

Washington Management Service Position Evaluation Summary

Evaluation Information

Date Received: Agency/Division/Unit:

Position Number/Object Abbreviation:

Incumbent's Name (If filled position):

Action:

Establish

Update

Inclusion of Existing WGS Position

Re-evaluation of Existing WMS Position

Inclusion Determination:

Approved

Denied

If denied, provide a reason:

Position Type:

Traditional Manager

Individual Contributor

If Inclusion Approved, Primary Criteria Applicable to This Position:

If Multiple Criteria, Indicate Secondary Criteria Applicable to This Position:

Evaluation and Position Information

Explain how the assigned tasks meet the approved rating criteria elements.

Scope of Management Accountability and Control

Provide examples of the resources and/or policies that are controlled or influenced that support the position's rating:

Decision-Making Environment and Policy Impact

Provide examples of decision-making authority and the thinking environment that support the position's rating:

Qualifications/Knowledge, Skills and Abilities

Provide examples of how the position utilizes management principles at the level aligning with the rating:

Former Position Title:

Approved Position Title:

Current JVAC Points (e.g., X2B589):

Current Band:

New JVAC Points (e.g., X2B589):

New Band:

Management Type (P/M/C):

Date Evaluated:

Effective Date:

Market Segment:

Salary Range of Consideration (if applicable):

Pay Standard (if applicable):

WMS Coordinator Acknowledgement

WMS Coordinator Name:

Date Completed:

WMS Committee Members Names (who reviewed and evaluated this position):

Comments:

For Human Resource/Payroll Office Use Only

Position details and related action have been taken by Human Resources as reflected below.

Work Period Designation:

Review Period:

OT Exempt

12 months

OT Eligible (part-time hourly)

18 months

N/A

Pay Scale Type:

Job Analysis on File:

Yes

No

Position Type (Employee Group):

EEO Category:

Employee Sub-Group:

Position Retirement Eligible:

Yes

No

Position is:

Workers Comp. Code:

Funded

Non-Funded

County Code: Business Area: Personnel Area (FEIN):

Position Eligible for Telework: Yes No

Position Eligible for Flextime: Yes No

Position Eligible for Compressed Workweek: Yes No

Unique Facility Identifier (For more information see: [UFI Search Feature](#)):

Cost Center Codes

COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION

Please type your full name in the signature fields. Do not use E-sign features or insert signature images.

HR Designee's Name:

HR Designee's Title:

HR Designee's Signature:

Date:

Budget Designee's Name:

Budget Designee's Title:

Budget Designee's Signature:

Date: