

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

**Revision #2:** Correction to the sequencing under Section E – Rule Item Numbers 1 and 3, in the Rule Amendments on the cover page.

Meeting Date: Thursday, May 12, 2016  
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 Classification, Compensation, and Rule Amendments 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

Director's Meeting Minutes – February 11, 2016

Section B: Exempt Compensation - None

Item(s) 1	B4117 Deputy Chief Engineer of Division Operations – DOT .....	B1-B2
Item(s) 2	B4179 Puget Sound Gateway Program Administrator - DOT .....	B3-B4
Item(s) 3	B8550 Executive Director, Pharmacy Commission – DOH.....	B5-B6
Item(s) 4	B9615 Enterprise Architecture & App. Svs. Manager - DES.....	B7-B8
Item(s) 5	B9617 Enterprise Human Resource/Payroll App Mngr. - DES .....	B9-B10
Item(s) 6	B9618 Varied Interdepartmental Portfolio App. Mngr. – DES .....	B11-B12
Item(s) 7	B9619 Infrastructure and Operations Manager – DES .....	B13-B14
Item(s) 8	B9620 Enterprise BI and Data Services Manager – DES .....	B15-B16
Item(s) 9	B9625 Deputy Chief Information Officer – DES .....	B17-B18
Item(s) 10	B9628 Project Manager – DES.....	B19-B20
Item(s) 11	B9631 Enterprise Solutions Architect – DES .....	B21-B22

Section C: Classification

Item(s) 12	306G Orthotics/Prosthetics Practitioner Supervisor .....	C1
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Section D: Compensation

Item(s) 13	Group “A” Assignment Pay and Reference #54 Revisions.....	D1-D2
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Section E: Rule Amendments

Rules Item(s) 1	WMS Medical Band.....	E1
Rules Item(s) 2	Higher Education LWOP and PID .....	E1
Rules Item(s) 3	Director Review Rules.....	E2-E9

## **Website Information**

This publication and other State Human Resources Director's meeting related information is available at the following web address:

<<http://www.hr.wa.gov/more/Meetings/DirectorMeetings/Pages/default.aspx>>.

## **Proposal Package Submittals**

Classification and Compensation: All proposal packages should be routed to your assigned classification analyst. Classification and compensation email address <[classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov)>.

## **Rule Amendments**

All proposals **must** accompany a statutory requirement statement at the time of submittal to the following address:

State Human Resources  
Office of Financial Management  
**Attn: Kristie Wilson, Acting Rules and Appeals Manager**  
128 10<sup>th</sup> Avenue SW| P.O. Box 47500  
Olympia, Washington 98501  
Phone: (360) 407-4139| TDD: 711  
<[Rules@ofm.wa.gov](mailto:Rules@ofm.wa.gov)>

## **Meeting Coordinator**

For question and concerns, contact the Meeting Coordinator at <[classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov)>.

## **Individuals with Disabilities**

If you are a person with a disability and require accommodation for attendance, please 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 occurs 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.

<b>Item 1</b>	
Requester (Agency/Institution) Department of Transportation	Analyst Audrey Ulrich
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 N/A
Proposed Code/Title (for new position) B4117/Deputy Chief Engineer of Division Operations	Proposed EMS Band (for new position) EMS Band V (\$91,800-\$149,184)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description ) 41.06.070(3) Governor's pool ...senior expert in engineering...
Effective Date 5/13/2016	

### Scope

Reporting directly to the Assistant Secretary, Engineering and Regional Operations, this position manages and integrates workforce resources for the Development, Construction, Engineering Policy & Innovation, Maintenance Operations, and Traffic Divisions. This position is part of the agency's executive management team and provides leadership direction and policy guidance for agency plans, policies and procedures to ensure compliance with industry standards and best practices; works with agency executive leadership, legislative leadership, key local officials and other external stakeholders to identify, advocate for and implement policies and best practices achieve the Department of Transportation's strategic goals as they relate to delivery and management of the transportation system; and serves as agency ambassador and spokesman on statewide and national issues.

### Explanation

The Department of Transportation requests establishment of this exempt class to provide leadership, direction and support to the division operations. These divisions previously reported directly to the Assistant Secretary, State Chief Engineer however, with the complex nature of the projects

## Section B: Exempt Compensation

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associated with each of these divisions, a smaller span of control is needed to ensure effective management of resources and that the agency's division operations plans, policies and procedures reflect best practices; and that products and services meet or exceed industry standards. State HR supports placing this exempt class at the EMS Band V level and scored this exempt class as a D5Z-1256. Staff proposes an effective date of May 13, 2016.

### *Internal Use Only*

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

Director's Meeting Date 5/12/2016	Date of Exempt Position Description on File 3/15/2016
Management Type Policy	Number of Position(s) in Class 1
EEOC Code (only for new class) 42 Professionals	Number of Position(s) Affected/Added 1
Workforce Indicator 80148587 At-Will Governor's Pool	Number of Positions Returned to Governor's Pool

## 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.

<b>Item 2</b>	
Requester (Agency/Institution) Department of Transportation	Analyst Terri Parker
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 N/A
Proposed Code/Title (for new position) B4179 Puget Sound Gateway Program Administrator	Proposed EMS Band (for new position) EMS Band V (\$91,800 - \$149,184)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description ) 41.06.070(3) Governor's pool ...substantial responsibility for the formulation of...executive policy...
Effective Date 5/13/2016	

### Scope

Reporting directly to the Deputy Chief Engineer of Regional Operations, this position manages and integrates workforce resources for the Puget Sound Gateway mega program. Key program activities include planning; environmental standards and compliance, including the need for permits related to the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act, and issues related to tribal interests; and the design and construction of a mix of Design Build and Design Bid Program Contracts. The program has a major influence on the Department of Transportation's biennium Improvements & Preservation capital improvement programs and uses a significant amount of the agency's bonding capacity over the next 20 years.

### Explanation

The Department of Transportation requests establishment of this position to manage direct and control all aspects of the Puget Sound Gateway mega program. The position is responsible for delivery of the \$1.9B dollar SR 167 and SR 509 Capital Construction Program, the largest program in

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the \$16B *Connecting Washington* transportation funding package as passed by the 2015 Legislature. It has projects within the Olympic and Northwest geographic regions that rely on tolling to finance construction. The JVAC for this position is E5Y (1410 points). The effective date of this action is May 13, 2016.

### ***Internal Use Only***

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

Director's Meeting Date 5/12/2016	Date of Exempt Position Description on File 3/15/2016
Management Type Policy	Number of Position(s) in Class 1
EEOC Code (only for new class) 42 Professionals	Number of Position(s) Affected/Added 1
Workforce Indicator 80148587 At-Will Governor's Pool	Number of Positions Returned to Governor's Pool N/A

## 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.

<b>Item 3</b>	
Requester (Agency/Institution) Department of Health	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 N/A
Proposed Code/Title (for new position) B8550/Executive Director, Pharmacy Commission	Proposed EMS Band (for new position) EMS Band III, Special Market Rate (\$108,000 - \$173,352)
Current RCW Exemption (indicate number and description) N/A	Proposed RCW Exemption (indicate number and description ) RCW 18.64.310(2) Employ, with confirmation by the commission, an executive officer, who shall be exempt from the provisions of chapter 41.06 RCW and who shall be a pharmacist licensed in Washington
Effective Date 5/13/2016	

### Scope

The Executive Director, Pharmacy Commission will report to the Health Professions and Facilities Office Director in the Health Systems Quality Assurance Division and is responsible for carrying out the work of the Pharmacy Commission which is responsible for the entire drug distribution network, pharmaceutical care and services in Washington State. They are responsible for regulating the competency, safety, and quality of pharmacists, pharmacy ancillary personnel, and pharmaceutical firms by establishing, monitoring and enforcing qualifications for licensing, examinations or surveys for licensure, consistent safe standards of practice, continuing competency mechanisms and discipline.

### Explanation

## Section B: Exempt Compensation

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Department of Health (DOH) is requesting the establishment of an exempt Executive Director, Pharmacy Commission within the Special Market Rate Band. This position will report to the Health Professions and Facilities Office Director a division of DOH. In addition, oversees the operation of the Commission and serves as a primary resource and subject matter expert to DOH regarding the pharmacy profession and pharmacies. They are required to be licensed as a Pharmacist in the State of Washington and is a member of the division's leadership team. The establishment of this exempt position will be in the EMS Band III level, Special Market Rate. The effective date of this action is May 13, 2016.

### ***Internal Use Only***

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

Director's Meeting Date 5/12/2016	Date of Exempt Position Description on File 3/21/2016
Management Type Management	Number of Position(s) in Class 1
EEOC Code (only for new class) 41 Officials & Administrators	Number of Position(s) Affected/Added 1
Workforce Indicator 80148586 At-Will	Number of Positions Returned to Governor's Pool

## 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.

<b>Item 4</b>	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Audrey Ulrich
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 checked="" type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B9615/Enterprise Architecture & Applications Service Manager-DES	Current EMS Band EMS Band III (\$63,072-\$112,416)
Proposed Code/Title (for new position) B9615/Assistant Director of Enterprise Applications-CTS	Proposed EMS Band (for new position) N/A
Current RCW Exemption (indicate number and description) RCW 43.19.011(2) (c) "...Appoint...assistant directors....as may be needed to administer the department..."	Proposed RCW Exemption (indicate number and description ) RCW 43.105.025(2) (a) "...Appoint a confidential secretary and such deputy and assistant directors as needed to administer the agency..."
Effective Date 5/13/2016	

### Scope

Reporting to the ~~Chief Information Officer (CIO)~~ Deputy Director of Infrastructure and Applications, this position manages the Enterprise Architecture and Application Services unit. It leads in the development of an enterprise architecture strategy, guides architecture decisions, provides integration services, builds common application components and services, and offers guidance and research on best practices and new directions in technology. This position also serves as the process steward for standard software development processes and provides security, disaster resiliency, and disaster recovery services.

### Explanation

Consolidated Technology Services is requesting an RCW Exemption, Title and Minor Scope Change as a result of the legislature passing Engrossed Second Substitute Senate Bill 5315 related to the alignment of the Consolidated Technology Services, Office of the Chief Information Officer, within the

## 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.

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Office of Financial Management and the Enterprise Technology Solutions Division within the Department of Enterprise Services. State HR supports this request and believes this exempt class still meets the EMS Band III level and has a JVAC score of C3W. Staff supports an effective date of May 13, 2016.

### *Internal Use Only*

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

Director's Meeting Date 5/12/2016	Date of Exempt Position Description on File 2/23/2016
Management Type Management	Number of Position(s) in Class 1
EEOC Code (only for new class) Choose an item.	Number of Position(s) Affected/Added N/A
Workforce Indicator 80148586 At-Will	Number of Positions Returned to Governor's Pool N/A

## 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.

<b>Item 5</b>	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Audrey Ulrich
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 checked="" type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B9617/Enterprise Human Resource/Payroll Application Manager-DES	Current EMS Band EMS Band III (\$63,072-\$112,416)
Proposed Code/Title (for new position) B9617/Enterprise Human Resource/Payroll Application Manager-CTS	Proposed EMS Band (for new position)
Current RCW Exemption (indicate number and description) RCW 43.19.011 (2) (c) "Appoint...assistant directors...as may be needed to administer the department."	Proposed RCW Exemption (indicate number and description ) RCW 41.06.070(1) (aa) "Officers and employees of the consolidated technology services agency created in RCW 43.105.006 that perform the following functions or duties: Systems integration; data center engineering and management; network systems engineering and management; information technology contracting; information technology customer relations management; and network and systems security".
Effective Date 5/13/2016	

### Scope

Reporting to the Assistant Director of Enterprise Applications ~~Chief Information Officer~~, this position develops, implements, supports, and maintains application products that support enterprise human resource and payroll functions. It works closely with the State HR Director, OFM Statewide Accounting Division, and state agency advisory groups to identify technology solutions to business problems and to ensure that the portfolio resources are used effectively to support application maintenance and enhancement, new development projects, and top business priorities.

## 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.

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### Explanation

Consolidated Technology Services is requesting an RCW Exemption, Minor Scope and Title Change as a result of the legislature passing Engrossed Second Substitute Senate Bill 5315 related to the alignment of the Consolidated Technology Services, Office of the Chief Information Officer, within the Office of Financial Management and the Enterprise Technology Solutions Division within the Department of Enterprise Services. State HR supports this request and believes this exempt class meets the EMS Band III level and has a JVAC score of C3W. Staff supports and effective date of May 13, 2016.

#### *Internal Use Only*

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

Director's Meeting Date 5/12/2016	Date of Exempt Position Description on File 2/25/2016
Management Type Management	Number of Position(s) in Class 1
EEOC Code (only for new class) Choose an item.	Number of Position(s) Affected/Added N/A
Workforce Indicator 80148586 At-Will	Number of Positions Returned to Governor's Pool N/A

## 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.

<b>Item 6</b>	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Audrey Ulrich
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 checked="" type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B9618/Varied Interdepartmental Portfolio Applications Manager-DES	Current EMS Band EMS Band III (\$63,072-\$112,416)
Proposed Code/Title (for new position) B9618/Business Transformation Services Manager-CTS	Proposed EMS Band (for new position) N/A
Current RCW Exemption (indicate number and description) RCW 43.19.011 (2) (c) "Appoint...assistant directors...as may be needed to administer the department."	Proposed RCW Exemption (indicate number and description ) RCW 41.06.070(1) (aa) "Officers and employees of the consolidated technology services agency created in RCW 43.105.006 that perform the following functions or duties: Systems integration; data center engineering and management; network systems engineering and management; information technology contracting; information technology customer relations management; and network and systems security".
Effective Date 5/13/2016	

### Scope

Reporting to the ~~Chief Information Officer~~ Assistant Director of Business Operations, this position manages the Business Transformation Service Program ~~Varied Interdepartmental Portfolio~~ team in the development, implementation, maintenance, and support of application products, ~~supporting enterprise forecasting, labor relations, risk management, and facilities management functions.~~ It works closely with the Office of Financial Management, the Governor's Office, ~~DES management~~, and state agency advisory groups to identify technology solutions to business problems and to ensure that the ~~portfolio~~ resources are used effectively to support application maintenance and enhancement,

## Section B: Exempt Compensation

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new development projects, and top business priorities. The Business Transformation Services Manager is ultimately responsible for ensuring that our clients' needs are met. This is accomplished by providing technical and organizational leadership to the Business Analysis, Systems Analysis and Transition Management teams.

### Explanation

Consolidated Technology Services is requesting an RCW Exemption, Title and Minor Scope Change as a result of the legislature passing Engrossed Second Substitute Senate Bill 5315 related to the alignment of the Consolidated Technology Services, Office of the Chief Information Officer, within the Office of Financial Management and the Enterprise Technology Solutions Division within the Department of Enterprise Services. State HR supports this request and believes this exempt class still meets the EMS Band III level and has a JVAC score of C3W. Staff supports an effective date of May 13, 2016.

#### ***Internal Use Only***

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Director's Meeting Date 5/12/2016	Date of Exempt Position Description on File 2/25/2016
Management Type Management	Number of Position(s) in Class 1
EEOC Code (only for new class) Choose an item.	Number of Position(s) Affected/Added N/A
Workforce Indicator 80148586 At-Will	Number of Positions Returned to Governor's Pool N/A

## Section B: Exempt Compensation

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<b>Item 7</b>	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Audrey Ulrich
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 checked="" type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B9619/Infrastructure & Operations Manager-DES	Current EMS Band EMS Band III (\$63,072-\$112,416)
Proposed Code/Title (for new position) B9619/IT Operations and Support Team Manager-CTS	Proposed EMS Band (for new position) N/A
Current RCW Exemption (indicate number and description) RCW 43.19.011 (2) (c) "Appoint...assistant directors....as may be needed to administer the department."	Proposed RCW Exemption (indicate number and description ) RCW 41.06.070(1) (aa) "Officers and employees of the consolidated technology services agency created in RCW 43.105.006 that perform the following functions or duties: Systems integration; data center engineering and management; network systems engineering and management; information technology contracting; information technology customer relations management; and network and systems security".
Effective Date 5/13/2016	

### Scope

Reporting to the Assistant Director of Business Operations ~~Chief Information Officer~~, this position manages the Operations and Infrastructure Services team in the development, implementation, operation, and maintenance of the technology infrastructure necessary to support enterprise applications. It manages network operations, desktop support, and helpdesk services on behalf of all customer agencies supported by the Consolidated Technology Services DES.

### Explanation

## 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.

Consolidated Technology Services is requesting an RCW Exemption, Title and Minor Scope Change as a result of the legislature passing Engrossed Second Substitute Senate Bill 5315 related to the alignment of the Consolidated Technology Services, Office of the Chief Information Officer, within the Office of Financial Management and the Enterprise Technology Solutions Division within the Department of Enterprise Services. State HR supports this request and believes this exempt class still meets the EMS Band III level and has a JVAC score of C3W. Staff supports an effective date of May 13, 2016.

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Director's Meeting Date 5/12/2016	Date of Exempt Position Description on File 2/23/2016
Management Type Management	Number of Position(s) in Class 1
EEOC Code (only for new class) Choose an item.	Number of Position(s) Affected/Added N/A
Workforce Indicator 80148586 At-Will	Number of Positions Returned to Governor's Pool N/A

## 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.

<b>Item 8</b>	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Audrey Ulrich
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 checked="" type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B9620/Enterprise BI & Data Services Manager - DES	Current EMS Band EMS Band III (\$63,072-\$112,416)
Proposed Code/Title (for new position) B9620/ Data & Business Intelligence Manager-CTS	Proposed EMS Band (for new position) N/A
Current RCW Exemption (indicate number and description) RCW 43.19.011 (2) (c) "Appoint...assistant directors...as may be needed to administer the department."	Proposed RCW Exemption (indicate number and description ) RCW 41.06.070(1) (aa) "Officers and employees of the consolidated technology services agency created in RCW 43.105.006 that perform the following functions or duties: Systems integration; data center engineering and management; network systems engineering and management; information technology contracting; information technology customer relations management; and network and systems security".
Effective Date 5/13/2016	

### Scope

Reporting to the Deputy Director of Infrastructure and Applications, this position is responsible for the overall execution and success of the enterprise wide business intelligence and data services program that is focused on utilizing people, processes, and technology to provide world class business intelligence to the state enterprise.

### Explanation

## 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.

Consolidated Technology Services is requesting an RCW Exemption, Title and Minor Scope Change as a result of the legislature passing Engrossed Second Substitute Senate Bill 5315 related to the alignment of the Consolidated Technology Services, Office of the Chief Information Officer, within the Office of Financial Management and the Enterprise Technology Solutions Division within the Department of Enterprise Services. State HR supports this request and believes this exempt class still meets the EMS Band III level and has a JVAC score of C3W. Staff supports an effective date of May 13, 2016.

### ***Internal Use Only***

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

Director's Meeting Date 5/12/2016	Date of Exempt Position Description on File 2/25/2016
Management Type Management	Number of Position(s) in Class 1
EEOC Code (only for new class) Choose an item.	Number of Position(s) Affected/Added N/A
Workforce Indicator 80148586 At-Will	Number of Positions Returned to Governor's Pool N/A

## 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.

<b>Item 9</b>	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Audrey Ulrich
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 checked="" type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B9625/Deputy Chief Information Officer-DES	Current EMS Band EMS Band IV (\$75,612-\$130,272)
Proposed Code/Title (for new position) B9625/Assistant Director, Business Operations-CTS	Proposed EMS Band (for new position) N/A
Current RCW Exemption (indicate number and description) RCW 43.19.011 (2) (c) "Appoint...assistant directors....as may be needed to administer the department."	Proposed RCW Exemption (indicate number and description ) RCW 43.105.025 (2)(a) "Appoint a confidential secretary and such deputy and assistant directors as needed to administer the agency"
Effective Date 5/13/2016	

### Scope

Reporting to the ~~Chief Information Officer (CIO)~~ Deputy Director of Infrastructure and Applications, the Assistant Director of Business Operations is responsible for delivering quality IT services that support the business needs of both internal and external users. This position ensures department strategic initiatives supporting the agency's mission and objectives are implemented while also ensuring the continuation of existing IT infrastructure. The position directs staff in enterprise-wide project management methodologies, staff development and training strategies, resource acquisition strategies and resource prioritization strategies. ~~This position Deputy CIO~~ has direct responsibility over the Applications Portfolios, Business Analysis Unit and Quality Assurance and Release Management Units. ~~This position~~ They supports the Deputy Director CIO in delivering enterprise financial and administrative system to state government. This includes establishing new governance structures, building the capacity to manage enterprise systems and assisting in the strategic business plan for the division.

### Explanation

## 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.

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Consolidated Technology Services is requesting an RCW Exemption, Title and Minor Scope Change as a result of the legislature passing Engrossed Second Substitute Senate Bill 5315 related to the alignment of the Consolidated Technology Services, Office of the Chief Information Officer, within the Office of Financial Management and the Enterprise Technology Solutions Division within the Department of Enterprise Services. State HR supports this request and believes this exempt class still meets the EMS Band IV level and has a JVAC score of D4X. Staff supports an effective date of May 13, 2016.

### ***Internal Use Only***

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

Director's Meeting Date 5/12/2016	Date of Exempt Position Description on File 2/25/2016
Management Type Management	Number of Position(s) in Class 1
EEOC Code (only for new class) Choose an item.	Number of Position(s) Affected/Added N/A
Workforce Indicator 80148586 At-Will	Number of Positions Returned to Governor's Pool N/A

## 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.

<b>Item 10</b>	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Audrey Ulrich
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 checked="" type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B9628/Project Manager-DES	Current EMS Band EMS Band II (\$54,384-\$99,804)
Proposed Code/Title (for new position) B9628/Project Manager-CTS	Proposed EMS Band (for new position) N/A
Current RCW Exemption (indicate number and description) RCW 43.19.011 (2) (c) "Appoint...assistant directors....as may be needed to administer the department."	Proposed RCW Exemption (indicate number and description ) RCW 41.06.070(1) (aa) "Officers and employees of the consolidated technology services agency created in RCW 43.105.006 that perform the following functions or duties: Systems integration; data center engineering and management; network systems engineering and management; information technology contracting; information technology customer relations management; and network and systems security".
Effective Date 5/13/2016	

### Scope

Reporting to the Project Management Office Manager, these positions are responsible for all aspects of project management throughout the entire project life cycle (initiate, plan, execute, control, close). These positions work with the ~~Information Services Division M~~managers and enterprise business process owners at Consolidated Technology Services DES, OFM and CTS to assemble and develop project teams. These positions are responsible for ensuring that key stakeholders define and understand the scope of the project and its objectives, assigning project team members' responsibilities and tasks, identifying appropriate resources needed, developing schedules to ensure timely completion of the project, communicating project status to key stakeholders, and taking the lead in managing project issues and risks to meet enterprise project reporting 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.

