**SAMPLE POSITION REVIEW DECISION**

**(Reallocation upward)**

(Date)

Dear \_\_\_\_\_\_\_\_:

As a result of organizational changes in the Toys and Games Division, management has initiated a review of all positions to ensure they are appropriately allocated. Your supervisor believes you are working out of class as a Toy Maker 2 and has requested consideration of the Toy Maker 3 class.

Allocation Decision

From my review, I determined your position, #1234, will be reallocated from Toy Maker 2 to Toy Maker 3. This allocation decision is based on the duties described in your PD, review of the toy maker job classification series, and discussion with your supervisor.

Your position is not represented therefore your appointment status was determined using WAC 357-13-090. I verified that you meet the competencies and other position requirements for the new class.

You will receive a salary increase, from range \_\_\_\_ to range \_\_\_\_, step \_\_\_. Your new salary will be $\_\_\_\_\_\_\_ per month, effective \_\_\_\_\_\_\_\_\_. The effective date of your promotion is \_\_\_\_\_\_\_. Your Periodic Increment Date (PID) continues to be \_\_\_\_\_\_\_.

Class Comparisons and Position Analysis

The Definition for Toy Maker 2 states:

Under general supervision, operates standard machines and tools such as lathes, grinders, drill presses, saws, and hammers to fabricate basic parts regularly used in the creation of various wood and metal toys. Positions assemble toys that are routine in nature such as basic wooden pieces or blocks, products consisting of less than five movable parts or requiring use of simple patterns. Positions work from blueprints, sketches, specifications, manuals, and/or verbal instructions from other staff.

The Definition for Toy Maker 3 states:

Positions lead lower level toy makers and independently develop blueprints, sketches, specifications, manuals, and/or instructions for the creation of various wood and metal toys. Positions operate a variety of machines and tools such as lathes, grinders, drill presses, saws, hammers, and fine-tuning instruments to fabricate complex parts that include intricate precision and specialized knowledge in the handling of materials. Positions typically assemble complex toys requiring creativity and complicated components such as deluxe doll houses with furniture, or products consisting of more than five movable and interchangeable parts.

The glossary of terms developed by the Office of the State Human Resources Director defines lead as: “An employee who performs the same or similar duties as other employees in his/her work group and has the designated responsibility to regularly assign, instruct, and check the work of those employees on an ongoing basis.”

The Toy Maker 3 best describes the majority of your duties and responsibilities. In addition to leading two Toy Maker 2 positions and one Toy Maker 1, you regularly develop sketches, blueprints, and instructions for others. While some of the toys you assemble fall within the Toy Maker 2, you also assemble complex toys fitting within the Toy Maker 3. Your recent assignment of designing and constructing the Victorian-style doll house is a good example of the complex work you perform that requires specialized skill.

Review Rights

You may request a Director's review of the results of this reallocation notice to the Director of the Office of Human Resources within thirty (30) calendar days of being provided the notice of reallocation.

* The 30-day time period begins on the date the allocation decision is served by personal delivery, deposited in the U.S. mail, or faxed, unless provided via alternate method such as email or campus mail. If provided by *alternate method*, the 30-day time period begins on the date you *receive* the notice (WAC 357-04-105).
* The Director’s review is the first step in the appeal process and your request for review must be received (not postmarked) in the Director’s Review Office within 30 days of service of the position review results or reallocation notice.
* You may file in person, by mail, or by fax (but not by email) to the following address:

Office of the State HR Director

Director’s Review Program

Insurance Building

302 Sid Snyder Ave SW

PO Box 40911

Olympia, Washington 98504-0911

FAX: 360-586-4694

If you need clarification or have any questions, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_

cc: