

Director's Meeting Agenda
 State Human Resources
 Office of Financial Management

Revised

Meeting Date: Thursday, May 17, 2018
 Meeting Time: 8:30 a.m.
 Location: Capitol Court Building
 1110 Capitol Way South, Suite 120
 Conference Room 110
 Olympia, Washington 98501-2251
 Limited Parking

Important Note(s): 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 the next quarterly scheduled meeting.

..
 Section A: Previous Minutes Approval
 Meeting Minutes – February 8, 2018

....
 Section B: Exempt Compensation

Item 1	B1241 Director, Office of Columbia River – ECY	B1-B2
Item 2	B1242 Director, Office of Chehalis Basin – ECY	B3-B4
Item 3	B5721 Communications Director – CTS	B5-B6
Item 4	B7001 Deputy Secretary of Operations – DCYF Revised	B7-B8
Item 5	B7002 Deputy Secretary of Programs – DCYF Revised	B9-B10
Item 6	B7003 Human Resource Director – DCYF Revised	B11-B12
Item 7	B7004 Chief Information Officer – DCYF Revised	B13-B14
Item 8	B7005 Chief Financial Officer – DCYF Revised	B15-B16
Item 9	B7006 Director of Legislative Affairs – DCYF Revised	B17-B18
Item 10	B7008 Director of Tribal Relations – DCYF Revised	B19-B20
Item 11	B7009 Director of Communications – DCYF Revised	B21-B22
Item 12	B7010 Director of Early Learning Programs – DCYF Revised	B23-B24
Item 13	B7012 Director of Family Support Programs – DCYF Revised	B25-B26
Item 14	B9528 IT Policy and Management Consultant – CTS.....	B27-B28
Item 15	B9529 Enterprise Solutions Accessibility Architect – CTS.....	B29-B30
Item 15a	B7007 Dir, Office of Innovation, Alignment & Accountability – DCYF Emergency	B31-B32
Item 15b	B7013 Director of Child Welfare Programs – DCYF Emergency	B33-B34
Item 15c	B7014 Assistant Secretary, Licensing – DCYF Emergency	B35-B36

Section C: Classification

Item 16	180A Paid Family and Medical Leave Specialist 1 Revised	C1-C2
Item 17	180B Paid Family and Medical Leave Specialist 2.....	C3-C4
Item 18	180C Paid Family and Medical Leave Specialist 3	C5-C6
Item 19	283E Long Term Care Surveyor	C7-C8
Item 20	422E Labor Relations Adjudicator/Mediator 1.....	C9-C11

Item 21	422F Labor Relations Adjudicator/Mediator 2.....	C12-C13
Item 22	422G Labor Relations Adjudicator/Mediator 3.....	C14-C15
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Abolishment(s)

Item 24	457F Commercial Vehicle Officer 2.....	C18
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Section D: Compensation

Item 26	2018 Base Range Salary Adjustments, 2017-19 Collective Bargaining.....	D1
Item 27	Washington State University Special Pay for Veterinary Specialists 1-3.....	D2-D3
Item 28	WSU Basic Shift Premium Rate for Non-Union Veterinary Specialists.....	D4

Section E: Rule Amendments – None

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.

Item 1	
Requester (Agency/Institution) Department of Ecology (ECY)	Analyst Tricia Mackin
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B1241 Director, Office of Columbia River - ECY	Current EMS Band/Rate EMS Band IV (\$78,504 - \$135,264)
Proposed Code/Title N/A	Proposed EMS Band/Rate N/A
Current RCW Exemption (indicate number and description) RCW 41.06.070(1) (v) "In each agency with fifty or more employees: Deputy agency heads..."	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(3) Governor's Pool "involving directing and controlling program operations of an agency..."
Effective Date 5/18/2018	

Scope

Implements provisions of the Columbia River Basin Water Management Act (RCW 90.90). Specifically, this positions' mission is to aggressively pursue development of new water supplies throughout the central and eastern Washington for both in-stream and out-of-stream uses and to oversee development of policies that effectively achieve that mission. Makes decisions on a regular basis regarding various water supply and development activities and projects including conducting strategic planning and coordinating with tribal, federal, state, and local agencies and entities.

Explanation

State Human Resources is requesting an exemption change as this position no longer meets the criteria for RCW 41.06.070(1)(v) because they direct and control program operations, it now falls under the Governor's Pool exemption, RCW 41.06.070(3). This exempt class was reviewed when Ecology submitted request to establish a new exempt class for the Director, Office of Chehalis Basin. This request is housekeeping in nature.

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 is no cost associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Policy	Date of Exempt Position Description on File 5/17/2017
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 1
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

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.

Item 2	
Requester (Agency/Institution) Department of Ecology (ECY)	Analyst Tricia Mackin
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B1242 Director, Office of Chehalis Basin - ECY	Proposed EMS Band/Rate EMS Band IV (\$78,504 - \$135,264)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(3) Governor's Pool "involving directing and controlling program operations of an agency..."
Effective Date 5/18/2018	

Scope

Reporting to the agency director, this position will direct and implement provisions of the Office of Chehalis Basin (RCW 43.21A.730-733). Specifically, this position's mission is to aggressively pursue implementation of an integrated strategy, while administering funding for long-term flood damage reductions and aquatic species restoration in the Chehalis River Basin. This position will be responsible for determining timing and content of information provided to the Chehalis Basin Board such as strategy adoption, priority and scale of actions to implement the Chehalis Basin Strategy, and progress tracking and revision roles. The position will also oversee the development of policies that will effectively achieve that mission. Makes decisions regarding flood hazard reduction, habitat recovery and development activities and major projects including, conducting strategic planning and serving as the primary liaison with the Chehalis River Basin Flood Authority, tribal, federal, state, and local agencies and entities. Serves as the primary legislative liaison for the Office of Chehalis Basin.

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.

Explanation

The Department of Ecology is requesting the establishment of an exempt Director, Office of Chehalis Basin at the EMS IV level based on a need to implement the Office of Chehalis Basin, established in Chapter 194, laws of 2016 (RCW 43.21A.730-733).

State Human Resources scored this exempt class at C5Y (948), which meets the EMS Band IV level. OFM Budget has reviewed their fiscal impact statement and verified the agency can absorb all costs associated with this establishment.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Policy	Date of Exempt Position Description on File 5/5/2017
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 0
Workforce Indicator 80148587 At-Will Governor's Pool	Total Number of Approved Position(s) 1

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.

Item 3	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Susan Miles
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B5721 Communications Director - CTS	Proposed EMS Band/Rate EMS Band III (\$65,496 - \$116,736)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (1) (v) "In each agency with fifty or more employees....Division Director..."
Effective Date 5/18/2018	

Scope

Reporting to the Chief Financial Officer, the Communications Director directs and manages the agency's communications and marketing programs. Advises the agency's executive leadership team, and guides development, review and implementation of strategic communications plans. Acts as key spokesperson for the agency and is responsible for oversight of media relations, public involvement, graphic design and marketing materials, internal communications, video production, and design and content of the agency's website.

Explanation

Consolidated Technology Services (CTS) is requesting to establish an exempt class, Communications Director - CTS. This is a result of the legislature passing Engrossed Second Substitute Senate Bill 5315, relating to the alignment of the Consolidated Technology Services. This bill transferred the Office of the Chief Information Officer (OCIO) from the Office of Financial Management to Consolidated Technology Services on July 1, 2015. Staff reviewed the updated position description and evaluated the work with a score of C3W (748), which is within the EMS Band III level. A Fiscal Impact Statement has been reviewed and approved by OFM Budget for this action.

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.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 7/13/2017
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) 0
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Revised

Item 4	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7001 Deputy Secretary of Operations – DCYF	Proposed EMS Band/Rate EMS Band V (\$97,236 - \$158,004)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.0971 “this chapter does not apply . . . to the . . . deputy . . . secretaries . . .”
Effective Date 7/1/2018	

Scope

The Deputy Secretary of Operations reports directly to the Secretary of the Department of Children, Youth and Families (DCYF) and is responsible for directing and overseeing the core infrastructure of DCYF. This exempt class is responsible for creating and implementing major administrative and agency policies. This exempt class provides leadership and direction to the Human Resources, Information Technology, Finance, Service to Providers, Licensing, Continuous Quality Assurance and Improvement and Business Services Divisions. This exempt class is responsible for providing the leadership, accountability, strategic oversight and tools to support and develop the leaders of DCYF.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) was created. This exempt class will act on behalf of the Secretary to ensure departments are strategically aligned with the mission, vision, values and goals of DCYF.

State HR staff evaluated the position description with a score of E5Y (1410) which meets the EMS Band V level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 2/6/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Revised

Item 5	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7002 Deputy Secretary of Programs – DCYF	Proposed EMS Band/Rate EMS Band V (\$97,236 - \$158,004)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.0971 “this chapter does not apply . . . to the . . . deputy . . . secretaries . . .”
Effective Date 7/1/2018	

Scope

The Deputy Secretary of Programs reports directly to the Secretary of the Department of Children, Youth and Families (DCYF) and is responsible for directing and overseeing agency services and programs for children, youth and families. This exempt class is responsible for creating and implementing major agency policies. This exempt class provides direct leadership for positions responsible for Child Welfare Field Operations, Family Support, Early Learning, Out of Home Care and Adolescent Programs. This exempt class is responsible for providing the leadership, strategic oversight, tools and support to external providers, such as child care facilities, foster care providers and group homes, which DCYF depends on to provide services to children and families.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the DCYF will be created effective July 1, 2018. This exempt class will act on behalf of the Secretary to ensure departments are strategically aligned with the mission, vision, values and goals of DCYF.

State HR staff evaluated the position description with a score of E5Y (1410) which meets the EMS Band V level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 2/6/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Revised

Item 6	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7003 Human Resource Director – DCYF	Proposed EMS Band/Rate EMS Band IV (\$80,076 - \$137,964)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.0971 “this chapter does not apply . . . to the . . . assistant . . . secretaries . . .”
Effective Date 7/1/2018	

Scope

The Human Resource Director reports directly to the Deputy Secretary of Operations within the Department of Children, Youth and Families (DCYF) and is a member of the DCYF executive leadership team. This exempt class is responsible for participating in determining the agency’s long term strategic direction and strategic planning process and is responsible for leading, directing, developing and overseeing the delivery of statewide comprehensive human resource programs. This exempt class is responsible for all human resource (HR) operations to include oversight and direction of classification and compensation, recruitment and selection, labor relations, employment investigations, employee engagement, training and development, wellness, equity, diversity and inclusion, and strategic workforce planning. In addition, this exempt class will have considerable influence in the development, application and ensured compliance of DCYF agency policies.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the DCYF will be created effective July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide strategic direction and leadership on all agency wide HR programs. As DCYF transitions as a new agency, this position will manage the numerous and complex HR issues associated with a new agency to include HR policy and procedure development, organizational design and change management.

State HR staff evaluated the position description with a score of D4X-976, which meets the EMS Band IV level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 1/5/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Revised

Item 7	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7004 Chief Information Officer – DCYF	Proposed EMS Band/Rate EMS Band III (\$66,804 - \$119,076)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) DCYF enabling statute: RCW 41.06.0971 “this chapter does not apply . . . to the . . . assistant . . . secretaries . . .”
Effective Date 7/1/2018	

Scope

The Chief Information Officer (CIO) reports directly to the Deputy Secretary of Operations of the Department of Children, Youth and Families (DCYF) and is a member of the DCYF executive leadership team. The CIO is responsible for the development of policies, processes and procedures, which govern the security, privacy, disaster recovery and IT portfolio management of major IT strategies and investments. This exempt class is responsible for determining strategic and operational plans to deliver IT services, which support the mission and priorities of the agency.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide IT services that support the strategic direction and leadership on agency IT matters.

State HR staff evaluated the position description with a score of C4X-800, which meets the EMS Band III level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 1/5/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Revised

Item 8	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7005 Chief Financial Officer – DCYF	Proposed EMS Band/Rate EMS Band III (\$66,804 - \$119,076)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) DCYF enabling statute: RCW 41.06.0971 “this chapter does not apply . . . to the . . . assistant . . . secretaries . . .”
Effective Date 7/1/2018	

Scope

The Chief Financial Officer (CFO) reports directly to the Deputy Secretary of Operations of the Department of Children, Youth and Families (DCYF) and is a member of the DCYF executive leadership team. The CFO provides strategic financial leadership and direction for DCYF and is responsible for the overall financial management of the agency. Areas of responsibility include but are not limited to budget development, accounting, contracting, cost allocation, forecasting and audits. This exempt class is responsible for ensuring the agency manages resources, which comply with state and federal requirements.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide strategic direction and leadership on agency financial matters.

State HR staff evaluated the position description with a score of B4Y-692, which meets the EMS Band III level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 1/5/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Revised

Item 9	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7006 Director of Legislative Affairs – DCYF	Proposed EMS Band/Rate EMS Band IV (\$80,076 - \$137,964)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ."
Effective Date 7/1/2018	

Scope

The Director of Legislative Affairs reports directly to the Secretary of the Department of Children, Youth and Families (DCYF). This exempt class is responsible for establishing and maintaining relationships and communication between DCYF and legislators, elected officials, government agencies, citizen groups and other stakeholders to promote effective policy development and partnerships. This exempt class is responsible for collaborating with agency executives to establish the direction and implementation of the legislative strategy. Other primary responsibilities include tracking legislation, which impact the agency and representing the agency in legislative hearings.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661, the Department of Children, Youth and Families (DCYF) will be created on July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide strategic direction and leadership regarding legislative affairs.

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.

State HR staff evaluated the position description with a score of D4X-976, which meets the EMS Band IV level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 1/5/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Revised

Item 10	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7008 Director of Tribal Relations – DCYF	Proposed EMS Band/Rate EMS Band III (\$66,804 - \$119,076)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ."
Effective Date 7/1/2018	

Scope

The Director of Tribal Relations reports directly to the Secretary of the Department of Children, Youth and Families (DCYF) and is responsible for working with the 29 federally recognized sovereign tribal nations. This exempt class is responsible for influencing agency strategy, policy and government-to-government agreements to ensure DCYF accomplishes the goal of eliminating child and youth outcome disparities based on race and ethnicity. This exempt class is responsible for planning, developing, and executing strategies to improve services to and collaborate with tribes in the areas of early learning, child welfare and juvenile justice and rehabilitation. This exempt class serves as the agency's senior policy advisor to the DCYF Secretary on matters regarding tribal relations.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the DCYF will be created effective July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide strategic direction and leadership regarding tribal relations and policy.

State HR staff evaluated the position description with a score of C3X (768) which meets the EMS Band III level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Policy	Date of Exempt Position Description on File 1/5/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Revised

Item 11	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7009 Director of Communications - DCYF	Proposed EMS Band/Rate EMS Band III (\$66,804 - \$119,076)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ."
Effective Date 7/1/2018	

Scope

The Director of Communications reports directly to the Department of Children, Youth and Families (DCYF) Secretary and is a member of the executive leadership team. This exempt class is responsible for managing and providing leadership for the development and implementation of DCYF communications strategies and programs. It is incumbent on this exempt class to ensure communication strategies are managed appropriately and issues are addressed with accuracy, honesty and timeliness to maintain agency credibility. This exempt class has additional responsibilities to coordinate and collaborate with key agency executives to develop and deploy outreach initiatives.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. This exempt class will work in partnership with the executive leadership team to provide strategic direction and leadership on agency communication matters.

State HR staff evaluated the position description with a score of C3W-748, which meets the EMS Band III level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 4/17/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Revised

Item 12	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7010 Director of Early Learning Programs - DCYF	Proposed EMS Band/Rate EMS Band II (\$57,600 – \$105,708)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ."
Effective Date 7/1/2018	

Scope

The Director of Early Learning Programs reports directly to the Deputy Secretary of Programs for Children and Families within the Department of Children, Youth and Families (DCYF). This exempt class is responsible for the delivery of services to children and their families to promote school readiness. This exempt class is accountable for providing program oversight, leadership and support to child and family centered programs, which include Early Childhood Education and Assistance Programs, Working Connections Childcare and the Headstart Collaboration Office. Leads and manages program areas, which are directly tied to closing the opportunity gap, and increases school readiness for Washington State children.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. The establishment of the Director of Early Learning Programs provides leadership for the delivery of services to children and their families to provide physical, social and developmental learning programs.

State HR staff evaluated the position description with a score of B3X-586, which meets the EMS Band II level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 4/18/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Revised

Item 13	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7012 Director of Family Support Programs - DCYF	Proposed EMS Band/Rate EMS Band II (\$57,600 – \$105,708)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ."
Effective Date 7/1/2018	

Scope

The Director of Early Learning Programs reports directly to the Deputy Secretary of Programs for Children and Families within the Department of Children, Youth and Families (DCYF). This exempt class is responsible for providing program oversight, leadership and support to child and family centered programs with the purpose of ensuring children enter kindergarten ready to learn. Programs include Early Childhood Intervention and Prevention Services, Early Support for Infants and Toddlers and the Healthiest Next Generation initiative. This exempt class is responsible for program design and renewal with the intent of producing measurable improvements and outcomes for children and families in the communities they live in.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. The establishment of the Director of Family Support Programs provides leadership for the delivery of services to children and their families to provide physical, social and developmental learning programs.

State HR staff evaluated the position description with a score of B3X-586, which meets the EMS Band II level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 4/17/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Item 14	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B9528 - IT Policy and Management Consultant - CTS	Proposed EMS Band/Rate EMS Band III (\$65,496 - \$116,736)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.94 - . . . shall not apply in the consolidated technology services agency to up to twelve positions . . . involved in policy development . . .
Effective Date 5/18/2018	

Scope

Reporting to the Deputy Director of Consolidated Technology Services (CTS), positions in the IT Policy and Management Consultant exempt class will develop statewide policy to ensure the effective and appropriate management of all major information technology (IT) investments. Positions are responsible for providing agencies with sound advice and guidance on all applicable statewide IT policies as well as monitoring for compliance with these policies. They will also ensure agencies are compliant with statewide IT policies. This exempt class has the authority to determine which IT investments are major and must be brought under the oversight of CTS. Positions review agency submitted IT investment plans and have authority to determine the health of IT investments, which identifies level of risk, viability and agency readiness to implement. Positions submit recommendations to Deputy Director for final approval.

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.

Explanation

Consolidated Technology Services is requesting to establish an exempt class titles IT Policy and Management Consultant. This is a result of the legislature passing Engrossed Second Substitute Senate Bill 5315, relating to the alignment of the Consolidated Technology Services. This bill transferred the Office of the Chief Information Officer (OCIO) from the Office of Financial Management to Consolidated Technology Services on July 1, 2015. Staff reviewed the updated position description and evaluated the work with a score of C2X(704), which is within the EMS Band III level. A Fiscal Impact Statement has been reviewed and approved by OFM Budget for this action.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Policy	Date of Exempt Position Description on File 7/13/2017
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 5

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.

Item 15	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Nichole Gottbreht
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B9529 Enterprise Solutions Accessibility Architect - CTS	Proposed EMS Band/Rate EMS Band III (\$65,496 - \$116,736)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070(1)(aa) . . . employees of the consolidated technology services agency. . .that perform information technology customer relations management . . .
Effective Date 5/18/2018	

Scope

Reporting to the Deputy Director of Consolidated Technology Services (CTS), the Enterprise Solutions Accessibility Architect develops and maintains statewide policies, standards and IT investments related to accessibility architecture. This exempt class is the accessibility expert for the state and independently identifies and decides new technology opportunities and determines the technical design and architectures needed to support new services.

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.

Explanation

Consolidated Technology Services is requesting to establish an exempt class titled Enterprise Solutions Accessibility Architect. This is a result of the legislature passing Engrossed Second Substitute Senate Bill 5315, relating to the alignment of the Consolidated Technology Services. This bill transferred the Office of the Chief Information Officer (OCIO) from the Office of Financial Management to Consolidated Technology Services on July 1, 2015. Staff reviewed the updated position description and evaluated the work with a score of C4X (800), which is within the EMS Band III level. A Fiscal Impact Statement has been reviewed and approved by OFM Budget for this action.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Policy	Date of Exempt Position Description on File 7/13/2017
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Emergency

Item 15a	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7007 Director of the Office of Innovation, Alignment and Accountability	Proposed EMS Band/Rate EMS Band IV (\$80,076 - \$137,964)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (1)(v) "In each agency with fifty or more employees . . . division directors . . ."
Effective Date 7/1/2018	

Scope

The Director of the Office of Innovation, Alignment and Accountability (OIAA) reports directly to the Secretary of the Department of Children, Youth and Families (DCYF) and is a member of the DCYF executive leadership team. This exempt class is responsible for directing and implementing the innovation, alignment, integration, collaboration and partnerships with stakeholders. This involves reviewing and recommending implementation of advancements in research, conducting quality assurance and evaluation of programs and services in order to develop and maintain measurable outcomes for children, youth and families. This exempt class will work closely with state and partner agencies as well as tribal governments and state-funded organizations to use data-driven, research-based methods to effectively intervene in the lives of at-risk youth and align systems that serve children, youth and families.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) was created. This exempt class will focus on continuous improvement efforts in partnership with state and tribal entities to align and measure outcomes for agencies, which serve children and families.

State HR staff evaluated the position description with a score of D4Y-1012, which meets the EMS Band IV level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 1/5/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Emergency

Item 15b	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7013 Director of Child Welfare Programs - DCYF	Proposed EMS Band/Rate EMS Band III (\$66,804 - \$119,076)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.070 (1)(v) "In an agency with fifty or more employees . . . division directors . . ."
Effective Date 7/1/2018	

Scope

The Director of Child Welfare Programs reports to the Deputy Secretary of Programs of the Department of Children, Youth and Families. This exempt class is responsible for the design, delivery and implementation of services to children, youth and families to promote child safety. Programs and services include but are not limited to child protective services, foster care recruitment and retention, kinship caregiver support and foster care health. This exempt class is tasked with designing and redesigning state programs to increase capacity of the state to deliver measurably improved outcomes for children.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. This position is responsible for managing multiple agency core programs, which support the health, safety and well-being of children, youth and families. The establishment of the Director of Child Welfare Programs will ensure the delivery of services and measurable outcomes for children and their families.

State HR staff evaluated the position description with a score of C3X-768, which meets the EMS Band III level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 5/4/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

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.

Emergency

Item 15c	
Requester (Agency/Institution) Department of Children, Youth and Families	Analyst Brett Alongi
Primary Action (check all that apply) <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Exemption Change <input type="checkbox"/> Substantial Scope Change	
Secondary Action - As a result of Primary Action (check all that apply) <input type="checkbox"/> Add Position <input type="checkbox"/> Band Change <input type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title N/A	Current EMS Band/Rate N/A
Proposed Code/Title B7014 Assistant Secretary, Licensing - DCYF	Proposed EMS Band/Rate EMS Band IV (\$80,076 – \$137,694)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description) RCW 41.06.0971 “this chapter does not apply . . . to the . . . assistant . . . secretaries . . .”
Effective Date 7/1/2018	

Scope

The Assistant Secretary of Licensing reports to the Deputy Secretary of Operations within the Department of Children, Youth and Families. This exempt class is responsible for planning, implementing and monitoring the quality of care and sufficiency of licensed foster care resources and childcare providers in the state. This exempt class is responsible for the administration and licensing of the following, which includes, but is not limited to, foster homes, Child Placing Agency, Group Care Facilities, Crisis Nurseries and early learning and childcare licensing. Additional responsibilities include the development and implementation of policies and procedures, which govern health and safety standards related to investigations involving child abuse, neglect and facility licensing violations.

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.

Explanation

As a result of the passage of the Second Engrossed Second Substitute House Bill 1661 the Department of Children, Youth and Families (DCYF) will be created effective July 1, 2018. This exempt class is responsible for administering multiple core licensing functions which support the health, safety and quality of care standards, which impact children, youth and families. The establishment of the Assistant Secretary of Licensing will ensure licensing requirements are in line with federal and state laws.

State HR staff evaluated the position description with a score of D5Y-1136, which meets the EMS Band IV level.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type Management	Date of Exempt Position Description on File 5/10/2018
EEOC Code 41 Officials & Administrators	Current Number of Approved Position(s) N/A
Workforce Indicator 80148586 At-Will	Total Number of Approved Position(s) 1

Section C: Classification

Revised

Item 16	
Requester (Agency/Institution) Employment Security Department (ESD)	Analyst Tricia Mackin
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check 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 180A Paid Family & Medical Leave Specialist 1	Proposed Salary Range/Rate 46 (\$39,312 - \$52,788)
Effective Date 5/18/2018	

Class Series Concept

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 series. Under close supervision, performs basic and routine professional duties related to PFML insurance programs and services.

Distinguishing Characteristics

Incumbents develop a working knowledge of first-level professional PFML assignments, including processing basic and routine claims, conducting interviews, reviewing applications and documents to determine initial eligibility for PFML benefit(s) and collecting premiums from employers participating in the PFML program.

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 standards.

Section C: Classification

Explanation

The Employment Security Department (ESD) is requesting to establish a new class series as a result of Engrossed Substitute Senate Bill 5975 related to Paid Family and Medical Leave. The bill establishing the Paid Family and Medical Leave Insurance Program (PFML), which will provide up to 16 weeks of leave for those wanting to take time off to care for a new infant or care for a family member. Depending on their earnings, employees will receive up to 90 percent of their wage or salary or up to \$1,000 per week. Washington joins California, New Jersey, Rhode Island and New York in making sure working families have the ability to care for their families and loved ones without jeopardizing their economic security.

OFM Budget has reviewed their fiscal impact statement and verified the agency can absorb all costs associated with this establishment. The effective date of this action is May 18, 2018.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
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 17	
Requester (Agency/Institution) Employment Security Department (ESD)	Analyst Tricia Mackin
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check 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 180B Paid Family & Medical Leave Specialist 2	Proposed Salary Range/Rate 50 (\$43,344 - \$58,284)
Effective Date 5/18/2018	

Class Series Concept

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 series. Under general direction, processes and adjudicates complex claims related to PFML insurance programs and services.

Distinguishing Characteristics

Incumbents work independently and provide professional PFML services. Work performed is complex and positions at this level make decisions and judgments within established PFML standards.

Section C: Classification

Explanation

The Employment Security Department (ESD) is requesting to establish a new class series as a result of Engrossed Substitute Senate Bill 5975 related to Paid Family and Medical Leave. The bill establishing the Paid Family and Medical Leave Insurance Program (PFML), which will provide up to 16 weeks of leave for those wanting to take time off to care for a new infant or care for a family member. Depending on their earnings, employees will receive up to 90 percent of their wage or salary or up to \$1,000 per week. Washington joins California, New Jersey, Rhode Island and New York in making sure working families have the ability to care for their families and loved ones without jeopardizing their economic security.

OFM Budget has reviewed their fiscal impact statement and verified the agency can absorb all costs associated with this establishment. The effective date of this action is May 18, 2018.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 42 Professionals	Number of Position(s) Affected 35

Section C: Classification

Item 18	
Requester (Agency/Institution) Employment Security Department (ESD)	Analyst Tricia Mackin
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check 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 180C Paid Family & Medical Leave Specialist 3	Proposed Salary Range/Rate 54 (\$47,820 - \$64,296)
Effective Date 5/18/2018	

Class Series Concept

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 senior, specialist or lead worker for the professional Paid Family & Medical Leave (PFML) Specialist series. Reviews 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. Designated lead worker for an assigned unit of PFML Specialists
2. Designated trainer
3. Designated business compliance auditor and/or investigator

Distinguishing Characteristics

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

Section C: Classification

Explanation

The Employment Security Department (ESD) is requesting to establish a new class series as a result of Engrossed Substitute Senate Bill 5975 related to Paid Family and Medical Leave. The bill establishing the Paid Family and Medical Leave Insurance Program (PFML), which will provide up to 16 weeks of leave for those wanting to take time off to care for a new infant or care for a family member. Depending on their earnings, employees will receive up to 90 percent of their wage or salary or up to \$1,000 per week. Washington joins California, New Jersey, Rhode Island and New York in making sure working families have the ability to care for their families and loved ones without jeopardizing their economic security.

OFM Budget has reviewed their fiscal impact statement and verified the agency can absorb all costs associated with this establishment. The effective date of this action is May 18, 2018.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
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 19	
Requester (Agency/Institution) Department of Social and Health Services	Analyst Yvonne Poe
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check 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 283E Long Term Care Surveyor	Current Salary Range/Rate 53
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 5/18/2018	

Definition

~~Within Nursing Home Services in the Department of Social and Health Services, conducts surveys of long term care facilities, including facilities which serve residents with developmental disabilities. Evaluates Intermediate Care Facilities for the Mentally Retarded (ICF-MR), and/or nursing homes for conformity to federal and state standards.~~

Positions conduct quality assurance and monitoring activities such as surveys, licensing, and investigates complaints at licensed and certified long term care facilities including but not limited to: Nursing Homes (NH), Assisted Living Facilities (ALF), Adult Family Homes (AFH), Enhanced Services Facilities (ESF), Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID), and the Certified Community Residential Support (CCRS) to ensure compliance to federal and state standards.

Explanation

This request is from the Department of Social and Health Services for class plan maintenance to revise the specification definition. Changes will better reflect the work being performed and will include any new federal requirements. These changes are a result of the 2017-2019 Collective Bargaining Negotiations and Budget Process.

This item was heard and adopted on an emergency basis at the February 8, 2018 Director's meeting and returns for final adoption at the May 17, 2018 Director's meeting with an effective date of May 18, 2018.

Section C: Classification

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
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 20	
Requester (Agency/Institution) Public Employment Relations Commission	Analyst Kris Brophy
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check 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 422E Labor Relations Adjudicator/Mediator 1	Current Salary Range/Rate 69 (\$69,240 - \$93,156)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 5/18/2018	

Class Series Concept

Positions in this series serve as the presiding officer in their roles as a mediator, examiner, hearing officer, or arbitrator. Acting under the delegated authority of the Executive Director, positions use professional labor relations skills to perform a variety of adjudication or mediation functions to improve relationships between labor and public employers throughout the state.

~~Positions in this class series perform labor relation skills to improve relationships between labor and public employers while serving as neutral and impartial leader.~~ Positions in this series serve as a neutral and impartial leaders and use ~~by utilizing~~ creative means and approaches to help parties resolve disputes and manage conflict. Work performed in this series impacts the continued provision of public service.

Definition

Performs entry-level labor relations skills adjudication or mediation work to resolve labor management disputes ~~as a presiding officer, mediator and arbitrator to prevent or minimize work stoppages.~~ ~~Implement statutory procedures for resolution of labor-management disputes involving employers and unions throughout the state.~~

Section C: Classification

Distinguishing Characteristics

This is the first working-level of the series professional staff position in the Public Employment Relations Commission.

In a learning capacity working under general supervision, observes and at times works with higher level Labor Relations Adjudicator Mediator (LRAM) staff and completes a variety of progressively-complex work assignments to support the labor relations adjudication or mediation functions for the agency. Positions are assigned hearings, mediations, and writing assignments, and perform increasingly complex assignments to work toward independently handling a full caseload as a presiding officer.

As part of this progression, positions work with all case types and Occasionally handles is assigned cases which would typically be handled by a Labor Relations Adjudicator/Mediator 2. While the responsibility and knowledge and skill requirements of an LRAM 1 may be equivalent to a LRAM 2 in some situations, the LRAM 1 will not be expected to perform the complexity in their caseload that is handled by higher-level LRAM staff.

Cases handled by the Labor Relations Adjudicator/ Mediator 1 generally have characteristics such as:

- Little little anticipated media attention with a single issue to resolve coverage; and
- Bargaining units of 35 employees or less;
- Mminimal threat of disruption to public services;
- Less than five million dollars at issue;
- Controlling precedents exist;
- Other similar characteristics.

The Labor Relations Adjudicator/Mediator 1 works independently under the general supervision of the Labor Relations Adjudicator/Mediator 3.

Explanation

This is a request from the Public Employment Relations Commission to update their agency unique class series, Labor Relations Adjudicator/Mediator (LRAM) to address class plan maintenance. The agency states the class series specifications need updating to reflect the scope of work performed currently by LRAM staff.

Revisions include revising and adding language to the existing LRAM 1 specification to reflect the work performed in a learning capacity by positions at this level.

State Human Resources supports the agency's request to revise the current LRAM 1 class specification to help meet the agency's needs based on class plan maintenance.

Section C: Classification

This is an agency unique class and the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date May 17, 2018	
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 21	
Requester (Agency/Institution) Public Employment Relations Commission	Analyst Kris Brophy
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check 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 422F Labor Relations Adjudicator/Mediator 2	Current Salary Range/Rate 73 (\$76,464 - \$102,828)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 5/18/2018	

Class Series Concept

See Labor Relations Adjudicator/Mediator 1.

Definition

Independently performs advanced labor relations adjudication/mediation work skills as a the presiding officer, in their role as a mediator, examiner, hearing officer, and arbitrator and trainer to prevent or minimize work stoppages. Implements statutory procedures for resolution of extremely complex, financially significant and sensitive labor-management disputes ~~involving employers and unions throughout the state.~~

Distinguishing Characteristics

This is the second working senior-level professional staff position in the Public Employment Relations Commission of the series.

Under general direction, as a fully qualified Labor Relations Adjudicator/Mediator, resolves situations or cases that include highly-complex, controversial, unique or politically sensitive issues which can attract significant media interest such as a school district strike or other clear threat of disruption to public services or those requiring multi-day hearings involving multiple issues.

~~Cases handled by the Labor Relations Adjudicator/Mediator 2 have characteristics such as:-~~

- ~~• Significant media interest;~~
- ~~• Large units of government, bargaining units of more than 35 to over 1,000 employees;~~
- ~~• Threat of disruption to public services;~~
- ~~• Dollar volumes over five million at issue;~~
- ~~• Clear elements of controversy in the issues involved;~~
- ~~• Absence of controlling precedents;~~
- ~~• Other similar characteristics.~~

Section C: Classification

Positions independently handle a full caseload and are ~~As a recognized and accepted expert in~~ as a skilled labor relations professional. Positions at this level incumbents of this class advise and assist and mentor the work of lower level LRAMs classes as required. They also perform specialty assignments from the Executive Director with agency-wide administrative functions.

Explanation

This is a request from the Public Employment Relations Commission to update their agency unique class series, Labor Relations Adjudicator/Mediator (LRAM) to address class plan maintenance. The agency states the class series specifications need updating to reflect the scope of work performed currently by LRAM staff.

Revisions include revising and adding language to the existing LRAM 2 specification to reflect the work performed at the journey level of this series.

State Human Resources supports the agency's request to revise the current LRAM 2 class specification to help meet the agency's needs based on class plan maintenance.

This is an agency unique class and the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date May 17, 2018	
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 22	
Requester (Agency/Institution) Public Employment Relations Commission	Analyst Kris Brophy
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input checked="" type="checkbox"/> Salary Adjustment	If Revision, check 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 422G Labor Relations Adjudicator/Mediator 3	Current Salary Range/Rate 79 (\$88,656 - \$119,220)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate 76 (\$82,344 - \$110,724)
Effective Date 5/18/2018	

Class Series Concept

See Labor Relations Adjudicator/Mediator 1.

Definition

~~Within the Public Employment Relations Commission are 1) expert professionals supervising a team of Labor Relations Adjudicators/Mediators (LRAMs); OR 2) expert professionals~~ Senior specialist level Labor Relations Adjudicator/Mediator responsible for agency-wide program(s) as designated by the Executive Director.

Distinguishing Characteristics

~~1) Supervises, advises, instructs, and assists the work of lower level LRAMs. As a resource for policy formulation, disseminates, explains, implements and enforces agency policies in dealings with staff and clientele. Supervises a team of professional staff who take the lead in preventing and minimizing the disruption of public services by the impartial, timely and expert resolution of labor-management disputes. Manages processing of cases filed with the agency and participates directly in the review, formulation, dissemination and implementation of agency policy as part of the Commission's management team.~~

~~OR~~

This is the senior specialist level of the series.

Section C: Classification

Under administrative direction, these positions have responsibility for one or more of the following agency wide programs:

- Unfair Labor Practice complaints;
- Representation and Unit Clarification petitions;
- Appeals

~~2)Implements and enforces agency policy and formal precedent by making preliminary rulings on all unfair labor practice complaints and non-association cases filed. Provides guidance to LRAMs on unfair labor practice litigation issues, and serves as a resource on policy formulation concerning the fair and objective litigation of unfair labor practice claims. Participates directly in the review, formulation, dissemination and implementation of agency policy as part of the Commission's management team.~~

Explanation

This is a request from the Public Employment Relations Commission (PERC) to update their agency unique class series, Labor Relations Adjudicator/Mediator (LRAM) to address class plan maintenance. The agency states the class series specifications need updating to reflect the scope of work performed currently by LRAM staff.

PERC is requesting revisions to the current Labor Relations Adjudicator/Mediator 3 (LRAM 3) classification, as the current specification does not meet the agency's business needs. Revisions include removing supervisory responsibility from the existing LRAM 3 specification and placing that portion of work to a new Labor Relations Adjudicator/Mediator 4 supervisor level class. Revisions also include updating the LRAM 3 language to reflect specific, specialist-level responsibility for coordinating one or more assigned program areas.

In addition, given the removal of supervisory responsibility at this level, the agency is requesting a base salary range of 76 to prevent compression issues with the new LRAM 4 class.

State Human Resources supports the agency's request to revise the current LRAM 3 class specification to help meet the agency's needs based on class plan maintenance and a base salary range of 76 to avoid compression at the proposed new LRAM 4 level.

This is an agency unique class and the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date May 17, 2018	
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 23	
Requester (Agency/Institution) Public Employment Relations Commission	Analyst Kris Brophy
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check 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 422H Labor Relations Adjudicator/Mediator 4	Proposed Salary Range/Rate 79 (\$88,656 - \$119,220)
Effective Date 5/18/2018	

Class Series Concept

See Labor Relations Adjudicator/Mediator 1.

Definition

Supervises a team of Labor Relations Adjudicators/Mediators (LRAMs).

Distinguishing Characteristics

Under administrative direction and acting independently under the delegated authority of the Executive Director, has responsibility for supervising a team of LRAM staff who provide resolution services to labor-management disputes.

As part of the agency's management team, oversees the processing of cases filed with the agency and participates directly in the review, formulation, dissemination and implementation of agency policy. As a resource for policy formulation, positions disseminate, explain, implement and enforce agency policies in dealings with staff and clientele.

Section C: Classification

Explanation

This is a request from the Public Employment Relations Commission (PERC) to update their agency unique class series, Labor Relations Adjudicator/Mediator (LRAM) to address class plan maintenance. The agency states the class series specifications need updating to reflect the scope of work performed currently by LRAM staff.

The agency's proposal expands the LRAM classifications into a four-level series. PERC is requesting creation of a Labor Relations Adjudicator/Mediator 4 (LRAM 4) classification to meet the agency's need of having a designated supervisory level class as part of the agency's management team.

State Human Resources supports the agency's request to establish a new LRAM 4 class specification to meet the agency's needs based on class plan maintenance, and establishing the base salary at range 79 to maintain current alignment of the series for positions having supervisory responsibility and to avoid compression with lower level classes within the series.

This is an agency unique class and the agency can absorb all costs associated with this request.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date May 17, 2018	
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 24	
Requester (Agency/Institution) Washington State Patrol (WSP)	Analyst Tricia Mackin
Actions <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check 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 457F Commercial Vehicle Officer 2	Current Salary Range/Rate 44SP (\$42,924 - \$57,564)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 5/18/2018	

Explanation

Washington State Patrol (WSP) is no longer using the Commercial Vehicle Officer 2 classification and requested abolishment. Effective July 2007 changes occurred to the Commercial Vehicle Division, these changes are a result of contract bargaining between the agency and the bargaining unit. As a result, the Commercial Vehicle Officers (CVO) will be sent through the arming procedures and required training to become Commercial Vehicle Enforcement Officers (CVEO).

On July 27, 2017, WSP notified PTE Local 17 they plan to no longer utilize the CVO 2 and 3 classes and will submit proposal to SHR, SHR Labor Relations was included on the memo. WSP currently has five incumbents in the CVO 1 class and they are not requesting to abolish the 1 level at this time.

The Office of Financial Management, State Human Resources, recommends final adoption of this abolishment for the Commercial Vehicle Officer 2 classification. The effective date is May 18, 2018.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 0

Section C: Classification

Item 25	
Requester (Agency/Institution) Washington State Patrol (WSP)	Analyst Tricia Mackin
Actions <input checked="" type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If Revision, check 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 457G Commercial Vehicle Officer 3	Current Salary Range/Rate 50SP (\$49,644 - \$66,768)
Proposed Class Code/Title N/A	Proposed Salary Range/Rate N/A
Effective Date 5/18/2018	

Explanation

Washington State Patrol (WSP) is no longer using the Commercial Vehicle Officer 3 classification and requested abolishment. Effective July 2007 changes occurred to the Commercial Vehicle Division, these changes are a result of contract bargaining between the agency and the bargaining unit. As a result, the Commercial Vehicle Officers (CVO) will be sent through the arming procedures and required training to become Commercial Vehicle Enforcement Officers (CVEO).

On July 27, 2017, WSP notified PTE Local 17 they plan to no longer utilize the CVO 2 and 3 classes and will submit proposal to SHR, SHR Labor Relations was included on the memo. WSP currently has five incumbents in the CVO 1 class and they are not requesting to abolish the 1 level at this time.

The Office of Financial Management, State Human Resources, recommends final adoption of this abolishment for the Commercial Vehicle Officer 3 classification. The effective date is May 18, 2018.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Director's Meeting Date 5/17/2018	
Management Type N/A	Workforce Indicator 80148588 Classified WA General Service
EEOC Code 44 Protective Service Workers	Number of Position(s) Affected 0

Section D: Compensation

Item 26 (a- u)				
Action			Effective Date	
Base Range Salary Adjustments			July 1, 2018	
	Class Code	Job Title	Current Salary Range	Proposed Salary Range
a)	285X	Clinical Nurse Specialist – Teamsters	74N	75N
b)	351X	Developmental Disabilities Administrator	59	60
c)	351U	Developmental Disabilities Case/Resource Manager	53	55
d)	351V	Developmental Disabilities Outstation Manager	56	57
e)	291F	Physician Assistant Certified/Advanced Registered Nurse Practitioner Lead (Teamsters)	72N	73N
f)	348N	Psychiatric Child Care Counselor 1	40	41
g)	348O	Psychiatric Child Care Counselor 2	43	44
h)	348P	Psychiatric Child Care Counselor 3	46	47
i)	285F	Registered Nurse 2 - Teamsters	62N	63N
j)	285G	Registered Nurse 3 -Teamsters	66N	67N
k)	347F	Residential Rehabilitation Counselor 2	44	45
l)	347G	Residential Rehabilitation Counselor 3	46	47
m)	347H	Residential Rehabilitation Counselor 4	48	49
n)	349F	Social And Health Program Consultant 2	54	56
o)	349G	Social And Health Program Consultant 3	58	60
p)	349H	Social And Health Program Consultant 4	60	62
q)	351J	Social Service Training Specialist	58	60
r)	351O	Social Service Specialist 1	43	45
s)	351P	Social Service Specialist 2	51	53
t)	351Q	Social Service Specialist 3	53	55
u)	351R	Social Service Specialist 4	58	60

Explanation

Resulting from the 2017-19 Collective Bargaining Negotiations and Budget Process, these classes are receiving incremental increases on July 1, 2018.

This information is entered into the Human Resources Management System (HRMS) and CC Jobs.

Director's Meeting Date
5/17/2018

Section D: Compensation

Higher Education Special Pay Request

Item 27				
Requester (Higher Education Institution) Washington State University		Analyst Marty Graf		
Actions <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision		Effective Date 5/18/2018		
WAC 357-28-025 The director may adopt special pay salary ranges for positions based upon pay practices found in private industry or other governmental units. This includes special pay salary ranges and/or compensation practices for higher education institutions and related higher education boards as authorized in RCW 41.06.133. The classes or positions assigned special pay ranges and the associated special salary schedule must be specified in the compensation plan.				
Class Title(s)	Class Code(s)	Current Salary Range or Special Pay Range	Proposed Special Pay Range	Proposed Special Pay Increase
Veterinary Specialist 1	524A	40	42	Approx. 5%
Veterinary Specialist 2	524B	44	50	Approx. 15%
Veterinary Specialist 3	524C	47	53	Approx. 15%

Category (select all that apply):

- Unique Skills/Duties Recruitment/Retention Effective Operations
 Salary Compression/Inversion

Explanation

Washington State University (WSU) is requesting a special pay increase for the Veterinary Specialist (VS) 1 through 3. The basis for the request is effective operations, recruitment and retention substantiated by data provided by the institution. This request affects three classifications in a benchmark cluster totaling 40 positions.

The Veterinary Specialist 1-3 classifications are currently approved for special pay as shown in the table above. This special pay has been approved since July 11, 2008.

The classifications will be assigned to the special pay ranges reflected in the table above. The institution states it can absorb the funding associated with this request. A Fiscal Impact Statement (FIS) has been approved by OFM Budget and the institution has confirmed within the FIS that tuition dollars will not be used to fund this request.

Internal Use Only
Director's Meeting Date 5/17/2018

Section D: Compensation

Item: 28

**Office of Financial Management
State Human Resources
Basic Shift Premium Rate
Effective May 18, 2018**

Non-Represented Employees

In compliance with WAC 357-28-190, Washington State University Veterinary Specialists working the swing or night shifts will receive shift premium pay in the amount of \$2.00 per hour.

Explanation

This is a shift premium proposal from the Washington State University (WSU) to update the shift premium pay for their non-union Veterinary Specialist positions. This proposal increases the current \$1.00 per hour shift premium to \$2.00 per hour for Veterinary Specialists working the swing or night shifts. The basis for the request is operational necessity due to retention difficulties in the Intensive Care Unit. WSU certifies that no additional funds will be required to fund this special pay package.

The effective date of this shift premium proposal is May 18, 2018.

<i>Internal Use Only</i>
Director's Meeting Date 5/17/2018

Section E: Rule Amendments

There are no rule amendments during this period.