

WPEA Shadow Job Class Creation Request

For Temporary Use Only

This form is to be used for creating a “shadow class” for organizations with WPEA represented positions. A shadow class is used when a job class for a particular union is paid on a different range than the non-represented (general service) job classification. The WPEA class specifications will mimic the general government (non-represented) class specifications and salary ranges prior to July 1, 2025 changes. Titles will include “- WPEA”.

Please be sure to complete this form in its entirety and forward to ClassandComp@ofm.wa.gov. A member of the team will reach out to you when it has been completed or with any questions.

Requestor Information

Request Initiated By:

Agency/higher education institution:

Email:

Phone:

Create A New Job Class

Effective Date:

General Service Job Class Code to copy:

Job Class Title:

Pay Scale Type/Pay Grade Area (**check one**):

Standard Progression 02/01

IT Standard Progression 02/11

Legislative 02/35

Special Range C 02/06

Special Range E 02/05

Special Range G 02/07

State Patrol 02/04

Comments/Other Information (if applicable):

Required Signatures

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

Agency Designated HR Approving Authority:

Director's/Designee's Signature (required):

Date:

State HR Labor Relations Section Approval Required for State Patrol Changes.

Labor Relations Signature (required):

Date: