

Frequently Asked EMS Questions

Who is my agency's assigned class and compensation specialist?

[CC_AgencyAssignments.pdf \(wa.gov\)](#)

Where can I find a list of all the current EMS classes listed by Agency?

[ExemptCompPlanJobs.pdf \(wa.gov\)](#)

Where can I find the submission deadlines for Director's Meeting EMS proposals?

[Director's Meetings, Agency and Institution Submission Deadlines](#)

Where can I find the SHR Director's Meeting calendar?

[Quarterly Director's Meeting Dates](#)

Where can I find the list of documents needed to be submitted with an EMS proposal?

[Exempt Proposal Agency Checklist](#)

How do I determine return rights for exempt employees?

[Guide for Determining Exempt Employees Return Rights](#)

Where can I find the WA State DEI Competencies?

[All employees](#)

[Leadership](#)

Where can I find Class & Comp HR professional tools and services?

Those resources can be found here: [HR professional tools | Office of Financial Management \(wa.gov\)](#) with links to:

Exempt banding Guidelines

Exempt Position Description

Exempt Job Value Assessment Chart

Exempt Job Value Assessment Evaluator's Handbook

RCWs 41.06.070 Exemptions

Civil Service Rules requiring OFM approval

HRMS Data Definitions Resource Guide

What does "exempt" mean?

Certain positions are exempt from state civil service law. A position may be designated exempt either by statute or by the State Human Resources Director at the request of the Governor or other elected official. The salary and fringe benefits of all positions presently or hereafter exempted shall be determined by the Office of Financial Management's State Human Resources Division (State HR), unless otherwise specified in statute.

What is the difference between Washington Management Service (WMS) and Exempt Management Service (EMS)?

WMS is a personnel system established separately for civil service managers in state government (except for higher education) who meet the definition of “manager.” WMS employees are classified and are covered under [RCW 41.06.500](#) or [WAC 357-58](#). Because they are exempt from the civil service rules, exempt employees are **not** classified, serve at the pleasure of the appointing authority, and unless they previously served in a classified position, have no return rights.

Both EMS and WMS utilize a “broadbanding” salary structure in contrast to the salary ranges used in Washington General Service (WGS). Positions are evaluated and placed into a specific salary band based on the duties performed and the level of responsibility. The salary bands are broader than the salary ranges applied to general service positions and encompass a wide variety of occupations and differing levels of responsibilities. Individual positions are reviewed to determine the salary amount within the band.

How are exempt positions identified?

By a **B** or an **EX** number.

Class codes for exempts that begin with a **B** are approved by State HR, may be proposed for salary banding, and are listed in the Compensation Plan. When requesting to establish an exempt position, your State HR consultant will obtain the required B code.

Class codes for exempts that begin with an **EX** generally include Agency Heads, Executive Assistants, Elected Officials, Confidential Secretaries, and other exempt positions. Because these salaries aren’t approved by the State Human Resources Director, the salary banding and guidelines do not apply to these exempt job classes. EX numbers are obtained from State HR.

How do agencies determine which RCW to use when establishing an exempt position?

There are a variety of exemptions identified in statute – most come under RCW 41.06.070 of civil service law. Additionally, specific exemptions may be identified in an agency’s enabling statute.

What is the “Governor’s Pool” and why are agencies required to get approval from the Governor’s Office for these positions?

The Governor’s Pool is a group of additional exemptions under the jurisdiction of the Governor’s Office that must meet the exemption criteria per RCW [41.06.070\(3\)](#). Some agencies use the Governor’s Pool positions because they don’t meet the required criteria stated in other exemptions. For example, an agency may not have 50 or more employees as stated in 41.06.070(1)(v), or the agency may already have three principal policy assistants. The State HR Director has the authority to provide for these additional exemptions when requested by the Governor’s Office and, to make sure the pool doesn’t exceed the 1%, State HR also maintains a record of all Governor’s Pool requests.

What is the difference between “removing position(s)” and “abolishment”

Removing Position(s) – is the reducing of the total number of approved positions tied to a specific EMS job class. For example: you currently are approved for 10 positions for B1111,

Director of Widgets and now you only need 4 positions within the job class B1111. In this example you would submit the request to remove 6 positions making sure to include your justification for the requested action. This process is administrative in nature and does not go to the quarterly Director's Meeting.

Abolishment – is the elimination of an EMS job class. For example: you have an exempt class that has been vacant for 2 years and you don't intend to recruit for the exempt class. All job duties once tied to the exempt class have been reassigned and the exempt class is no longer needed. In this example you would submit the request to abolish the specific B code and include your justification for the requested action including where the work has been assigned. Abolishment actions go through the quarterly Director's Meeting process.