

Director's Meeting Minutes

State Human Resources, Office of Financial Management

November 12, 2015

Opening

The State Human Resources (SHR) Director's meeting was called to order at 8:30 a.m. on Thursday, November 12, 2015 and held in Conference Room 110, first floor; Capitol Court Building; 1110 Capitol Way South, Suite 120; Olympia, Washington 98501-2251.

The results of this meeting are summarized below. Items modified after the first printing and publishing of the Director's meeting agenda notice (20-Day Notice), appeared in a Revised Agenda publication available at meeting. All other items were adopted as printed on the Director's meeting agenda or revised agenda unless otherwise noted below.

Present

Staff:

- Franklin Plaistowe, Assistant Director, State Human Resources
- Audrey Ulrich, Classification and Compensation Analyst, State Human Resources
- Kristie Wilson, Acting Rules and Appeals Manager, State Human Resources

Logistics and Information

This publication and related materials are available on the Internet at the following web address: <http://www.hr.wa.gov/more/Meetings/DirectorMeetings/Pages/default.aspx>

Comments and suggestions regarding the meeting process and related publications; requests for alternate formats; or requests for digital, CD, or cassette copy of verbatim meeting proceedings are welcomed and may be forwarded to:

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Meeting Minutes

Introduction

Franklin Plaistowe, Assistant Director, SHR, OFM: The Thursday, November 12, 2015 State HR Director's meeting came to order at 8:30 a.m.; and Franklin Plaistowe, Assistant Director for State Human Resources with the Office of Financial Management chaired the meeting. Franklin stated he would be taking action on all the items presented with the exception of the proposed rule amendments. He would hear rules presentations and comments, and in turn, summarized them for consideration by the OFM Director. A letter would be generated the first part of the following week outlining the decision on the proposed rule amendments. Additionally, he extended the emergency adoption status of the revisions to the Fish and Wildlife Biologist series which were adopted at the August 13, 2015 Director's meeting. This would allow additional time for discussion amongst the parties. With that, the Fish and Wildlife Biologist series would return to the Director's meeting for consideration of final adoption on February 11, 2016.

Section A: Previous Minutes Approval

Audrey Ulrich, Classification and Compensation Analyst, State Human Resources: The first item of business was the adoption of the August 13, 2015 Director's meeting minutes. Staff recommended final adoption as presented.

Franklin Plaistowe, Assistant Director, SHR, OFM: Hearing no comments, the August 13, 2015 Director's meeting minutes were adopted as presented (effective November 13, 2015).

Section B: Exempt Compensation

Audrey Ulrich, Classification and Compensation Analyst, State Human Resources: The next items were in the Exempt Compensation section of the revised agenda. Staff recommended adoption of Items 1-3 as listed.

- Item(s) 1 B5932 ERC Regional Manager – PSP
- Item(s) 2 B9527 Chief Information Security Officer – CTS

Abolishments

- Item(s) 3
 - a) B4460 Director, Office of Policy Support
 - b) B4476 Director, Office of Management Review
 - c) B4478 Assist. Comm., Training and Employ. Analysis

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Franklin Plaistowe, Assistant Director, SHR, OFM: Hearing no comments, Items 1, 2, and 3 were adopted as presented with an effective date of November 13, 2015.

Section C: Classification

Audrey Ulrich, Classification and Compensation Analyst, State Human Resources: The next items were the classification plan amendments in section C of the revised agenda. Staff recommended adoption of Items 4-9 and item 9 as reflected in a Handout effective November 13, 2015.

Item(s) 4	152N Labor and Industries Auditor 1
Item(s) 5	152O Labor and Industries Auditor 2
Item(s) 6	152P Labor and Industries Auditor 3
Item(s) 7	152Q Labor and Industries Auditor 4
Item(s) 8	152R Labor and Industries Auditor 5
Item(s) 9	290D Psychiatrist 4 Handout

Franklin Plaistowe, Assistant Director, SHR, OFM: Hearing no comments, Items 4 through 8 and Item 9 as reflected in the handout, were adopted with an effective date of November 13, 2015.

Section D: Compensation

Audrey Ulrich, Classification and Compensation Analyst, State Human Resources: The next items were the compensation items in section D of the revised agenda. The first items were special pay requests from the University of Washington reflected in Items 10 and 11. Staff recommended adoption of these items as presented with an effective date of November 16, 2015.

Special Pay Requests

Item(s) 10	UW Health Care; Classified, Non-Represented
Item(s) 11	UW Non-Health Care, Classified, Non-Represented

Franklin Plaistowe, Assistant Director, SHR, OFM: Hearing no comments, Items 10 and 11 were adopted as presented with an effective date of November 16, 2015.

Audrey Ulrich, Classification and Compensation Analyst, State Human Resources: Presented on an emergency basis, Item 12 was a proposed V-Range Salary Schedule for certificated staff at the School for the Deaf and the Center for Childhood Deafness and Hearing Loss.

Staff recommended adoption of this item as presented and reflected as an Emergency Handout with an effective date of September 1, 2015.

Salary Schedule

Item(s) 12 V-Range Salary Schedule (WSSD and Center for Childhood Deafness and Hearing Loss) [Emergency Handout](#)

Franklin Plaistowe, Assistant Director, SHR, OFM: Hearing no comments, Item 12 was adopted as presented with an effective date of September 1, 2015.

Section E: Rule Amendments

Kristie Wilson, Acting Rules and Appeals Manager, SHR: There were three rule items for consideration.

The first rules item was a recommended proposed change to the definition of *job seeker*, as the current online recruiting system does not provide a search of job seekers by recruiters if the job seeker has only completed their preliminary profile. The job seeker must submit an application for a position at the recruiter's agency to enable a recruiter to view them. Staff proposed permanent adoption effective December 21, 2015.

The second rules item was proposed changes to WAC citations that were no longer accurate; all reference to Title 236 WAC and individual WACs, in that Title are changed to reflect the rules new citation in Title 200 WAC. Title 236 WAC previously fell under Department of General Administration's (GA) authority. In 2011, GA was abolished and its authority incorporated in the Department of Enterprise Services, a new agency created in the same legislation that abolished GA. Because of the reorganization of state agencies, Title 236 WAC was recodified to Title 200 WAC, Department of Enterprise Services. Staff proposed permanent adoption effective December 21, 2015.

The third rules item was proposed to address when the legislature approves a salary increase and there are both Washington General Service and Washington Management Service employees who are above the maximum of the salary range or assigned band prior to the increase. The proposed rules clarified the longstanding interpretation that these employees would not receive a salary increase unless specifically stated otherwise in the appropriations act, or the top step of the adjusted range, or band exceeds the employee's current salary. Staff proposed permanent adoption effective December 21, 2015.

- Rules Item(s) 1 WAC 357-01;...change to definition of job seeker
- Rules Item(s) 2 WAC 357-43;...WAC citation changes
- Rules Item(s) 3 WAC 357-28, WAC 357-58;...base salaries above max

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Franklin Plaistowe, Assistant Director, SHR, OFM: Hearing no comments, the Rules Items 1-3 presentations would be summarized and brought to the OFM Director for final adoption.

Adjournment

Audrey Ulrich, Classification and Compensation Analyst, State Human Resources: The business was concluded and the meeting was adjourned. The next regularly scheduled Director's Meeting was announced as being Thursday, February 11, 2016, beginning at 8:30 a.m., unless otherwise specified; Conference Room 110, first floor, Capitol Court Building, 1110 Capitol Way South, Olympia, Washington 98501-2251.

Minutes Approved By

Franklin Plaistowe, Assistant Director
State Human Resources
Office of Financial Management

Date

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Acronyms

- DSHS: Department of Social and Health Services
- HR: Human Resources
- HRC: Human Resource Consultant
- HRD: Human Resources Department
- LCB: Liquor and Cannabis Board
- MOU: Memorandum of Understanding
- OFM: Office of Financial Management
- Parks: Washington State Parks and Recreation Commission
- SHR: State Human Resources
- WFSE: Washington Federation of State Employees