidelines that pertain to compliance enforcement inspections and investigations.

Explanation

This request from Department of Labor and Industries for establishment of the Compliance Industrial Safety & Health Investigator 4 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 134	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 406E Compliance Industrial Safety & Health Investigator 5	Proposed Salary Range/Rate 69

Class Series Concept

See Compliance Industrial Safety and Health Investigator 1.

Definition

Supervises lower-level positions within this series and may lead all levels of enforcement investigations or supervises Reassumption Hearing Officers as a working supervisor.

Distinguishing Characteristics

As the regulatory expert in the work unit, positions at this level have the most regulatory knowledge and best understanding of safety and health case law and regulatory practices. Inspections/investigations at this level are of unusual complexity or pose unusual problems. Supervisors may lead multidisciplinary teams, which may include engineers and other types of Division of Occupational Safety and Health positions.

Ensures that compliance authority follows agency and Division of Occupational Safety and Health policy using highly technical scientific and regulatory case law knowledge in completing investigation reports with documentation of violations and penalties.

In accordance with Chapter 49.17 RCW, only Labor & Industries staff exercise compliance authority in completing investigation reports with documentation of violations and penalties including Orders and Notices of Immediate Restraint

Explanation

This request from Department of Labor and Industries for establishment of the Compliance Industrial Safety & Health Investigator 5 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 135	
Agency/HE Institution Department of Labor and Industries	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 406F Compliance Industrial Safety & Health Investigator 6	Proposed Salary Range/Rate 75

Class Series Concept

See Compliance Industrial Safety and Health Investigator 1.

Definition

Positions at this level are registered as a professional engineer in Washington State in accordance with RCW 18.43. Conducts independent accident investigations at the expert level and leads teams in conducting highly complex investigations where major events such as chemical explosions, chemical releases, multiple fatalities and/or hospitalizations, or other catastrophic events have occurred.

Distinguishing Characteristics

As a registered professional engineer, positions apply engineering, mathematical, and physical sciences to investigations for the purpose of assuring compliance with specifications, industry standards and laws in connection with utilities, structures, buildings, machines, equipment, processes, works or projects that require the research and application of engineering techniques and principles.

In accordance with Chapter 49.17 RCW, only Labor & Industries staff exercise compliance authority in completing investigation reports with documentation of violations and penalties including Orders and Notices of Immediate Restraint (ONIRs).

Positions at this level determine causes of workplace fatalities or incidents and effectively describe the reasons for the violations and citations through the use of engineering sciences using both technical and layperson terms.

At the engineer level, a highly complex inspection/investigation is comprised of the same examples noted at other CISHI levels as well as the following:

- Investigations that require interpretation of engineering diagrams and published recognized and accepted good engineering practices.
- Investigations involving multiple jurisdictions/interests (e.g., Chemical Safety Board, fire investigators, insurance carriers).
- Inspections/investigations at large commercial or industrial construction sites or refineries and chemical manufacturers during maintenance "shut-down" periods.

Section C: Classification

- All inspections and investigations at Process Safety Management (PSM) facilities where highly flammable, corrosive, reactive or toxic chemicals are stored in quantities at or above the threshold listed in WAC 296-67, Safety Standards for Process Safety Management of Highly Hazardous Chemicals.

Follows agency and Division of Occupational Safety and Health policy using highly technical engineering knowledge in completing investigation reports.

Explanation

This request from Department of Labor and Industries for establishment of the Compliance Industrial Safety & Health Investigator 6 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 136	
Agency/HE Institution Department of Social and Health Services	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 424A Claims Officer 1 - DSHS	Current Salary Range/Rate 58
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 59

Class Series Concept

The Claims Officer is a professional legal series. Positions in this series work as subject matter specialists in the law and practices of the administration of Part D of Title 4 of the Social Security Act and provide legal guidance to program staff. This series is used by the Department of Social and Health Services to represent the agency's interest in adjudicative and other legal proceedings involving the Office of Support Enforcement or Financial Recovery Division of Child Support.

Definition

This is the entry level of the series. Under close supervision, represents the department's interest in adjudicative or other legal proceedings. Performs legal analysis and case preparation involving multiple jurisdictions and the application of foreign law.

Distinguishing Characteristics

This is the entry level of the series. Positions work under close supervision. Incumbents are trained in the specialized legal areas of child support and the administration of the child support program. Incumbents review cases assigned to determine causes for the hearing and make recommendations. Recommendations are based on clear and understandable guidelines.

Explanation

This request from Department of Social and Health Services for class plan maintenance and salary adjustment to the Claims Officer 1 - DSHS classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 3

Section C: Classification

Item 137	
Agency/HE Institution Department of Social and Health Services	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 424B Claims Officer 2 - DSHS	Current Salary Range/Rate 60
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 61

Class Series Concept

See Claims Officer 1 - DSHS

Definition

~~This is the journey, working, or occupational level of the series. Positions independently represent the department's interest in adjudicative or other legal proceedings related to the establishment and collection of child support involving multiple jurisdictions and the application of foreign law. Positions may also serve as legal advisors to program staff.~~

Distinguishing Characteristics

This is the journey level of the series. Positions work under general supervision. Incumbents are generally assigned more complex issues and must use independent legal judgment when there is no existing law, regulation, or policy in place or there is a conflict between existing laws, regulations, or policies.

Explanation

This request from Department of Social and Health Services for class plan maintenance and salary adjustment to the Claims Officer 2 - DSHS classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 21

Section C: Classification

Item 138	
Agency/HE Institution Department of Social and Health Services	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 424C Claims Officer 3 - DSHS	Current Salary Range/Rate 61
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 63

Class Series Concept

See Claims Officer 1 - DSHS

Definition

~~This is the senior, specialist, or lead worker level of the series.~~ Positions function as lead worker over other claims officers or serves as a senior legal advisor to management.

Distinguishing Characteristics

This is the lead worker level of the series. Incumbents advise on more complex legal matters and serves as the trainer for the Claims Officer series. Incumbents in this class use independent legal judgment and coordinate on politically sensitive issues. Incumbents in this classification audit the work of Claims Officer 2 positions when necessary. Incumbents participate and provide legal guidance in statewide workgroups and projects.

Explanation

This request from Department of Social and Health Services for class plan maintenance and salary adjustment to the Claims Officer 3 - DSHS classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 3

Section C: Classification

Item 139	
Agency/HE Institution Department of Social and Health Services	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 424D Claims Officer 4 - DSHS	Current Salary Range/Rate 63
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 65

Class Series Concept

See Claims Officer 1 - DSHS

Definition

~~This is the supervisory or expert level of the series.~~ Positions supervise Claims Officers, or function as a designated expert in a specialty area, or serve as a litigation coordinator, or chair a Board or Review Committee to resolve litigation issues.

Distinguishing Characteristics

This is the supervisory or expert level of the series. Incumbents advise and develop strategies regarding the most complex legal matters. Incumbents in this class use independent legal judgment and coordinate on politically sensitive issues. Incumbents in this classification develop expectations and standards for Claims Officers to promote efficient statewide practices and consistent application of law and policy.

Explanation

This request from Department of Social and Health Services for class plan maintenance and salary adjustment to the Claims Officer 4 - DSHS classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 7

Section C: Classification

Item 140	
Agency/HE Institution Office of Attorney General	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 426E Paralegal 1	Current Salary Range/Rate 50
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 51

Class Series Concept

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

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

Definition

In a law firm setting, Under the supervision of an assistant attorney general, performs entry level paralegal work (e.g., analyzing facts, composing initial drafts of documents and pleadings, interviewing witnesses, etc.) on assigned cases or projects at an entry level in support of Assistant Attorneys General in litigation of state matters. These positions possess sufficient knowledge, training and experience to perform work which, absent the paralegal, would for the most part be performed by an assistant attorney general.

Distinguishing Characteristics

This is the first level of the series. Positions perform first level technical paralegal functions of limited variety and difficulty. There is limited judgment and decision-making in identifying next steps in litigation and adjudication processes. Positions analyze facts, compose documents and pleadings, schedule and/or interview witnesses, research legal issues and evaluate the facts of cases, coordinate the preparation for litigation, track status of cases from summons to trial, draft legal notices and perform other paralegal work. Incumbents possess sufficient knowledge, training and experience to perform the work, which absent the paralegal, would be performed by an attorney.

Section C: Classification

Explanation

This request from Office of Attorney General for class plan maintenance to the Paralegal 1 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 46 Office and Clerical	Number of Position(s) Affected 27

Section C: Classification

Item 141	
Agency/HE Institution Office of Attorney General	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 426F Paralegal 2	Current Salary Range/Rate 54
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 55

Class Series Concept

See PARALEGAL 1.

Definition

~~Positions perform journey-level paralegal work in support Under the supervision of an Assistant Attorney General, in litigation of state matters. these positions function at a high level of independence in performing complex substantive paralegal work which, absent the paralegal, would be performed by an assistant attorney general. This work includes legal research in selected areas, shepardizing cases, analyzing case fact situations for legal issues identification and development of legal strategy. In addition, may act as lead worker or coordinate projects involving other paralegals or clerical support staff. Exercises independent judgment and decision making in identifying next steps in litigation and adjudication processes with broad guidance.~~

Distinguishing Characteristics

~~This is a paraprofessional class and is distinguished from a Paralegal 1 in that it involves more complex duties and responsibilities, which are performed with greater independence (e.g., negotiating settlements).~~

Explanation

This request from Office of Attorney General for class plan maintenance to the Paralegal 2 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 46 Office and Clerical	Number of Position(s) Affected 92

Section C: Classification

Item 142	
Agency/HE Institution Office of Attorney General	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 426G Paralegal 3	Current Salary Range/Rate 58
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 59

Class Series Concept

See PARALEGAL 1.

Definition

Positions perform expert paralegal work in support of Assistant Attorneys General in litigation of State matters. Under the supervision of an attorney general division chief, section chief, or lead attorney in a regional office, These positions may perform complex paralegal duties requiring a high degree of knowledge of legal concepts, issues and research, which, absent the paralegal, would be performed by an assistant attorney general. These positions have delegated responsibility for administrative supervision over other paralegals (e.g., signs leave slips, assigns work, conducts performance evaluations, and participates in the interview process).

Distinguishing Characteristics

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

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

Positions in this level of the series are expected to identify, understand and pursue all steps in the agency's most complex, critical or precedent setting matters with minimal oversight.

These positions are distinguished from the Paralegal 1 and 2 positions by a reporting relationship to an attorney general division chief, section chief, or lead assistant attorney general in a regional office and involves a higher expertise and independence of action and decisions. These positions must have direct administrative supervision over work performed by other paralegals and are significantly involved in their training.—

Section C: Classification

Explanation

This request from Office of Attorney General for class plan maintenance to the Paralegal 3 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 46 Office and Clerical	Number of Position(s) Affected 202

Section C: Classification

Revised

Item 143	
Agency/HE Institution Department of Social and Health Services	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment <input checked="" type="checkbox"/> Shadow class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 427P Investigator 1	Current Salary Range/Rate 42
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 45
Current Shadow Class Code/Title 427P Investigator 1 - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 45
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate Teamsters 47

Class Series Concept

Positions in this series conduct civil and/or criminal investigations in a variety of areas including allegations of fraud, or collusion, trafficking or theft among recipients of public assistance or industrial insurance, allegations of fraudulent and/or unfair business and insurance practices, misconduct, and allegations of civil rights violations.

Positions gather facts and develop evidence with responsibility for developing the complete case from the original claim or allegation through preparation for presentation in court or administrative hearing. This includes researching records and case files; gathering and preserving documentary evidence; obtaining statements of fact through interviews, depositions, or confessions; obtaining and serving subpoenas to compel the attendance of witnesses or the production of records; conducting field surveillance; obtaining and coordinating the service of search warrants; writing investigative reports, establishing proof of facts and evidence; reviewing the case with private attorneys, assistant attorneys general, or prosecuting attorneys; and testifying in court, administrative and legislative hearing or other proceedings as necessary; coordinate with state and federal agencies.

Definition

Conducts civil or criminal investigations in order to substantiate allegations of fraud, misconduct, discrimination, fraudulent ~~and unfair~~ business practices, or other claims under state jurisdiction.

Distinguishing Characteristics

This is the first level of the series. Positions work ~~with little supervision~~ under the general guidance of an operations manager or higher-level Investigator. Positions perform intake functions, triage incoming referrals and conduct the more routine investigations characterized by: established precedent and procedures, little controversy, single issues, individual claims, or other investigations of similar scope.

Section C: Classification

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Investigator 1 classification. The updates include revisions to the class series concept, definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 53

Section C: Classification

Item 144	
Agency/HE Institution Department of Social and Health Services	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment <input checked="" type="checkbox"/> Shadow class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 427Q Investigator 2	Current Salary Range/Rate 49
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 52
Current Shadow Class Code/Title 427Q Investigator 2 - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 52
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate Teamsters 54

Class Series Concept

See INVESTIGATOR 1.

Definition

Conducts complex investigations in order to substantiate allegations of fraud, misconduct, discrimination, fraudulent and unfair business practices, or other claims under state jurisdiction.

Distinguishing Characteristics

This is the senior level of the series. Positions work independently to investigate and resolve complex civil or criminal cases which are characterized by: multiple claimants; internal personnel investigations; fraud or collusion among claimants, clients, vendors, employers and providers; alleged violations within the vehicle/vessel industry; or allegations of ~~welfare~~ public benefit fraud.

Positions may receive limited guidance from senior level Investigators, possessing advanced knowledge, in unique situations. This guidance will be infrequent.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Investigator 2 classification. The updates include revisions to the distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 105

Section C: Classification

Item 145	
Agency/HE Institution Department of Social and Health Services	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment <input checked="" type="checkbox"/> Shadow class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 427R Investigator 3	Current Salary Range/Rate 57
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 60
Current Shadow Class Code/Title 427R Investigator 3 - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 60
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate Teamsters 62

Class Series Concept

See INVESTIGATOR 1.

Definition

Conducts ~~the most~~ highly complex and difficult investigations relating to sensitive and controversial cases; or, supervises investigative staff; or, acts as the statewide training expert for the investigation program.

Distinguishing Characteristics

This is the expert level of the series. Positions work independently to resolve ~~the most~~ highly complex investigations which are characterized by: high profile and/or political in nature; systemic, involving multiple entities; multi-jurisdictional investigations; patterns of practice or ongoing pattern of criminal activity or discrimination; vendor fraud investigations; identity theft, multiple issues, claimants, and respondents; or other investigations of similar scope and level of responsibility.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Investigator 3 classification. The updates include revisions to the definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 128

Section C: Classification

Item 146	
Agency/HE Institution Department of Social and Health Services	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 427S Investigator 4	Current Salary Range/Rate 59
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 62

Class Series Concept

See INVESTIGATOR 1.

Definition

Directs ~~the~~ a statewide program of investigations for an agency with responsibility for planning, developing, implementing, and directing all investigative ~~programs~~ policies, procedures and activities statewide.

Positions provide expert guidance and consultation to top-level managers, agency investigative teams, legal counsel, and public and private entities within assigned program area.

Distinguishing Characteristics

A statewide program would include but not be limited to: public benefits; workplace investigations; and fraud.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Investigator 4 classification. The updates include revisions to the definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 19

Section C: Classification

Item 147	
Agency/HE Institution Washington State Patrol	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 451G Communications Officer 2	Current Salary Range/Rate 49SP
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 53SP

Definition

Performs lead and training duties in a District Communications eCenter or within the specialty position of the Training Team, is a lead operator over Communications Officers 1, a Assumes responsibility for the operation of a shift in the absence of a Communications Officer 3, and performs operational duties. Transmits, receives, and relays information by means of radio, telephone, and various forms of telecommunications including computer system. Provides on-the-job training and feedback to new employees using formalized training program.

Explanation

This request from Washington State Patrol for class plan maintenance and salary adjustment to the Communications Officer 2 classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 19

Section C: Classification

Item 148	
Agency/HE Institution Washington State Patrol	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 451H Communications Officer 3	Current Salary Range/Rate 53SP
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 57SP

Definition

Performs supervisory and operational duties as a shift supervisor of a District eCommunications eCenter or within the specialty position of the Training Team, provides supervision and oversight to trainees, conducts training for commissioned and non-commissioned personnel and creates and oversees training curriculum for the Washington State Patrol and other agencies, as the Computer Aided Dispatch (CAD) system coordinator for the Communications Section within the Washington State Patrol.

Explanation

This request from Washington State Patrol for class plan maintenance and salary adjustment to the Communications Officer 3 classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 19

Section C: Classification

Item 149	
Agency/HE Institution Washington State Patrol	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 451I Communications Officer 4	Current Salary Range/Rate 57SP
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 61SP

Definition

Performs management, mentorship, administrative, supervisory, and operational duties as the manager of a District Communications Center or within the specialty position of the Training Team, performs program management, administrative, supervisory, training, and curriculum management as the Training Program Manager for the Communications Division of the Washington State Patrol. ~~noncommissioned training officer for the State Patrol.~~

Distinguishing Characteristics

This is the management and expert level of the series. Incumbents manage the personnel, training, administration, supplies, equipment and operations of a 911 dispatch communications center or the training program.

Explanation

This request from Washington State Patrol for class plan maintenance and salary adjustment to the Communications Officer 4 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 7

Section C: Classification

Item 150	
Agency/HE Institution Department of Licensing	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 458E Licensing Services Representative 1	Current Salary Range/Rate 41
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 43

Definition

Under close supervision, provides customer service and performs entry level drivers and/or vehicle licensing work. ~~As experience and knowledge are gained, becomes increasingly~~ Positions are responsible for examining documentation and applications for legality and compliance with the laws, ~~conducting appropriate testing,~~ and approving and issuing non-enhanced driver and/or vehicle licenses, titles, tags and special permits.

Distinguishing Characteristics

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

Explanation

This request from Department of Licensing for class plan maintenance and salary adjustment to the Licensing Services Representative 1 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 46 Office and Clerical	Number of Position(s) Affected 41

Section C: Classification

Item 151	
Agency/HE Institution Department of Licensing	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 458F Licensing Services Representative 2	Current Salary Range/Rate 44
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 46

Definition

Approves and issues driver licenses, identification cards, and/or vehicle titles, registrations, tags and related permits to the public.

Distinguishing Characteristics

Incumbents in this class are fully qualified to examine documentation and applications for legality and compliance with the law, to conduct appropriate testing and to approve and issue driver and/or vehicle licenses, titles, registrations, tags and special permits. Incumbents deal directly with the public.

Explanation

This request from Department of Licensing for class plan maintenance and salary adjustment to the Licensing Services Representative 2 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 46 Office and Clerical	Number of Position(s) Affected 297

Section C: Classification

Revised

Item 152	
Agency/HE Institution Department of Licensing	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 458G Licensing Services Representative 3	Current Salary Range/Rate 47
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 49

Definition

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

Explanation

This request from Department of Licensing for class plan maintenance and salary adjustment to the Licensing Services Representative 3 classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 46 Office and Clerical	Number of Position(s) Affected 62

Section C: Classification

Revised

Item 153	
Agency/HE Institution Department of Licensing	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 458H Licensing Services Representative 4	Current Salary Range/Rate 52
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

~~District Manager responsible for implementation, management and budget for licensing programs. Manages a driver or vehicle licensing office within a geographic district of the state; or, serves as a manager of a large metropolitan driver and/or vehicle licensing office; or, senior licensing programs technical specialist responsible for technical consultation and training within a region; or, motorcycle safety education coordinator responsible for the planning, development, coordination and administration of the statewide motorcycle training and safety education program.~~

Distinguishing Characteristics

~~District managers-Positions are second level supervisors responsible for oversight of two, or more, a licensing offices within a geographic district of the state. Licensing offices subordinate to a district manager are supervised by a Licensing Services Representative 3.~~

Large metropolitan driver and/or vehicle licensing offices are those offices located in high density population areas and which have a workload sufficient to require ~~seven-nine~~, or more, full time Licensing Services Representative staff. The supervisor of a large metropolitan driver and/or vehicle licensing office reports directly to a Licensing Services Manager 2.

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

Explanation

This request from Department of Licensing for class plan maintenance to the Licensing Services Representative 4 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 71

Section C: Classification

Item 154	
Agency/HE Institution Department of Licensing	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 459I Licensing Services Manager 1	Current Salary Range/Rate 55
Proposed Class Code/Title 459I Licensing Services Manager	Proposed Salary Range/Rate N/A

Definition

Within the Department of Licensing, as a supervisor and technical expert, manages one or more statewide licensing service programs. Responsibilities include planning, advising, consulting, developing, monitoring, budgeting and evaluation.

Explanation

This request from Department of Licensing for class plan maintenance to the Licensing Services Manager 1 classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 30

Section C: Classification

Item 155	
Agency/HE Institution Department of Licensing	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 459L Professional Licensing Manager 1	Current Salary Range/Rate 42
Proposed Class Code/Title 459L Professional Licensing Representative 1	Proposed Salary Range/Rate N/A

Definition

Within the ~~Professional Licensing~~ Business and Professions Division of the Department of Licensing, assists in planning, and organizing and directing the licensing or regulatory activities of for a multiple professional licensing programs.

Distinguishing Characteristics

This classification is ~~an the~~ entry level of for the ~~Professional Licensing Manager~~ series. Positions in this classification are responsible for managing performing basic professional licensing or regulatory activities all functions of a for professional licensing programs or assist ~~a Professional Licensing Manager 2 or a Professional Licensing Administrator in development of policies and procedures, recommendations and provide technical assistance to investigators and staff. managing one functional area/component of a Professional Licensing Board. Positions perform one or more of the following: Incumbents must meet one of these areas to be allocated to this classification.~~

- ~~• Initiates and reviews background investigations of license applicants, e~~ Evaluates documents used to verify compliance with statutory licensing, ~~approves applicant qualifications. Evaluates and makes recommendations for approval or denial of applications and waiver requests.~~
- ~~• Directs Assists~~ with the preparation and administration of examinations; ~~including recruitment and use of item writers and test writing committees, supervision of proctors, scheduling of candidates and facilities and responsibility for security of examination materials.~~
- ~~• Assists with D~~ determines appropriate action on complaints of unlicensed practice. ~~Initiates administrative investigations and P~~ provides technical direction assistance to investigators. Monitors probationary licensees, including mandated evaluations and reports.
- ~~• Manages and directs all unit activities for a Professional Licensing program. Includes responsibility for managing the program budget, development of policies and procedures, and the development, critique and implementation of legislation.~~

Section C: Classification

Explanation

This request from Department of Licensing for class plan maintenance to the Professional Licensing Manager 1 classification. The updates include revisions to the title, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 6

Section C: Classification

Item 156	
Agency/HE Institution Department of Licensing	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 459M Professional Licensing Manager 2	Current Salary Range/Rate 50
Proposed Class Code/Title 459M Professional Licensing Representative 2	Proposed Salary Range/Rate N/A

Definition

Within the Business and Professions Professional Licensing Division of the Department of Licensing, ~~assists a Professional Licensing Administrator in~~ planning, organizing and directing the licensing or regulatory activities of for a multiple professional licensing programs.

Distinguishing Characteristics

This is the fully competent level of the series. Positions in this classification are responsible for managing the full scope of work pertaining to specific professional licensing program(s) and to administer applying the laws relating to professional licensing for the protection of the public. Positions perform one or more of the following: ~~Incumbents have responsibility for three or more of the following functions:~~

- ~~●~~ Initiates and reviews background investigations on license and/or registration applicants. Evaluates documents used to verify compliance with licensing/registration requirements, approves applications, prepares statements of grounds for denial.
- ~~●~~ Responsible for the investigation of complaints and formal disciplinary actions against licensed professionals. Initiates investigative inquiries of licensees or license applicants based on violations of the law or possible violations of State laws or regulations. Works with ~~staff attorneys and/or~~ Assistant Attorney General in preparing statement of charges, stipulated agreements and final orders.
- ~~●~~ Directs the preparation and administration of examinations, including recruitment and use of item writers and test writing committees, recruitment and supervision of test proctors, scheduling of candidates and facilities, and responsibility for security of examination materials.
- ~~●~~ Responsible for managing all activities of a professional licensing board. Develops and administers procedures to implement board actions, policies and business plans. Serves as liaison between the board and the agency division.
- ~~●~~ Analyzes and recommends legislative changes for responsible program area(s). ~~Prepares legislative critiques, fiscal notes and testifies at legislative hearings. Develops and administers~~ Makes recommendations for development of procedures to implement new legislation, policies and rules.

Section C: Classification

Explanation

This request from Department of Licensing for class plan maintenance to the Professional Licensing Manager 2 classification. The updates include revisions to the title, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 16

Section C: Classification

Item 157	
Agency/HE Institution Employment Security Department	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 502J Economic Analyst 1	Current Salary Range/Rate 48
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 50

Class Series Concept

Within an agency's economic research organization, conducts studies of economic impact analysis in areas such as revenue estimation and forecasting, taxation analysis, business regulation and marketing analysis, foreign trade, economic development, public finance, labor economics, or regional economics. The major focus of economic impact analysis studies is to predict or measure impacts of a variety of conditions affecting the State's economy, and the impact of different state agencies' strategies or services on the expected outcomes. The conduct of such studies is characterized by the following aspects:

- (1) ~~Receipt~~ of questions raised by the Legislature, executive office, ~~or~~ agency management, or through federal law or regulations, which require investigation of cause-effect relationships;
- (2) ~~D~~etermination of what information and procedures are required to answer such questions;
- (3) ~~P~~erformance and development of mathematical, statistical and logical analyses requiring the application of economic theory, principles, and techniques at a sophisticated and specialized level;
- (4) ~~I~~nterpretation of results, and oral and/or written presentation of conclusions and recommendations to the inquirer(s);
- (5) Development of statistical and econometric applications using computer programming languages such as R, SQL, C# and Java, and tools for executing mathematical, statistical and logical analyses;
- (6) Review analytical documents to ensure research integrity and enhanced clarity; and
- (7) Interact as an independent and objective researcher with policy makers and stakeholders affected by the studies to coordinate process modifications to conduct randomized control trials or other evaluation methods, collect data and discuss study results.

Definition

Under general supervision ~~Under limited supervision~~, positions at the ~~Economic Analyst 1 level~~, conduct segments of major economic impact studies conceptualized and designed by higher level Economic Analysts; and/or, assist a ~~higher level~~ higher-level Economic Analyst in all aspects of studies conducted within a principal program area of economic analysis.

Section C: Classification

Explanation

This request from Employment Security Department for class plan maintenance to the Economic Analyst 1 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 158	
Agency/HE Institution Employment Security Department	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 502K Economic Analyst 2	Current Salary Range/Rate 55
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 57

Class Series Concept

See Economic Analyst 1

Definition

~~Within an agency's economic research organization, conducts studies of economic impact analysis in areas such as revenue estimation and forecasting, taxation analysis, business regulation and marketing analysis, foreign trade, economic development, public finance, labor economics or regional economics.~~

~~The major focus of economic impact analysis studies is to predict or measure impacts of a variety of conditions affecting the State's economy, and the impact of different state agencies' strategies or services on the expected outcomes. The conduct of such studies is characterized by the following aspects:-~~

- ~~(1) receipt of questions raised by the Legislature, executive office, or agency management, or through federal laws or regulations, which require investigation of cause-effect relationships;~~
- ~~(2) determination of what information and procedures are required to answer such questions;~~
- ~~(3) performance and development of mathematical, statistical and logical analyses requiring the application of economic theory, principles and techniques at a sophisticated and specialized level; and,~~
- ~~(4) interpretation of results, and oral and/or written presentation of conclusions and recommendations to the inquirer(s).~~

~~Positions at the Economic Analyst 2 level independently conduct comprehensive economic impact studies of major scope, significance and complexity that constitute an integral portion of an agency's economic analysis program.~~

Section C: Classification

Explanation

This request from Employment Security Department for class plan maintenance to the Economic Analyst 2 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 5

Section C: Classification

Item 159	
Agency/HE Institution Employment Security Department	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 502L Economic Analyst 3	Current Salary Range/Rate 61
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 63

Class Series Concept

See [Economic Analyst 1](#)

Definition

~~Within an agency's economic research organization, conducts studies of economic impact analysis in areas such as revenue estimation and forecasting, taxation analysis, business regulation and marketing analysis, foreign trade, economic development, public finance, labor economics or regional economics. The major focus of economic impact analysis studies is to predict or measure impacts of a variety of conditions affecting the State's economy, and the impact of different state agencies' strategies or services on the expected outcomes. The conduct of such studies is characterized by the following aspects:-~~

~~(1) receipt of questions raised by the legislature, executive office, agency management, or through federal laws or regulations, which require investigation of cause-effect relationships;-~~

~~(2) determination of what information and procedures are required to answer such questions;-~~

~~(3) performance and development of mathematical, statistical and logical analyses requiring the application of economic theory, principles and techniques at a sophisticated and specialized level; and-~~

~~(4) interpretation of results, and oral and/or written presentation of conclusions and recommendations to the inquirer(s)-.~~

As a sub-division and program leader, ~~the Economic Analyst 3~~ is fully responsible for the conceptualization, design and implementation of all aspects of studies conducted within a major economic research program area. Positions at this level establish priorities and coordinate activities of the subdivision, supervise ~~lower level~~ lower-level Economic Analysts on a continuing or project basis, and act as primary economic consultant to intra- and inter-agency management.

Section C: Classification

Explanation

This request from Employment Security Department for class plan maintenance to the Economic Analyst 3 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 19

Section C: Classification

Item 160	
Agency/HE Institution Department of Agriculture	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 515M Microbiologist 4	Current Salary Range/Rate 66
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

~~In the State Public Health Laboratory, p~~Plans, organizes, and directs a major section(s) within a state laboratory such as the Metabolic and Genetics Section, the Reference Bacteriology Section, the Virology and Serology Section, the Communicable Disease Section or the Laboratory Resources and Development Section and assists the ~~State Public Health Laboratory Director~~ in the management of the laboratory. ~~These s~~Sections employ ~~5~~ five or more subordinates and address various laboratory management subdisciplines; or acts as the research coordinator for all microbiological subdisciplines ~~of the State Public Health Laboratory~~ within a state laboratory; or is the quality assurance manager or the lead state laboratory evaluation officer for all microbiological subdisciplines of a state laboratory.

Explanation

This request from Department of Agriculture for class plan maintenance to the Microbiologist 4 classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 16

Section C: Classification

Item 161	
Agency/HE Institution Department of Agriculture	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 515P Chemist 1	Current Salary Range/Rate 48
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 50

Definition

In a chemical or biochemical laboratory, performs repetitive chemical testing and analysis of organic, inorganic, radiochemistry, or biochemical substances using a variety of instruments, standardizes solutions and prepares reagents to make determinations.

Distinguishing Characteristics

~~Under close supervision positions perform professional~~ This is the entry-level professional Chemist performing routine tests that require an understanding of the chemical principles and theory involved for evaluation of atypical findings. Chemists may perform bench work in an analytic unit. Positions are under the direct supervision of a higher level Chemist.

Explanation

This request from Department of Agriculture for class plan maintenance to the Chemist 1 classification. The updates include revisions to the distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 14

Section C: Classification

Item 162	
Agency/HE Institution Department of Agriculture	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 515Q Chemist 2	Current Salary Range/Rate 54
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 56

Definition

In a chemical or biochemical laboratory, selects appropriate procedures and conducts chemical testing and analyses on organic, inorganic, radiochemistry, or biochemical substances to determine compliance with regulations, suitability for consumption, use or exposure; documents and validates test data.

Distinguishing Characteristics

~~This is the full working level Chemist. Incumbents work independently with minimal supervision from a higher level Chemist.~~

Independently performs journey-level work under general supervision of a higher-level Chemist. Performs tests requiring an understanding of the chemical principles and theory involved for evaluation of findings. Chemists may perform bench work in an analytic unit.

Explanation

This request from Department of Agriculture for class plan maintenance to the Chemist 2 classification. The updates include revisions to the distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 16

Section C: Classification

Item 163	
Agency/HE Institution Department of Agriculture	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 515R Chemist 3	Current Salary Range/Rate 60
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 62

Definition

In a ~~laboratory that performs~~ laboratory section performs one or more of the following:

- Leads lower level chemists and/or technical staff and conducts quantitative and qualitative chemical analysis;
- Serves as a contracts officer, reviewing and responsible for analytical data quality;
- Plans, documents, reviews and approves the agency's quality assurance plan for laboratory functions;
- Supervises ~~one or more chemists and/or lab assistances on a shift;~~
- Is a designated specialist with experience in a specialty area of chemistry.

Distinguishing Characteristics

~~Specialist positions are recognized and designated, in writing, by the deputy director level or designee as the agency's authority in a specialty area of chemistry. Agency criteria for specialist designation shall be approved by the Department of Personnel. Changes to criteria will be made by the Department of Personnel with consultation with agency.~~

Explanation

This request from Department of Agriculture for class plan maintenance to the Chemist 3 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 26

Section C: Classification

Item 164	
Agency/HE Institution Department of Agriculture	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 515S Chemist 4	Current Salary Range/Rate 66
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 68

Definition

~~Heads~~ Leads a major chemical ~~program-analytic unit and within a laboratory~~ regularly involved in complex chemical analyses, and ~~employing supervise several other at least two~~ professional level chemists; manages the operation, of the analytic unit, including work flow, data quality control and ~~budgetary control, exercise fiscal signature authority for an analytic unit, of a laboratory section responsible for conducting and/or reviewing the chemical analyses of a variety of samples and supervises at least two professional chemists; or is the designated expert in a specialized field area of chemistry critical to the business needs of the agency.~~

Distinguishing Characteristics

~~Heads of a~~ Leads and manages a major chemical ~~program-analytic unit and within a laboratory~~ are distinguished by the fact that the principal end-product is the supervision of chemists and guidance of the chemical ~~program-analytic unit~~, rather than the performance of chemistry itself. Expert positions are recognized and designated, in writing, by the ~~deputy director level or designee as the agency's authority division appointing authority~~ in a specialty area of chemistry. Criteria for expert designation shall be approved by the assistant director, equivalent, or higher.. ~~Agency criteria for expert designation shall be approved by the Department of Personnel. Changes to criteria will be made by the Department of Personnel with consultation with agency.~~

Explanation

This request from Department of Agriculture for class plan maintenance to the Chemist 4 classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator Select Option
EEOC Code 42 Professionals	Number of Position(s) Affected 31

Section C: Classification

Item 165	
Agency/HE Institution Department of Fish and Wildlife	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 516F Fish & Wildlife Research Scientist 1	Current Salary Range/Rate 60
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 64

Definition

Serves as a principal research methods advisor to management and staff using an advanced ~~mathematical~~ statistical sampling theory, experimental design and computer applications within an eco-system management approach

OR

Designs, conducts and manages research studies in one or more specialized fields of wildlife, habitat, or fisheries science to further natural resource management and policy implementation. Plans, designs, coordinates, evaluates, and reports results of such studies, and acts as a designated consultant in a specialized area of expertise.

Distinguishing Characteristics

Working under general direction positions perform as senior survey and research design and implementation scientist. Lead scientific methodology development and conduct and coordinate scientific study and research. Assignments are complex in nature for various activities or geographic area.

Explanation

This request from Department of Fish and Wildlife for class plan maintenance to the Fish & Wildlife Research Scientist 1 classification. The updates include revisions to the definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 17

Section C: Classification

Item 166	
Agency/HE Institution Department of Fish and Wildlife	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 516G Fish & Wildlife Research Scientist 2	Current Salary Range/Rate 64
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 68

Definition

Is the designated representative for scientific policy on multiple national and international committees, councils, and commissions and conducts special assignments at the direction of the Director or an Assistant ~~Program~~ Director; or is the designated consultant in a specialized area of expertise and

- Provides scientific leadership to and directs a multidisciplinary, multi-jurisdictional research program, or
- Independently conducts research or directs a departmental research team performing research at the forefront of scientific inquiry requiring the development and application of new theoretical, methodological, or analytical concepts, or

Supervises at least one Fish and Wildlife Research Scientist 1 and conducts research studies in a specialized field.

Distinguishing Characteristics

Working under administrative direction positions perform as expert survey and research design and implementation scientists and policy advisor. Direct and oversee scientific methodology development and conduct and coordinate scientific study and research. Interact and make decisions, recommendations, translates and provide results to policy makers. Positions lead and interact on most complex, sensitive and controversial natural resource management issues.

Explanation

This request from Department of Fish and Wildlife for class plan maintenance to the Fish & Wildlife Research Scientist 2 classification. The updates include revisions to the definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 25

Section C: Classification

Item 167	
Agency/HE Institution Department of Fish and Wildlife	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 522E Scientific Technician 1	Current Salary Range/Rate 30
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

~~Performs a variety of routine technical scientific duties in laboratory and/or field. This is the entry-level technician. Positions perform routine technical scientific duties in the field or laboratory.~~

Distinguishing Characteristics

~~This is the entry level of the class series. Incumbents in positions allocated to this class work under the direction of a biologist or higher level technician. Working under direct or close supervision of a biologist or higher level technician positions perform a variety of routine technical scientific duties in the field or laboratory to complete assignments or tasks.~~

Explanation

This request from Department of Fish and Wildlife for class plan maintenance to the Scientific Technician 1 classification. The updates include revisions to the definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 0

Section C: Classification

Item 168	
Agency/HE Institution Department of Fish and Wildlife	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 522F Scientific Technician 2	Current Salary Range/Rate 36
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 40

Definition

~~Performs a variety of technical scientific duties in laboratory and/or field. This is the journey-level technician. Positions collect field data and review, record and tabulate data gathered by themselves, biologist and staff.~~

Distinguishing Characteristics

~~This is the journey level of the class series. In addition to collecting field data, incumbents in positions allocated to this class also review, record, and tabulate data gathered by themselves and/or others. Working under general supervision of a biologist or higher level technician positions perform a variety of reoccurring technical scientific duties in the field or laboratory using established procedures. Perform commercial and recreational fishery sampling, analysis, observation and monitoring. Present field or laboratory data in writing to biologist or higher level technician. Incumbents Positions assigned to a laboratory perform duties using established procedures that require or allow minimal modification by Technicians.~~

Explanation

This request from Department of Fish and Wildlife for class plan maintenance to the Scientific Technician 2 classification. The updates include revisions to the definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 189

Section C: Classification

Item 169	
Agency/HE Institution Department of Fish and Wildlife	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 522G Scientific Technician 3	Current Salary Range/Rate 42
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 46

Definition

Supervises technicians in sampling, habitat, or harvest management surveys; monitors commercial landings of multi species marine fish catches for an assigned region/area; serves as the assistant manager for a laboratory managed by a higher level Scientific Technician; or performs advanced technical scientific duties in laboratory or field; or supervises technicians in completion of occupational health sampling and monitoring in a workplace setting. This is the senior-level technician. Positions perform complex technical scientific duties involving selection or modification of existing research techniques, interpretating age structure, the results of tests and evaluates work performed by state agencies for compliance with interagency agreements.

Distinguishing Characteristics

Advanced technical scientific duties require the exercise of discretion in selecting or modifying existing research techniques; the use of judgment in interpreting age structures or the results of tests; or the evaluation of work performed by another agency for compliance with interagency agreements. Working under general direction of a biologist or higher level technician performs a variety of complex scientific duties. Positions may supervise lower level technicians in field sampling, analysis, surveys and laboratory tasks.

Explanation

This request from Department of Fish and Wildlife for class plan maintenance to the Scientific Technician 3 classification. The updates include revisions to the definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 76

Section C: Classification

Item 170	
Agency/HE Institution Department of Fish and Wildlife	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 522H Scientific Technician 4	Current Salary Range/Rate 46
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 50

Definition

This is the expert-level technician positions consult with higher level staff to determine the techniques used in the collection of data.

~~As the designated project leader, plans, organizes, conducts, and evaluates departmentally recognized technical field projects that support habitat utilization or enhancement, production assessment, or similar studies for an assigned region/ area; participates in the development of new tagging methods and supervises tagging operations; monitors commercial and recreational mutli-species fisheries in an assigned area and maintain computerized data bases for the fisheries and/or habitat; supervises a region for the salmon Puget Sound Sampling Program; manages the technical staff and activities for a laboratory; manages the State Oyster Reserves; maintains large data bases used for fisheries management.~~

Distinguishing Characteristics

Working under administrative direction as the designated project leader for an assigned geographic area. As the designated project leader, plans, organizes, conducts, and evaluates technical field projects that support habitat utilization or enhancement, production assessment, or similar studies for an assigned geographic area; participates in the development of new tagging methods and supervises tagging operations; monitors commercial and recreational multi-species fisheries in an assigned area and maintain data bases used for fisheries management and/or habitat; supervises a region for the salmon Puget Sound Sampling Program; manages the technical staff and activities for a laboratory; manages the State Oyster Reserves.

Explanation

This request from Department of Fish and Wildlife for class plan maintenance to the Scientific Technician 4 classification. The updates include revisions to the definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 23

Section C: Classification

Item 171	
Agency/HE Institution Department of Ecology	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 523G Environmental Specialist 3	Current Salary Range/Rate 49
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 53

Definition

Under general direction, independently performs professional level assignments and environmental reviews in one or more of the following areas: 1) Environmental permit development and review; 2) Environmental inspections and/or enforcement activities; 3) Scientific studies, surveys and/or scientific analyses; 4) Grants, contracts, and loans; 5) Interpretation of policy and environmental technical assistance.

Distinguishing Characteristics

This is the fully qualified professional Environmental Specialist. Positions complete the full range of assignments under general direction. 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:

1) Environmental permit development and review: Reviews environmental permit applications for technical accuracy, ~~and compliance,~~ consistency and equitably with regulatory requirements; negotiates permit conditions; convenes permit meetings with internal and external stakeholders; develops or reviews technical plans and makes decisions regarding the scientific merit of the proposal; conducts conflict resolution; and prepares final permit evaluation/report for approval.

2) Environmental inspections and enforcement activities: Completes complex compliance and enforcement activities involving multiple entities; ~~c~~Conducts inspections or field investigations in order to respond to complaints/violations relating to environmental regulations; ~~participates with~~ makes recommendations to higher level environmental staff in when negotiating agreements/settlements; imposes on-site enforcement action as necessary; performs follow-up inspections to ensure corrective action is implemented; oversees contractor or consultant services for compliance and certifies performance; participates in clean-up activities and mitigation efforts at large oil spills or other hazardous waste spills; represents the agency in public meetings, hearings, and workshops; interprets and explains environmental regulations and requirements; and works directly with local municipalities and the public to promote environmental improvements; assess compliance with permit requirements utilizing complex environmental laws, regulations, guidance documents and available resources and makes informed decisions and recommendations to higher level environmental staff regarding actions.

Section C: Classification

3) Scientific studies, surveys and/or scientific analyses: Plans, develops, researches, and oversees or conducts data collection; conducts advanced scientific analyses of collected data and compiles findings in technical reports; utilizes computer modeling or other scientific analyses to determine effective methods and practices relating to toxic waste cleanup, resource management, ~~or~~ policy or regulation development; reviews technical plans for accuracy and makes scientific recommendations regarding the development, coordination, and implementation of environmental technical assistance programs involving pollution prevention or control or natural resource management. Makes recommendations to senior staff regarding new or modified sampling and analytical testing methods, best management practices, and technical operating procedures.

4) Grants, contracts, and/or loans: Provides technical environmental assistance and administrative guidance to grant/contract/loan recipients in the planning, design, construction and/or implementation of environmental protection projects. Recommends course of action to resolve issues or meet contract requirements.

5) Interpretation of policy and technical assistance: Under general direction, responds to complex inquiries or requests for technical assistance requiring a high degree of technical scientific background and understanding.

Explanation

This request from Department of Ecology for class plan maintenance to the Environmental Specialist 3 classification. The updates include revisions to the distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 154

Section C: Classification

Item 172	
Agency/HE Institution Department of Ecology	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 523H Environmental Specialist 4	Current Salary Range/Rate 55
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 59

Definition

Serves as a senior environmental section specialist in program specific environmental laws, environmental regulations, and related activities in order to protect, preserve, and enhance air, land, and water resources; or serves as a senior environmental specialist in specific environmental public health programs in order to protect public health due to environmental factors. In either option, positions make decisions involving multiple stakeholders and that have significant public health, environmental protection, economic, and political consequences. Assigned areas of responsibility involve environmental assessments and protection actions that regularly require evaluation and coordination of interrelated environmental impacts on multiple specialty areas;

OR

Manages all the environmental regulatory and analyses functions of an agency.

Distinguishing Characteristics

Positions at this level use in-depth knowledge of the program area to carry out assignments, function independently, and require only general direction from the supervisor. Assignments are carried out using policies and program objectives and the work is planned and organized based on program priorities and deadlines.

In addition, positions functioning as a senior environmental specialist are characterized by one or more of the following assignments which comprise the majority of the position:

- As a senior environmental section specialist, responds to highly complex inquiries for technical assistance requiring an advanced scientific knowledge;
- Develops, negotiates, implements, and monitors terms of agreements for environmental mitigation efforts, remedial actions, grants and loans, and other environmental actions. Gains consensus from multiple stakeholders and interest groups;
- Manages contract process for assigned area; writes, oversees and ensures contract completion and payment of invoices; proposes and negotiates new projects;
- Develops budget and spending plans for programs and initiatives;
- Oversees local governments grant reporting, performance outcomes, record review and analysis;
- Represents the agency as a senior environmental section specialist in enforcement actions, hearings, and legal proceedings. Provides testimony in cases involving the approval, denial, or conditioning of permits; the imposition of civil penalties; or in cases which form the basis for precedent-setting interpretations of agency jurisdiction and regulatory authority; leads multidisciplinary teams in complex regulatory reviews;
- Reviews, analyzes, develops and recommends policies, guidelines, and regulations governing assigned area of responsibility. Accepts stakeholder input, evaluates concerns, and recommends actions to

Section C: Classification

management. Analyzes legislative bills for potential impacts on program administration. Reviews, analyzes, and evaluates previous litigation, permits, and other data in order to develop effective regulatory guidelines;

- As a senior environmental section specialist, represents the program in an assigned specialty area; provides scientific and technical consultation to other agency staff, local and federal agencies on environmental impacts of various activities. Develops partnerships with communities, businesses, and interest groups in order to identify and respond to environmental issues affecting the common interest. Develops and enhances environmental protections and oversees implementation of changes;
- Assesses adverse environmental conditions and makes decisions that impact large numbers of the public (e.g. makes voluntary and mandatory wood stove burning curtailment decisions for the program);
- Responds to high priority and complex threats to the environment and human health emergencies. Coordinates all phases of a response with the appropriate private, local, state, and federal representatives and directs environmental response contractors. Conducts operations to control, contain, and clean up threats to the environment and human health; investigates the causes of the threat and recommends and takes appropriate response actions, including enforcement;
- Assesses the impacts of pollution on natural resources, gathers legally defensible data, develops damage estimates, and solicits and recommends appropriate restoration proposals;
- Plans, develops, designs and conducts professional research studies in order to determine the scientific validity of environmental enhancement efforts and impacts on interrelated natural resources. Provides scientific and technical assistance to other professional staff in environmental planning, regulation, and mitigation efforts.

Explanation

This request from Department of Ecology for class plan maintenance to the Environmental Specialist 4 classification. The updates include revisions to the distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 200

Section C: Classification

Item 173	
Agency/HE Institution Department of Ecology	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 523X Environmental Specialist 5	Current Salary Range/Rate 59
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 63

Definition

As the agency or program expert in one or more environmental program specialty areas or agency initiatives, plans, develops, directs and/or implements actions to address the most significant and complex environmental issues impacting the state's natural and environmental resources. These issues have broad potential impact on the health and safety of the public, and, if not addressed, will result in significant environmental, regulatory and potential impacts financial consequences to the state. Issues are characterized by the requirement for innovative or precedent setting actions and reflect complicated and emerging issues, with conflicting interests among the parties and broad public impacts. Positions focus on strategic intervention, policy and regulatory development and enforcement in order to meet objectives; or serves as the agency environmental regulatory expert advising consultants and developing operational policies, guidelines, and procedures for environmental compliance; or supervises five or more professional environmental staff.

Distinguishing Characteristics

Positions at this level are independent and require only administrative direction from the supervisor. Positions are responsible to lead, plan, design, and carry out projects in accordance with broad policy statements or legal requirements and exercise independent decision-making authority for determining work objectives and goals to be accomplished. Positions may lead and direct others on the most complex, sensitive and controversial projects with no precedent.

In the Department of Ecology, positions acting as an agency or program expert are characterized by one or more of the following assignments which comprise the majority of the position:

- As the agency expert provides consultation, recommends and responds directly to management on highly complex and/or politically sensitive inquiries for technical assistance requiring expert scientific knowledge;
- Represents the agency as the recognized expert in one or more of the most significant and complex program specialty areas or agency initiatives. Serves as the agency lead in the development, implementation, and evaluation of state and federal programs to mitigate or prevent environmental contamination or damage, including enforcement of environmental laws and regulations;
- Represents the agency on national or multi-state commissions, environmental panels or professional organizations as the expert in the assigned specialty area;
- Evaluates and assesses the scientific rigor of research studies on various contaminants and their impact on the environment. Develops policy options to address problems caused by ongoing release of toxins and contaminants;
- Designs, develops and conducts environmental studies on the most significant and complex environmental issues;

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- Drafts legislation to implement key components of the agency’s response to environmental issues. Prepares and presents testimony to the Legislature;
- Leads regulatory reviews and develops Drafts agency rules, rule revisions and statewide guidelines for the program area;
- Acts as a policy specialist, responsible for long-range policy development and strategy in the program area. Ensures that program operations comply with federal rules in order to avoid sanctions resulting in the curtailment of federal funds or the imposition of difficult requirements for new industries;
- Acts as the state’s lead in coordinating the response to environmental emergencies including coordinating activities of other state, federal, and tribal representatives. For example, during spill emergencies, has direct management of state, federal, and tribal natural resource trustees in seeking a uniform and coordinated settlement for all natural resource losses;
- Represents the program on highly complex or controversial enforcement/compliance actions involving other programs or agencies.

Explanation

This request from Department of Ecology for class plan maintenance to the Environmental Specialist 5 classification. The updates include revisions to the definition and distinguishing characteristics. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director’s Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 79

Section C: Classification

Item 174	
Agency/HE Institution Department of Agriculture	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 524A Veterinary Specialist 1	Current Salary Range/Rate 37
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 42

Class Series Concept

Positions in this occupational category assist and perform specialized work relating to the health care and safety of animals, livestock and the public, which includes disease surveillance, response and eradication efforts, and perform routine inspections/audits to safeguard animal health and investigation of diseases. Positions may also perform veterinary technical work that includes, but is not limited to, assisting in surgery, administering anesthetics and injections, drawing blood, performing routine radiology and laboratory analysis of specimens, and conducting inspections associated with disease control and eradication, and providing science-based information, education, outreach, and communication.

Definition

This is the entry level of the series. Positions perform veterinary technical specialized work involved in a variety of animal health programs under close supervision ~~such as assisting in surgery, administering anesthetics and injections, drawing blood, performing routine radiology and laboratory analysis of specimens.~~ Some positions are may be responsible for assisting with conducting a variety of inspection functions associated with disease control or eradication, or assisting in surgery, administering anesthetics and injections, drawing blood, performing routine radiology and laboratory analysis of specimens; such as inspecting rendering plants, independent collectors, transfer stations and restricted feedlots within an assigned area.

Explanation

This request from Department of Agriculture for class plan maintenance and salary adjustment to the Veterinary Specialist 1 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 5

Section C: Classification

Item 175	
Agency/HE Institution Department of Agriculture	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 524B Veterinary Specialist 2	Current Salary Range/Rate 39
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 44

Class Series Concept

See [Veterinary Specialist 1](#)

Definition

This is the journey level of the series. Under general supervision, positions inspect, coordinate and perform veterinary technical specialized work involved in a variety of animal health programs as directed by a veterinarian skilled veterinary technical duties, regularly assign, instruct and check the work of others. Positions are responsible for assisting in the evaluation and implementation of new techniques and equipment, assist in assessing the impact of new programs, operating procedures and requirements, or assisting with a variety of inspection functions associated with disease control or eradication.

Explanation

This request from Department of Agriculture for class plan maintenance and salary adjustment to the Veterinary Specialist 2 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 19

Section C: Classification

Item 176	
Agency/HE Institution Department of Agriculture	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 524C Veterinary Specialist 3	Current Salary Range/Rate 42
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 47

Class Series Concept

See [Veterinary Specialist 1](#)

Definition

This is the senior, specialist, or lead worker level of the series. Under general direction, positions in this level perform veterinary technical specialized work related to public and animal health, care and management through the inspection and promotion of disease detection and diagnosis, analysis, control, eradication, and prevention. Positions are responsible for laboratory animals used in scientific research under the general direction of a veterinarian or research investigator, and. Positions maintain continuous surveillance for clinical signs of disease by, either experimentally related or spontaneous. Conducting screening tests to monitor laboratory animal health and administering chemotherapy when warranted; Preparing laboratory animals for surgery, including pre-operative sedation, and general anesthetic, also and preparing operative field for aseptic procedures; and. May perform minor surgery and provide post-operative intensive care; or work in the field conducting surveillance, applying animal disease traceability, and enforcing animal health regulations.

Explanation

This request from Department of Agriculture for class plan maintenance and salary adjustment to the Veterinary Specialist 3 classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 15

Section C: Classification

Item 177	
Agency/HE Institution Department of Agriculture	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 524D Veterinary Specialist 4	Current Salary Range/Rate 56
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 50

Class Series Concept

See [Veterinary Specialist 1](#)

Definition

This is the supervisory and expert level of the series. ~~As a licensed Veterinarian, positions~~ supervise a staff of veterinary specialists, animal technicians or support personnel ~~are responsible for public health protection in an assigned area of the state through the control and eradication of livestock diseases, or diseases of captive exotic wildlife or natural wildlife, identification and control of zoonotic diseases, investigation of violative residues, or the detection and prevention of pathogenic microorganisms in animal food products. Performs individual and herd examinations, establishes quarantines, and investigates animal welfare complaints or custom meat violations.~~

Explanation

This request from Department of Agriculture for class plan maintenance and salary adjustment to the Veterinary Specialist 4 classification. The updates include revisions to the class series concept and definition to remove the licensed veterinarian requirement and add supervisory responsibilities.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 0

Section C: Classification

Item 178	
Agency/HE Institution Department of Transportation	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 538V Bridge Technician 1	Current Salary Range/Rate 44
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

This is an in-training classification within the Washington State Department of Transportation, Bridge, and Structures Office or Washington State Ferries. These entry level positions perform semi-skilled bridge technical tasks such as: coordinate technical data acquisition and maintain supplemental information data files; transfer as-built construction notes to record drawings with manual drafting techniques; perform simple geometric calculations for developing bridge data, develop vertical and horizontal dimensions, etc., related to reports and bridge designs; retrieve and store bridge file records; prepare simple technical drawings. Operate a computer utilizing basic computer concepts and software applications. Tasks are performed under the guidance and close supervision of a Bridge Engineer.

Distinguishing Characteristics

At this level the technician is learning fundamental terminology of bridge engineering, inspection, equipment, safety training, and office procedures.

Explanation

This request from Department of Transportation for abolishment to the Bridge Technician 1 classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 0

Section C: Classification

Item 179	
Agency/HE Institution Department of Transportation	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 538W Bridge Technician 2	Current Salary Range/Rate 50
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Within the Washington State Department of Transportation, Bridge and Structures Office or Washington State Ferries performs semi-skilled bridge technical tasks such as: coordinate technical data acquisition and maintain supplemental information data files; transfer as-built construction notes to record drawings with manual drafting techniques; perform simple geometric calculations for developing bridge data, develop vertical and horizontal dimensions, etc., related to reports and bridge designs; retrieve and store bridge file records; prepare simple technical drawings. Operate a computer utilizing basic computer concepts and software applications. Tasks are performed under the guidance and close supervision of a Bridge Engineer.

Distinguishing Characteristics

These positions are found in a variety of settings and functional areas within the Bridge and Structures Office and Washington State Ferries. The characteristics for each functional area are cited below.

In the Bridge Design Section and Washington State Ferries: These positions differ from a Bridge Technician 1 position in that the Bridge Technician 2 prepares technical sketches using Computer Aided Drafting (CAD). These positions differ from a Bridge Engineer 1 in that Bridge Technician 2's do not independently complete structural design plans.

In the Bridge Preservation Office: The Technician is trained in bridge inspection, National Bridge Inventory (NBI), Bridge Management Systems (BMS), Washington State Bridge Inventory System (WSBIS), laptop data recording techniques, non-destructive testing (NDT), Under Bridge Inspection Truck (UBIT) operation, and Rogliss use. Perform work such as: traffic control, writing bridge inspection reports for simple bridge inspections, and coordinating inspection trips. Serves as a bucket operator in 3-man UBIT inspections under close supervision. Retrieves bridge records to assemble basic load rating packages, and information from databases. Compiles and maintains information files, reduces field data and notes, or serves as co-inspector. These positions differ from the Bridge Engineer 1 in that the Bridge Engineer 1 is responsible for the UBIT operation, maintenance, and repair.

Section C: Classification

Explanation

This request from Department of Transportation for abolishment to the Bridge Technician 2 classification. These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 0

Section C: Classification

Item 180	
Agency/HE Institution Department of Natural Resources	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 541E Cartographer 1	Current Salary Range/Rate 42
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

Positions in this series are responsible for designing, creating and preparing maps, plans, charts and models representing the surface of the Earth. Positions are responsible for gathering data using a variety of methods. Positions within this series use geodetic surveys and remote sensing systems to measure, analyze and create maps and charts using techniques to manipulate, extract, locate and analyze geographic data. Positions use spatial analysis to buffer, clip and explore relationships between features. Modeling, data integration & conversion, geocoding and geomatics.
Positions in this series are distinguished from the IT professional structure as they are not directly involved in developing, implementing, configuring, delivering, or supporting IT systems and services.

Definition

Performs technical cartographic drafting assignments for geographic or mapping information systems and services, publications, classroom presentations and research projects.

Distinguishing Characteristics

Derives, calculates, or determines technical geographic or mapping information, encodes and enters into a geographic or mapping information system. Uses standard technical processes to produce maps or map/data products. Receives instruction and supervision from higher level cartographic professional.

Explanation

This request from Department of Natural Resources for class plan maintenance to the Cartographer 1 classification. The updates include revisions to the class series concept.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 1

Section C: Classification

Item 181	
Agency/HE Institution Department of Natural Resources	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 541F Cartographer 2	Current Salary Range/Rate 47
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

See [Cartographer 1](#)

Definition

Performs entry professional cartographic evaluation, analysis, compilation, information derivation, and development of processes and procedures to gather, prescribe and interpret information input and to produce maps or map/data products by computer aided drafting, geographic information system or conventional means.

Distinguishing Characteristics

Produces custom maps or map/data products or develops procedures when accuracy requirements are subjective or data involves a limited number of variables. Works under the supervision, guidance, and approval of higher level professionals.

Explanation

This request from Department of Natural Resources for class plan maintenance to the Cartographer 2 classification. The updates include revisions to the class series concept.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 182	
Agency/HE Institution Department of Natural Resources	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 541G Cartographer 3	Current Salary Range/Rate 54
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

See [Cartographer 1](#)

Definition

Performs professional cartography projects and/or activities providing geographic products, services and/or information using conventional and/or computerized methods.

Distinguishing Characteristics

Performs journey-level work. Independently produces custom maps or map/data products or develop procedures when accuracy requirements are subjective or data involves a large number of variables. Seeks assistance or guidance from higher-level professionals for unusually complex or unique map/data products.

Explanation

This request from Department of Natural Resources for class plan maintenance to the Cartographer 3 classification. The updates include revisions to the class series concept.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 18

Section C: Classification

Item 183	
Agency/HE Institution Department of Natural Resources	Analyst Angie Strozyk
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 541I Cartography Supervisor	Current Salary Range/Rate 63
Proposed Class Code/Title 541I Cartography Supervisor/Technical Specialist	Proposed Salary Range/Rate N/A

Class Series Concept

See Cartographer 1

Definition

Independently performs complex professional GIS and cartography projects and/or activities for a division or region in order to provide geographic products, services and/or information using conventional and/or computerized methods.

OR

Supervises a cartography or geography program and unit of three or more Cartographers who Plans, organizes, directs and controls a cartography or geography program and unit providing are responsible for geographic or mapping information systems , maps and services. Supervises three or more professional staff.

Distinguishing Characteristics

Performs senior-level work for a division or region with full authority to independently plan, prioritize, and handle all duties requiring the consistent application of advanced knowledge requiring a skilled and experienced practitioner. Positions independently devise methods and processes to resolve complex or difficult issues that have broad potential impact and typically involve competing interests, multiple clients, conflicting rules or practices, a range of possible solutions, or other elements.

OR

Positions direct the work of a unit of Cartographers who are responsible for performing map, chart, graph, and display work and establish and implement unit workloads, standards, processes and procedures. Provides leadership guidance, mentoring, and support to lower-level professional staff.

Section C: Classification

Explanation

This request from Department of Natural Resources for class plan maintenance to the Cartography Supervisor classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 1

Section C: Classification

Item 184	
Agency/HE Institution Department of Agriculture	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 545A Field Veterinarian	Proposed Salary Range/Rate 67

Definition

As a licensed and accredited veterinarian, positions are expected to work independently and exercise independent judgment and decision-making to perform specialized work related to public and animal health within an assigned geographic area. Positions promote animal and public health through disease detection and diagnosis, analysis, control, eradication, and prevention. Positions apply animal disease traceability to quickly contain and eradicate disease and support secure food supply plans and permitting to allow for continuity of business, and work in the field conducting surveillance and investigations, responding to disease outbreaks and enforcing animal health regulations.

Explanation

This request from Department of Agriculture for establishment to the Field Veterinarian classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 185	
Agency/HE Institution Department of Agriculture	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 545B Senior Veterinarian	Proposed Salary Range/Rate 71

Definition

As a licensed and accredited veterinarian, positions are responsible for public and animal health protection in an assigned area of the state through disease detection and diagnosis, analysis, control, eradication, and prevention. Positions direct field investigations; acts as the operations chief in response to foreign animal diseases; and coordinates, interprets and reports the findings from veterinary epidemiological investigations. Positions have supervisory authority over lower-level staff and manage an independent program.

Explanation

This request from Department of Agriculture for establishment to the Senior Veterinarian classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 186	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 569H Pest Biologist 1	Current Salary Range/Rate 44
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Under close supervision of a ~~higher-level~~ higher-level Pest Biologist, conducts field operations to survey for pest or invasive species and carries out field operations to eradicate invasive species using biological, chemical, or mechanical methods. Conducts inspections of public, private, and commercial property for the presence of pest or invasive species and for compliance with quarantines or other phytosanitary regulations.

Explanation

This request from Department of Agriculture for class plan maintenance to the Pest Biologist 1 classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 6

Section C: Classification

Item 187	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 569I Pest Biologist 2	Current Salary Range/Rate 51
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Under general supervision of a ~~higher-level~~ higher-level Pest Biologist, conducts field operations to survey for pest or invasive species and carries out field operations to eradicate invasive species using biological, chemical, or mechanical methods. Conducts inspections of public, private, and commercial property for the presence of pest or invasive species and for compliance with quarantines or other phytosanitary regulations. ~~Supervises Pest Biologist 1s and/or field or laboratory personnel.~~

Explanation

This request from Department of Agriculture for class plan maintenance to the Pest Biologist 2 classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 5

Section C: Classification

Item 188	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 569L Agricultural Chemical Specialist In-Training	Current Salary Range/Rate 42
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

In a training capacity and under close supervision, within the Department of Agriculture, performs routine inspections for one of the following: Compliance and enforcement, endangered species protection, farm-worker education, groundwater and/or surface water protection, licensing and re-certification, pesticide, fertilizer and/or feed registration, technical assistance and other outreach activities, or waste pesticide collection and disposal. After serving one year, and successful completion of a qualifying examination, may advance to Agricultural Chemical Specialist.

Explanation

This request from Department of Agriculture for abolishment to the Agricultural Chemical Specialist In-Training classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 189	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 569M Agricultural Chemical Specialist	Current Salary Range/Rate 49
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Designated specialist in writing by the Program Manager and Assistant Director performing complex, highly technical duties for one or more of the following areas: Compliance and enforcement; endangered species protection; farm-worker education; groundwater and/or surface water protection; technical assistance and other outreach activities; licensing and re-certification; program development; waste pesticide collection and disposal or pesticide, fertilizer and feed registration activities. May lead assigned staff.

Explanation

This request from Department of Agriculture for abolishment to the Agricultural Chemical Specialist classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 190	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 569N Agricultural Chemical Specialist Senior	Current Salary Range/Rate 55
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

1. Supervises a team of professional staff;
2. Acts as the statewide case review officer; or
3. Is a program coordinator for multiple or specialized program areas.

Distinguishing Characteristics

Positions designated as program coordinator have policy-making impact in areas that serve a broad interest both internally and externally to the agency. Incumbents focus on strategic as well as tactical issues in developing policy and/or program areas. Program coordinators are designated in writing by the Program Manager and approved by the Assistant Director or higher.

The statewide case review officer analyzes enforcement cases and advises on departmental action, prepares legal documents, and assists attorneys and department personnel in legal proceedings.

Explanation

This request from Department of Agriculture for abolishment to the Agricultural Chemical Specialist Senior classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 191	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 569S Pest Biologist 4	Proposed Salary Range/Rate 58

Definition

Expert level pest biologist under administrative direction with significant ongoing leadership responsibility within a program of regulatory/resource protection and management, which includes one or more of the following:

- Responsible for independently directing, developing, evaluating, managing and implementing statewide pest surveys, environmental and plant protection policies, legislation or regulation;
- Serving as the district pest biologist responsible for all program activities within a district and supervises permanent, full-time regulatory staff;
- Negotiates mitigation for projects of state, national or international significance as the agency lead.

Distinguishing Characteristics

Positions at this level work independently and are responsible for planning, designing and carrying out projects in accordance with broad policy statements or legal requirements and exercise independent decision-making authority for determining work objectives and goals to be accomplished;

As the agency expert, responds directly to highly complex and/or politically sensitive inquiries for technical assistance requiring expert scientific knowledge;

Represents the agency as the recognized expert in one or more significant and complex program specialty areas or agency initiatives. Serves as the agency lead in the development, implementation, and evaluation of state and federal programs to mitigate or prevent environmental contamination by invasive pest species, including enforcement of plant health laws and regulations;

Explanation

This request from Department of Agriculture for establishment to the Pest Biologist 4 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 192	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 572A Pesticide Regulatory Specialist 1	Proposed Salary Range/Rate 53

Class Series Concept

This professional series works within the Department of Agriculture to implement and enforce the standards of Chapter 15.58 RCW, the Washington Pesticide Control Act, Chapter 17.21 RCW, the Washington Pesticide Application Act, and Chapter 15.54 RCW, the Fertilizers, Minerals and Limes Act, providing necessary protections for the public and the environment.

As the designated state lead agency for the Federal Insecticide, Fungicide and Rodenticide Act, administered by the United States Environmental Protection Agency, the Department of Agriculture is responsible for implementation of the federal statute requirements, including the manufacturing, registration, distribution, transportation, application and disposal of pesticides and has primacy in the enforcement of all pesticide misuse violations.

Definition

This is the entry level of the series. Positions at this level perform professional and skilled natural resource pesticide protection. Positions assist higher-level Pesticide Regulatory Specialists in performing more complex and highly technical duties. Positions perform routine duties for the regulatory, training and outreach functions, including but not limited to, enforcement, licensing, registration, technical assistance, education and waste pesticide disposal.

Distinguishing Characteristics

Under general supervision and within structured and established guidelines, positions perform routine outreach and training for regulatory functions administered by the department, such as: enforcement, licensing, registration, technical assistance, education, and waste pesticide disposal.

Explanation

This request from Department of Agriculture for establishment to the Pesticide Regulatory Specialist 1 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

193	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 572B Pesticide Regulatory Specialist 2	Proposed Salary Range/Rate 56

Class Series Concept

See PESTICIDE REGULATORY SPECIALIST 1

Definition

This is the journey-level of the series. Positions at this level perform professional and skilled natural resource pesticide protection. Positions perform complex and highly technical regulatory, training, and outreach functions including but not limited to, enforcement, licensing, registration, technical assistance, education, and waste pesticide disposal.

Distinguishing Characteristics

Under general direction, independently performs professional level assignments and pesticide reviews in one or more of the following: 1) Pesticide inspection and/or enforcement activities, 2) Scientific studies and/or scientific analyses; 3) Training events and activities; 4) Interpretation of policy and technical assistance.

Explanation

This request from Department of Agriculture for establishment to the Pesticide Regulatory Specialist 2 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 194	
Agency/HE Institution Department of Agriculture	Analyst Shelby Sheldon
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 572C Pesticide Regulatory Specialist 3	Proposed Salary Range/Rate 62

Class Series Concept

See PESTICIDE REGULATORY SPECIALIST 1

Definition

Serves as the technical expert or supervises profession Pesticide Regulatory Specialist staff. Positions at this level perform professional and skilled natural resource pesticide protection.

Distinguishing Characteristics

This is the supervisory or technical expert of this series. Under administrative direction supervisors perform management responsibilities with oversight of regional or statewide programs, or as the technical expert independently performing the most complex, high profile, multi-jurisdictional functions that are politically sensitive or have civil/criminal connections. Positions advise on departmental action, prepares legal documents, and assists in the preparation for legal proceedings.

Explanation

This request from Department of Agriculture for establishment to the Pesticide Regulatory Specialist 3 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 195	
Agency/HE Institution Department of Ecology	Analyst Chelsea Lee
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 590A Ecology Youth Corps Supervisor	Proposed Salary Range/Rate 41

Definition

In the Department of Ecology, supervises and works with an Ecology Youth Corps crew of up to six teenagers or young adults involved in the following: litter control along freeway shoulders and medians, interchanges, state highways, public lands, and rights-of-way; recycling activities; and assisting with the statewide Anti-Litter Campaign. Educates youth crews in the environmental ethics of recycling and litter control.

Explanation

This request from Department of Ecology for establishment to the Ecology Youth Corps Supervisor classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 48 Service-Maintenance	Number of Position(s) Affected N/A

Section C: Classification

Item 196	
Agency/HE Institution Department of Ecology & Bellevue Community College	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Shadow Class Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 591K Grounds & Nursery Services Specialist 3	Current Salary Range/Rate 34
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 36
Current Shadow Class Code/Title 591K Grounds & Nursery Services Specialist 3 - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 33
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate N/A

Class Series Concept

See Grounds and Nursery Services Specialist 1.

Definition

Positions in this level perform multiple duties relating to the care and maintenance of grounds, greenhouses, nurseries, or gardening programs. ~~Positions may be involved in working with a crew of juveniles or young adults focusing on litter control, recycling activities, and distributing program related materials at special events; educating youth crews in the environmental ethics of recycling and litter control.~~ Positions may be involved in sprinkler irrigation and the maintenance of a grounds maintenance program. Positions may also manage a small gardening program or a major division in a large gardening program. Propagates and cares for trees, shrubs, and forage plants. Performs soil analysis, receives and ships plants, maintains growth records on propagations.

Explanation

This request from Department of Social & Health Services for class plan maintenance and salary adjustment to the Grounds & Nursery Services Specialist 3 classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 48 Service-Maintenance	Number of Position(s) Affected 83

Section C: Classification

Item 197	
Agency/HE Institution Washington State Patrol	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 592U Law Enforcement Communications Systems Supervisor	Current Salary Range/Rate 57E
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

In the State Patrol, supervises skilled communications personnel, both licensed and unlicensed, in installing, maintaining, and repairing complex law enforcement communications system equipment.

Distinguishing Characteristics

These positions can be distinguished from the Law Enforcement Communications Systems Area Manager in that they do not have responsibility for managing a ~~State~~state region or the Central Communications facility, do not assign projects, or establish project priority.

Explanation

This request from Washington State Patrol for class plan maintenance to the Law Enforcement Communications Systems Supervisor classification. The updates include revisions to the distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 2

Section C: Classification

Item 198	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 594K Electronics Supervisor - Transportation	Current Salary Range/Rate 65
Proposed Class Code/Title 594K Electrical and Electronic Systems Specialist Supervisor - Transportation	Proposed Salary Range/Rate N/A

Class Series Concept

See Electrical and Electronic Systems Specialist Trainee.

Definition

Supervises the installation, maintenance, inspection, and repair of electrical and electronic systems used in transportation and highway infrastructure and tunnel maintenance and operations.

~~In a transportation region, supervises one or more crews installing, maintaining and repairing electronic equipment used in traffic control devices; closed circuit TV systems, fiber optic and coaxial transmission systems, over freeway fire detection and containment systems; OR, in the Olympia Service Center, supervises statewide crew installing, maintaining and repairing electronic and mechanical traffic counting equipment. Provides training to agency personnel and user customers. Implements and evaluates workflow priorities. Develops and disseminates instructions and information to unit personnel. Organizes, conducts and facilitates staff meetings.~~

Distinguishing Characteristics

Positions supervise one or more lower-level Electrical and Electronic Systems Specialists performing a variety of electrical and electronic duties related to transportation and highway infrastructure, bridges and/or tunnel fire life safety systems including mechanical, electrical and control systems.

Explanation

This request from Department of Transportation for class plan maintenance to the Electronics Supervisor - Transportation classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 10

Section C: Classification

Item 199	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 594M Transportation Systems Technician A	Current Salary Range/Rate 47E
Proposed Class Code/Title 594M Electrical and Electronic Systems Specialist Trainee - Transportation	Proposed Salary Range/Rate N/A

Class Series Concept

~~This class is designed for the Transportation Systems Technician to advance within the job class after satisfactory service, successfully completing a specific training program, and passing the appropriate exams for each level within the job class.~~

Positions in this series are responsible for a variety of work on electrical and electronic systems used in transportation and highway infrastructure owned or operated by the Department of Transportation and connecting local and national transportation infrastructure. Positions perform work in accordance with national, state and local code in one or more of the following categories:

- Roadside power supply and distribution systems
- Traffic signals and warning beacon systems
- Highway illumination and other transportation infrastructure lighting systems
- Intelligent Transportation Systems (ITS) including ramp meters, variable message signs, traffic cameras and traffic data collection equipment
- Weigh-in-motion and roadside data collection systems
- Electrical and electronic systems associated with tunnel operations
- Fire and fire safety control systems in tunnel and other associated transportation structures
- Fiber optic and server-based security and building control systems
- Electrical and electronic systems associated with movable and floating bridges
- Navigation lights, aviation lights, foghorns, and weather information systems associated with fixed bridges
- Communication systems, highway advisory radios and associated equipment
- Tolling equipment and systems

Definition

In a training capacity, assists higher-level Electrical and Electronic Systems Specialists by performing basic installation, maintenance and repair of electrical and electronic components used in transportation and highway infrastructure. Under close supervision, positions perform a variety of routine tasks in accordance with applicable code requirements and agency specifications.

~~The Transportation Systems Technician will work the majority of their time in one or more of the following functions within WSDOT:~~

Section C: Classification

- ~~Traffic Signals.~~
- ~~Highway and other lighting systems owned and/or operated by WSDOT.~~
- ~~Intelligent Transportation Systems (ITS).~~
- ~~Electrical and/or electronic systems associated with tunnel operations.~~
- ~~Fire control system for the Washington State Trade and Convention Center and tunnel structures.~~
- ~~Electrical and/or electronic systems associated with operable and floating bridges.~~
- ~~Fixed bridges with navigation lights, aviation lights, foghorns, and weather information.~~
- ~~Communication systems and associated equipment within WSDOT.~~

~~Perform electrical and electronic work pertaining to WSDOT to the codes and standards set by National Electrical Code (NEC) and/or Chapter 296-46 WAC, Chapter 296-401A WAC and Chapter 296-403 WAC.~~

Distinguishing Characteristics

This is the trainee level of the series. Positions work under close supervision performing routine semi-skilled or sub-journey tasks such as minor repairs, scheduled preventative maintenance and testing of electrical and electronic equipment at the direction of a higher-level Electrical and Electronic Systems Specialist.

~~**Transportation Systems Technician A:** This is the entry level. Works under the direct supervision of higher level Transportation System Technicians assisting with installation, maintenance and testing in one or more areas listed in the definition.~~

~~**Transportation Systems Technician B:** Works independently within specific instruction installing, maintaining, and testing in one or more areas listed in the definition. Work is subject to quality control review by higher level Transportation Systems Technicians.~~

~~**Transportation Systems Technician C:** Journey level technician. Acts in a quality control capacity to ensure all applicable codes are met. Performs repairs and diagnoses on equipment, systems, beacons and signals in one or more areas listed in the definition. May be assigned lead duties.~~

~~**Transportation Systems Technician D:** Senior level technician proficient in one major area of work with a high level of knowledge in other areas listed in the definition. Performs repairs and diagnoses on equipment, systems, beacons and signals in three or more areas listed in the definition. May be assigned lead duties.~~

Section C: Classification

Explanation

This request from Department of Transportation for class plan maintenance to the Transportation Systems Technician A classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 3

Section C: Classification

Item 200	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 594N Transportation Systems Technician B	Current Salary Range/Rate 57E
Proposed Class Code/Title 594N Electrical and Electronics Systems Specialist 1 - Transportation	Proposed Salary Range/Rate N/A

Class Series Concept

See Electrical and Electronic Systems Specialist Trainee.

~~This class is designed for the Transportation Systems Technician to advance within the job class after satisfactory service, successfully completing a specific training program, and passing the appropriate exams for each level within the job class.~~

Definition

Independently performs basic, routine installation, maintenance and repair of electrical and electronic components used in transportation and highway infrastructure in accordance with applicable code requirements and agency specifications.

~~The Transportation Systems Technician will work the majority of their time in one or more of the following functions within WSDOT:~~

- ~~• Traffic Signals.~~
- ~~• Highway and other lighting systems owned and/or operated by WSDOT.~~
- ~~• Intelligent Transportation Systems (ITS).~~
- ~~• Electrical and/or electronic systems associated with tunnel operations.~~
- ~~• Fire control system for the Washington State Trade and Convention Center and tunnel structures.~~
- ~~• Electrical and/or electronic systems associated with operable and floating bridges.~~
- ~~• Fixed bridges with navigation lights, aviation lights, foghorns, and weather information.~~
- ~~• Communication systems and associated equipment within WSDOT.~~

~~Perform electrical and electronic work pertaining to WSDOT to the codes and standards set by National Electrical Code (NEC) and/or Chapter 296 46 WAC, Chapter 296 401A WAC and Chapter 296 403 WAC.~~

Distinguishing Characteristics

Positions work under general supervision performing semi-skilled or sub-journey tasks such as minor repairs, scheduled preventative maintenance and testing of electrical and electronic equipment.

~~**Transportation Systems Technician A:** This is the entry level. Works under the direct supervision of higher level Transportation System Technicians assisting with installation, maintenance and testing in one or more areas listed in the definition.~~

Section C: Classification

~~**Transportation Systems Technician B:** Works independently within specific instruction installing, maintaining, and testing in one or more areas listed in the definition. Work is subject to quality control review by higher level Transportation Systems Technicians.~~

~~**Transportation Systems Technician C:** Journey level technician. Acts in a quality control capacity to ensure all applicable codes are met. Performs repairs and diagnoses on equipment, systems, beacons and signals in one or more areas listed in the definition. May be assigned lead duties.~~

~~**Transportation Systems Technician D:** Senior level technician proficient in one major area of work with a high level of knowledge in other areas listed in the definition. Performs repairs and diagnoses on equipment, systems, beacons and signals in three or more areas listed in the definition. May be assigned lead duties.~~

Explanation

This request from Department of Transportation for class plan maintenance to the Transportation Systems Technician B classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 30

Section C: Classification

Item 201	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 5940 Transportation Systems Technician C	Current Salary Range/Rate 61E
Proposed Class Code/Title 5940 Electrical and Electronic Systems Specialist 2 - Transportation	Proposed Salary Range/Rate N/A

Class Series Concept

See Electrical and Electronic Systems Specialist Trainee.

~~This class is designed for the Transportation Systems Technician to advance within the job class after satisfactory service, successfully completing a specific training program, and passing the appropriate exams for each level within the job class.~~

Definition

Performs a variety of skilled electrical and electronic installation, maintenance and repair work on components and systems used in transportation and highway infrastructure in accordance with applicable code requirements and agency specifications.

~~The Transportation Systems Technician will work the majority of their time in one or more of the following functions within WSDOT:~~

- ~~● Traffic Signals.~~
- ~~● Highway and other lighting systems owned and/or operated by WSDOT.~~
- ~~● Intelligent Transportation Systems (ITS).~~
- ~~● Electrical and/or electronic systems associated with tunnel operations.~~
- ~~● Fire control system for the Washington State Trade and Convention Center and tunnel structures.~~
- ~~● Electrical and/or electronic systems associated with operable and floating bridges.~~
- ~~● Fixed bridges with navigation lights, aviation lights, foghorns, and weather information.~~
- ~~● Communication systems and associated equipment within WSDOT.~~

~~Perform electrical and electronic work pertaining to WSDOT to the codes and standards set by National Electrical Code (NEC) and/or Chapter 296 46 WAC, Chapter 296 401A WAC and Chapter 296 403 WAC.~~

Section C: Classification

Distinguishing Characteristics

This is the journey-level of the series. Positions work independently under general direction performing skilled work on complex highway electrical, fiber optic and electronic systems. Performs tasks such as diagnosing and repairing highway traffic signals and detection systems, tolling systems and equipment, configuring variable message signs and highway advisory radio systems, maintaining and repairing electrical systems for moveable and floating bridges, maintaining, testing and repairing tunnel fire life safety systems, fiber optic systems, electrical distribution systems, building monitoring and control systems, interpreting electronic schematics to make updates to existing as-built plans and/or programming to configure network systems.

Transportation Systems Technician A: This is the entry level. Works under the direct supervision of higher level Transportation System Technicians assisting with installation, maintenance and testing in one or more areas listed in the definition.

Transportation Systems Technician B: Works independently within specific instruction installing, maintaining, and testing in one or more areas listed in the definition. Work is subject to quality control review by higher level Transportation Systems Technicians.

Transportation Systems Technician C: Journey level technician. Acts in a quality control capacity to ensure all applicable codes are met. Performs repairs and diagnoses on equipment, systems, beacons and signals in one or more areas listed in the definition. May be assigned lead duties.

Transportation Systems Technician D: Senior level technician proficient in one major area of work with a high level of knowledge in other areas listed in the definition. Performs repairs and diagnoses on equipment, systems, beacons and signals in three or more areas listed in the definition. May be assigned lead duties.

Explanation

This request from Department of Transportation for class plan maintenance to the Transportation Systems Technician C classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 41

Section C: Classification

Item 202	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 594P Transportation Systems Technician D	Current Salary Range/Rate 63E
Proposed Class Code/Title 594P Electrical and Electronic Systems Specialist 3 - Transportation	Proposed Salary Range/Rate N/A

Class Series Concept

See Electrical and Electronic Systems Specialist Trainee.

~~This class is designed for the Transportation Systems Technician to advance within the job class after satisfactory service, successfully completing a specific training program, and passing the appropriate exams for each level within the job class.~~

Definition

Leads and trains lower level Electrical and Electronic Systems Specialists or serves as a senior-level technical specialist performing work that requires application of advanced electrical and electronics technical knowledge.

~~The Transportation Systems Technician will work the majority of their time in one or more of the following functions within WSDOT:~~

- ~~• Traffic Signals.~~
- ~~• Highway and other lighting systems owned and/or operated by WSDOT.~~
- ~~• Intelligent Transportation Systems (ITS).~~
- ~~• Electrical and/or electronic systems associated with tunnel operations.~~
- ~~• Fire control system for the Washington State Trade and Convention Center and tunnel structures.~~
- ~~• Electrical and/or electronic systems associated with operable and floating bridges.~~
- ~~• Fixed bridges with navigation lights, aviation lights, foghorns, and weather information.~~
- ~~• Communication systems and associated equipment within WSDOT.~~

~~Perform electrical and electronic work pertaining to WSDOT to the codes and standards set by National Electrical Code (NEC) and/or Chapter 296-46 WAC, Chapter 296-401A WAC and Chapter 296-403 WAC.~~

Distinguishing Characteristics

As a designated lead, assigns, checks and corrects the work of lower-level specialists performing installation, maintenance or repair on highway and transportation electrical and electronic systems.

As a senior technical specialist, applies advanced technical knowledge to perform inspections on new transportation and highway construction, or devises methods and processes to resolve the most complex issues in the maintenance, installation and repair of systems found in the disciplines listed below:

- Roadside power supply and distribution systems.
- Traffic signals and warning beacon systems.
- Highway illumination and other transportation infrastructure lighting systems.

Section C: Classification

- Intelligent Transportation Systems including ramp meters, variable message signs, traffic cameras and traffic data collection equipment.
- Weigh-in-motion and roadside data collection systems.
- Electrical and electronic systems associated with tunnel operations.
- Fire and fire safety control systems in tunnel and associated transportation structures.
- Fiber optic and server-based security and building control systems.
- Electrical and electronic systems associated with movable and floating bridges.
- Navigation lights, aviation lights, foghorns and weather information systems associated with fixed bridges.
- Communication systems, highway advisory radios and associated equipment
- Tolling equipment and systems.

Transportation Systems Technician A: This is the entry level. Works under the direct supervision of higher level Transportation System Technicians assisting with installation, maintenance and testing in one or more areas listed in the definition.

Transportation Systems Technician B: Works independently within specific instruction installing, maintaining, and testing in one or more areas listed in the definition. Work is subject to quality control review by higher level Transportation Systems Technicians.

Transportation Systems Technician C: Journey level technician. Acts in a quality control capacity to ensure all applicable codes are met. Performs repairs and diagnoses on equipment, systems, beacons and signals in one or more areas listed in the definition. May be assigned lead duties.

Transportation Systems Technician D: Senior level technician proficient in one major area of work with a high level of knowledge in other areas listed in the definition. Performs repairs and diagnoses on equipment, systems, beacons and signals in three or more areas listed in the definition. May be assigned lead duties

Explanation

This request from Department of Transportation for class plan maintenance to the Transportation Systems Technician D classification. The updates include revisions to the title, class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 58

Section C: Classification

Item 203	
Agency/HE Institution Department of Transportation	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 596U Tunnel Maintenance Supervisor	Current Salary Range/Rate 64
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Plans and supervises the work of the I-90 tunnel/lids maintenance and operations staff, and has responsibility for the maintenance and operations of the tunnel/lids.

Explanation

This request from Department of Transportation for abolishment of the Tunnel Maintenance Supervisor classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 2

Section C: Classification

Item 204	
Agency/HE Institution Department of Transportation	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 600J Equipment Technician 2	Current Salary Range/Rate 46G
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Assists higher level Equipment Technicians in the performance of journey-level inspection, diagnoses, making major and minor mechanical repairs, and preventative maintenance, on all types of equipment used in highway maintenance or heavy and/or industrial/commercial equipment, and/or motorized farm equipment ~~and/or perform installation, maintenance, and repairs on food service vending equipment~~. Unusual problems that may occur are brought to a higher-level supervisor with probable outcomes and solutions.

Explanation

This request from Department of Transportation for class plan maintenance to the Equipment Technician 2 classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 7

Section C: Classification

Item 205	
Agency/HE Institution Department of Social and Health Services	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 605G Carpenter Supervisor 1	Current Salary Range/Rate 49G
Proposed Class Code/Title 605G Carpenter Supervisor	Proposed Salary Range/Rate N/A

Definition

Performs skilled carpentry work and supervises journey lower-level Carpenters and/or directs a crew of inmates of correctional institutions, and performs skilled carpentry work, performing carpentry, general maintenance and/or new construction work.

In the Department of Corrections, positions at this level directing a crew of incarcerated individuals either are limited to two positions per institution or must direct crews consisting of three or more incarcerated individuals.

Distinguishing Characteristics

~~In the Department of Corrections, positions at this level directing a crew of inmates either are limited to two positions per institution or must direct crews consisting of three or more inmates.~~

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Carpenter Supervisor 1 classification. The updates include revisions to the title, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 4

Section C: Classification

Item 206	
Agency/HE Institution Department of Social and Health Services	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 605H Carpenter Supervisor 2	Current Salary Range/Rate 52G
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Supervises crews of carpenters performing new construction and general maintenance work throughout the State.

Explanation

This request from Department of Social and Health Services for abolishment to the Carpenter Supervisor 2 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 0

Section C: Classification

Item 207	
Agency/HE Institution Department of Corrections	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 605I Shipwright Supervisor	Current Salary Range/Rate 51G
Proposed Class Code/Title 605I Shipwright	Proposed Salary Range/Rate N/A
Current Shadow Class Code/Title 605I Shipwright Supervisor - Teamsters	Current Shadow Class Salary Range/Rate 53G
Proposed Shadow Class Code/Title 605I Shipwright - Teamsters	Proposed Shadow Class Salary Range/Rate N/A

Definition

~~In a correctional institution, p~~Performs skilled shipwright and carpentry work in the ~~U.S. Coast Guard~~ inspected passenger vessels, tug boats, and patrol vessels at certified marine dry docking and repair facility. Responsible for repair to vessels away from repair facility and for repairs to marine vessels, docks, floats, rails, ramps, gangways, fendering, lighting, and vessel dry-dock equipment. ~~and ferry landings.~~

Explanation

This request from Department of Corrections for class plan maintenance to the Shipwright Supervisor classification. The updates include revisions to the title and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 1

Section C: Classification

Item 208	
Agency/HE Institution Department of Social and Health Services	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 608F Electrician	Current Salary Range/Rate 50G
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

~~This is the journey level of the series.~~ Independently functions as a fully qualified journey level electrician, as defined under Washington Administrative Code, to perform skilled installation, maintenance, and repair work on low voltage electrical equipment and systems of 750 volts or less such as interior wiring and cables, connections for electric machines, switches and controls, fuse boxes, breaker panels, distribution and instrument panels, buzzer and bell circuits, hearing and power circuits, and distribution systems. Unusual problems may be brought to higher-level electricians for resolution.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Electrician classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 67

Section C: Classification

Item 209	
Agency/HE Institution Department of Social and Health Services	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 608J Electrician Supervisor	Current Salary Range/Rate 57G
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

This is the supervisory level. Positions supervise electricians, and other assigned personnel such as laborers, crews of incarcerated individuals inmates, or helpers engaged in installation, modification, maintenance and repair of electrical equipment and systems. Positions function as a recognized expert who is sought out by others to complete major projects or resolve highly complex problems. Plans, lays out and directs shop activities. Positions may supervise electricians engaged in skilled high voltage electrical work.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Electrician Supervisor classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 19

Section C: Classification

Item 210	
Agency/HE Institution Department of Social and Health Services	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 621F Plumber/Pipefitter/Steamfitter	Current Salary Range/Rate 50G
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

This is the journey-level of the series. Positions at this level performs skilled plumbing, pipe fitting and/or steamfitting work.

Distinguishing Characteristics

Plumbing

Independently performs installation, maintenance, and repair work on water mains and laterals, storm drain systems, sewage mains and laterals, pumps/lift stations, valves/gates/backflow, drains, vent piping, basins, tubs, faucets, lavatories, sinks, hydrants, water coolers, dishwashers, and/or other plumbing fixtures and appurtenances. Unusual problems may be brought to lead or supervisor plumbers for resolution.

Pipe fitting and Steamfitting

Independently installs, services and repairs power boiler installations and hot water heating systems, including fire-tube and water-tube steel power boilers and hot water heating low pressure boilers, steamfitting and piping, fittings, valves, gauges, pumps, radiators, convectors, hydraulics, and/or fuel oil tanks and fuel oil lines. May also include refractories, burners, thermal insulation, and accessories, fuel and non-potable water lines from source of supply to boilers; process and specialty piping and related equipment, pneumatic and electrical control, sheet insulation and all other equipment, including solar heating equipment associated with these systems.

Positions performing the above work as defined under WAC 296-400A-005 (to include potable water systems, liquid waste systems, and medical gas piping systems within the footprint of a building) require proper plumber certification unless meeting an exemption under RCW 18.106.150.

Section C: Classification

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Plumber/Pipefitter/Steamfitter classification. The updates include revisions to the definition and to add distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 45

Section C: Classification

Item 211	
Agency/HE Institution Department of Social and Health Services	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 621G Plumber/Pipefitter/Steamfitter Lead	Current Salary Range/Rate 53G
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Distinguishing Characteristics

Positions in this class are distinguished by the responsibility to assign and lead work at a project or job location, to instruct other assigned plumbers, to correct and specify methods, and to perform plumbing, steam fitting, and pipe fitting work.

Positions performing plumbing, steamfitting or pipe fitting work as defined under WAC 296-400A-005 (to include potable water systems, liquid waste systems, and medical gas piping systems within the footprint of a building) require proper plumber certification unless meeting an exemption under RCW 18.106.150.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Plumber/Pipefitter/Steamfitter Lead classification. The updates include revisions to the distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 15

Section C: Classification

Revised

Item 212	
Agency/HE Institution Department of Social and Health Services	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 621H Plumber/Pipefitter/Steamfitter Supervisor	Current Salary Range/Rate 57G
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Definition

Supervises plumbers, pipe fitters and/or steamfitters and performs skilled plumbing, pipe fitting and/or steamfitting work;

OR

Directs a crew of incarcerated individuals/inmates of correctional institutions and performs skilled plumbing, pipe fitting and/or steamfitting work.

Distinguishing Characteristics

In the Department of Corrections, positions at this level directing a crew of incarcerated individuals/inmates either are limited to two positions per institution or must direct crews consisting of three or more incarcerated individuals/inmates.

Positions performing plumbing, steamfitting or pipe fitting work as defined under WAC 296-400A-005 (to include potable water systems, liquid waste systems, and medical gas piping systems within the footprint of a building) require proper plumber certification unless meeting an exemption under RCW 18.106.150.

Explanation

This request from Department of Social and Health Services for class plan maintenance to the Plumber/Pipefitter/Steamfitter Supervisor classification. The updates include revisions to the definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 17

Section C: Classification

Item 213	
Agency/HE Institution Washington State Patrol	Analyst Mindy Portschy
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 626M Maintenance Mechanic 4	Current Salary Range/Rate 53G
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

See MAINTENANCE MECHANIC 1.

Definition

This is the supervisory or expert level of the series. Positions at this level are responsible for shop administration and supervising maintenance personnel, equipment mechanics or others performing skilled maintenance, repair and modification of plant machinery and mechanical equipment involved with buildings, special apparatus, utilities and facilities. ~~This level also includes positions which erect construction or communication towers around 300 feet high.~~

Explanation

This request from Washington State Patrol for class plan maintenance to the Maintenance Mechanic 4 classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator Select Option
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected

Section C: Classification

Item 214	
Agency/HE Institution Department of Corrections	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 631A Correctional Industries Supervisor Assistant	Current Salary Range/Rate 44
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Current Shadow Class Code/Title 631A Correctional Industries Supervisor Assistant - Teamsters	Current Shadow Class Salary Range/Rate Teamsters 46
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

This series works with ~~offender inmates~~ incarcerated workers within the Correctional Industries operations training program to teach them a variety of trades and other skills used in the manufacturing process. The manufacturing process involves production or services in CI operations such as, laundry, food manufacturing and services, furniture, commissary, metal shop, print shop, warranty work, optical, textiles, and service and delivery. Positions learn to balance work schedules and due dates, materials, costs, different production lines and product quality, supervise, teach, and train ~~offenders~~ incarcerated workers in the work unit. This series is required to provide in-depth coaching and counseling of incarcerated workers regarding soft skills, general life skills, professional workplace expectations, and technical training.

Definition

This is the entry level of the series. Positions assist in unit production, quality assurance, training and supervision of ~~offender workers~~ incarcerated workers in all aspects of ~~production, processing, or service unit~~ their CI operations area of responsibility under the direction of the supervisor.

Explanation

This request from Department of Corrections for class plan maintenance to the Correctional Industries Supervisor Assistant classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 138

Section C: Classification

Item 215	
Agency/HE Institution Department of Corrections	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 631B Correctional Industries Supervisor 2, Corrections	Current Salary Range/Rate 50
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Current Shadow Class Code/Title 631B Correctional Industries Supervisor 2, Corrections - Teamsters	Current Shadow Class Salary Range/Rate 52
Proposed Shadow Class Code/Title N/A	Proposed Salary Range/Rate N/A

Class Series Concept

See Correctional Industries Supervisor Assistant

Definition

This is the journey, ~~working or occupational~~ level of the series. Working under general supervision, positions are responsible for the supervision and training of incarcerated workers within the Correctional Industries operations training programs. Incumbents perform their work independently and are competent to resolve issues within their area of responsibility. ~~Position often lead or supervise offenders or staff in different occupational categories.~~

Explanation

This request from Department of Corrections for class plan maintenance to the Correctional Industries Supervisor 2, Corrections classification. The updates include revisions to the class series concept and definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 57

Section C: Classification

Item 216	
Agency/HE Institution Department of Corrections	Analyst Cindy Wulff
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 631D Correctional Industries Supervisor 4, Corrections	Current Salary Range/Rate 54
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Current Shadow Class Code/Title 631D Correctional Industries Supervisor 4, Corrections - Teamsters	Current Salary Range/Rate 56
Proposed Shadow Class Code/Title N/A	Proposed Shadow Class Salary Range/Rate N/A

Class Series Concept

See Correctional Industries Supervisor Assistant

Definition

Positions at this level of the series manage the operations of one or more production or service units within the Correctional Industries operations training program and supervise at least one Correctional Industries Supervisor 2.

Distinguishing Characteristics

Positions develop operating forecasts, shop production schedules, and manage inventory. Positions train, direct, and supervise incarcerated individuals in all phases of their Correctional Industries operations area of responsibility. Positions at this level operate under general direction.

Explanation

This request from Department of Corrections for class plan maintenance to the Correctional Industries Supervisor 4, Corrections classification. The updates include revisions to the class series concept, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 2

Section C: Classification

Revised

Item 217	
Agency/HE Institution Department of Corrections	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 652D Marine Vessel Operator Assistant	Proposed Salary Range/Rate 47E

Definition

Under the direction of the Marine Vessel Operator, performs duties related to the overall vessel operation, emergency maintenance and passenger safety.

Explanation

This request from Department of Corrections for establishment of the Marine Vessel Operator Assistant classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 12

Section C: Classification

Item 218	
Agency/HE Institution Department of Corrections	Analyst Melissa Bovenkamp
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 653Q Marine Engine Mechanic Supervisor	Current Salary Range/Rate 47E
Proposed Class Code/Title 653Q Marine Engine Mechanic	Proposed Salary Range/Rate N/A

Definition

~~Supervises Marine Engine Technicians and/or directs a crew of inmates in a correctional institution, and performs skilled mechanical and electrical maintenance and repair work on marine vessels.~~

Distinguishing Characteristics

~~In the Department of Corrections, positions at this level directing a crew of inmates either are limited to two positions per institution or must direct crews consisting of three or more inmates. Positions are also required to be available in the event of an emergency or marine incident, such as vessel mechanical breakdown, chemical or oil spill, etc.~~

Explanation

This request from Department of Corrections for class plan maintenance to the Marine Engine Mechanic Supervisor classification. The updates include revisions to the title, definition and distinguishing characteristics.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 47 Skilled Craft Workers	Number of Position(s) Affected 2

Section C: Classification

Item 219	
Agency/HE Institution Department of Natural Resources	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input checked="" type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 654F Aircraft Pilot 2	Current Salary Range/Rate 59
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 62

Definition

Pilot in command of multi-engine aircraft or amphibious seaplane aircraft on Departmental operations, law enforcement missions or administrative business; pilot in command of helicopters in support of ~~fire fighting~~ agency missions, natural resource requirements, and firefighting operations.

Explanation

This request from Department of Natural Resources for class plan maintenance to the Aircraft Pilot 2 classification. The updates include revisions to the definition.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 43 Technicians	Number of Position(s) Affected 16

Section C: Classification

Item 220	
Agency/HE Institution Department of Natural Resources	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 654G Aircraft Pilot 3	Proposed Salary Range/Rate 67

Definition

This is the trainer/instructor and maintenance test pilot for aircraft pilots within an agency using single engine or multi-engine aircraft for agency operations, national resource missions and supporting firefighting operations.

Explanation

This request from Department of Natural Resources for establishment to the Aircraft Pilot 3 classification.

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section C: Classification

Item 221	
Agency/HE Institution Department of Natural Resources	Analyst Barb Ursini
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title N/A	Current Salary Range/Rate N/A
Proposed Class Code/Title 654H Aircraft Pilot 4	Proposed Salary Range/Rate 72

Definition

The chief pilot supervises pilots that are in command of single-engine, multi-engine aircraft or amphibious seaplane aircraft for agency operations, law enforcement missions, firefighting, natural resources and administrative business; or pilot aircraft in support of agency missions, natural resource requirements and firefighting operations.

Explanation

This request from Department of Natural Resources for establishment to the Aircraft Pilot 4 classification

These changes are a result of the 2023-2025 Collective Bargaining Negotiations and Budget Process.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected N/A

Section D: Compensation

Important Section Note:

- See "[2_Sal Adjust Exhibits 2023Jun20.pdf](#)" file for Compensation Salary Adjustment Exhibits.
- This subsection will appear in the combined PDF agenda, etc.; pages D291 through D308

Mindy: this page will be deleted when revised agenda convert to PDF.

Section E: Rule Amendments

There are no rule amendments for this meeting.

Section F: Addendum

Emergency

Item A	
Agency/HE Institution Department of Fish and Wildlife	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 388F Fish & Wildlife Enforcement Lieutenant	Current Salary Range/Rate 803 (\$133,980)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 803 (\$154,596)

Class Series Concept

See Fish & Wildlife Enforcement Recruit level.

Definition

Under the direction of a Captain, the Lieutenant organizes, reviews, directs and supervises, either in the field or in an administrative posting, the work and training of Fish and Wildlife Enforcement Officers, Sergeants, and Program Specialists who are engaged in the protection of fish and wildlife, habitat protection, prevention of illegal commercialization of fish or wildlife, public health and safety, mutual aid and homeland security to citizens.

Distinguishing Characteristics

Provides management and leadership for all enforcement program activities including developing regional and statewide project plans, evaluating regional or specialized program performance and ensuring compliance with program regulations and agency policy. Specialized programs would include but not limited to: Professional standards and AIS.

Assist higher-level management in performing one or more of the following activities:

- Manages and coordinated the Enforcement Program's emergency management response program;
- Manages and maintains the Enforcement Program's personnel conduct accountability program;
- Collaboration and coordination with Executives of Federal, State, County, and Municipal Law Enforcement Agencies and the law enforcement agencies of up to 29 federally recognized different tribal nations and tribes not yet recognized by the federal government;
- Manages and ensures adherence to regional and statewide budgets;
- Maintains liaison with local, state, tribal and federal law enforcement agencies.

Section F: Addendum

Explanation

The Department of Fish and Wildlife is requesting approximately 5% base salary increase due to compression and inversion issues with the Fish & Wildlife Enforcement Lieutenant classification.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 2

Section F: Addendum

Emergency

Item B	
Agency/HE Institution Department of Fish and Wildlife	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 388G Fish & Wildlife Enforcement Captain	Current Salary Range/Rate 804 (\$140,676)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 804 (\$162,324)

Class Series Concept

See Fish & Wildlife Enforcement Recruit level.

Definition

Under the direction of a Deputy Chief, the Captain, as the top authority within a region or division, manages and supervises Fish and Wildlife Enforcement Officers, Sergeants, Lieutenants and/or non-commissioned personnel who are engaged in the protection of fish and wildlife, habitat protection, prevention of illegal commercialization of fish or wildlife, public health and safety, mutual aid and homeland security to citizens.

This position makes highly complex, policy-level, in-the-moment decisions with consideration for risk management. The decisions may be high-risk and high-impact and may have statewide implications.

Distinguishing Characteristics

As the top law enforcement official in the region or division, has delegated responsibilities for the development, administration and implementation of assigned Statewide Enforcement programs and initiatives, such as:

- Statewide professional standards for law enforcement agencies established through state law, CJTC, WASPC, and agency regulations and policies;
- Performs as the regional commander of the WDFW Law Enforcement Program, or
- As the division leader at Headquarters for the Office of Professional Standards, Internal Affairs, Recruiting/Hiring/Training, Vessel/Vehicle Fleet & Supply, Communications and/or Emergency Management.

Section F: Addendum

Explanation

The Department of Fish and Wildlife is requesting approximately 5% base salary increase due to compression and inversion issues with the Fish & Wildlife Enforcement Captain classification.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 8

Section F: Addendum

Emergency

Item C	
Agency/HE Institution Department of Fish and Wildlife	Analyst Tricia Mackin
Director's Meeting Action(s) - select all that apply <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision(s) - select all that apply <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
Current Class Code/Title 388H Fish & Wildlife Enforcement Deputy Chief	Current Salary Range/Rate Special Case
Proposed Class Code/Title N/A	Proposed Salary Range/Rate Special Case

Class Series Concept

See Fish & Wildlife Enforcement Recruit level.

Definition

Under the direction of the Chief of the Law Enforcement Program, serves as the field operations executive and advisor. The Deputy Chief represents the Agency and the Law Enforcement Program with internal and external entities. Responsible for the administration, management, and application of a Fish and Wildlife, environmental and general criminal Law Enforcement program and managing a statewide workforce. In the Chief's absence, the Deputy Chief serves as the Chief and Director of the Law Enforcement Program.

Distinguishing Characteristics

As an executive program manager provides management, supervision and leadership for all enforcement program managers throughout the State ensuring compliance with state and federal law, program regulations and agency policy, and law enforcement best practices.

In partnership with the Chief, develops statewide policies and strategies, properly allocating workforce and budget to meet agency goals and objectives. This position ensures implementation and execution of program goals, agency goals, and statewide agency directives.

Explanation

The Department of Fish and Wildlife is requesting approximately 5% base salary increase due to compression and inversion issues with the Fish & Wildlife Enforcement Deputy Chief classification.

This information is entered into Human Resources Management System and CC Jobs.	
Director's Meeting Date 6/22/2023	Effective Date 7/1/2023
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 1