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### Explanation

Consolidated Technology Services is requesting an RCW Exemption, Title and Minor Scope Change as a result of the legislature passing Engrossed Second Substitute Senate Bill 5315 related to the alignment of the Consolidated Technology Services, Office of the Chief Information Officer, within the Office of Financial Management and the Enterprise Technology Solutions Division within the Department of Enterprise Services. State HR supports this request and believes this exempt class still meets the EMS Band II level and has a JVAC score of B2W. Staff supports an effective date of May 13, 2016.

#### *Internal Use Only*

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

Director's Meeting Date 5/12/2016	Date of Exempt Position Description on File 2/23/2016
Management Type Management	Number of Position(s) in Class 12
EEOC Code (only for new class) Choose an item.	Number of Position(s) Affected/Added N/A
Workforce Indicator 80148586 At-Will	Number of Positions Returned to Governor's Pool

## 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.

<b>Item 11</b>	
Requester (Agency/Institution) Consolidated Technology Services	Analyst Audrey Ulrich
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 checked="" type="checkbox"/> Minor Scope Change <input type="checkbox"/> Pay Outside Band <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Remove Position	
Current Code/Title B9631/Enterprise Solutions Architect-DES	Current EMS Band EMS Band II (\$54,384-\$99,804)
Proposed Code/Title (for new position) B9631/Enterprise Solutions Architect-CTS	Proposed EMS Band (for new position) N/A
Current RCW Exemption (indicate number and description) RCW 43.19.011 (2) (c) "Appoint...assistant directors....as may be needed to administer the department."	Proposed RCW Exemption (indicate number and description ) RCW 41.06.070(1)(aa) "Officers and employees of the consolidated technology services agency created in RCW 43.105.006"
Effective Date 5/13/2016	

### Scope

Reporting to the ~~Assistant Director of Enterprise Applications~~ Assistant Director of Enterprise Applications, these positions research, analyze, and recommend innovative enterprise solutions to statewide technology business challenges and support the technical strategies of the Consolidated Technology Services. ~~Office of the Chief Information Officer (OCIO)~~. The positions translate business needs into technically feasible, cost-effective alternatives to meet statewide customer challenges and promote delivery of quality enterprise services to reduce the overall technology cost of government. These positions provide strong technical and organizational leadership to research, analyze and provide recommended technology solutions to meet statewide customer challenges, promote delivery of quality enterprise services to reduce the overall cost of government for the State of Washington. Responsibilities include collaborating with technology leaders to develop estimates and overall implementation solution plans; analyzing the current technology environment to detect critical deficiencies and recommending solutions for improvement; and analyzing technology industry and market trends to determine their potential impact on the agency or support system applications. This position works directly with the Consolidated Technology Services CIO, DES, OCIO, and other agency executives for establishing the strategic enterprise direction in regards to information

## 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.

technology solutions. Also supports the transformation and integration actives to consolidate, remove redundancies and identify efficiencies for ~~DES-ETS~~ the agency.

### Explanation

Consolidated Technology Services is requesting an RCW Exemption, Title and Minor Scope Change as a result of the legislature passing Engrossed Second Substitute Senate Bill 5315 related to the alignment of the Consolidated Technology Services, Office of the Chief Information Officer, within the Office of Financial Management and the Enterprise Technology Solutions Division within the Department of Enterprise Services. State HR supports this request and believes this exempt class still meets the EMS Band II level and has a JVAC score of B2W. Staff supports an effective date of May 13, 2016.

***Internal Use Only***

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

Director's Meeting Date 5/12/2016	Date of Exempt Position Description on File 2/25/2016
Management Type Management	Number of Position(s) in Class 4
EEOC Code (only for new class) Choose an item.	Number of Position(s) Affected/Added N/A
Workforce Indicator 80148586 At-Will	Number of Positions Returned to Governor's Pool N/A

## Section C: Classification

<b>Item 12</b>	
Requester (Agency/Institution) University of Washington	Analyst Audrey Ulrich
Actions <input type="checkbox"/> Abolishment <input checked="" type="checkbox"/> Establishment <input type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	If <b>Revision</b> , 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	Current Salary Range
Proposed Class Code/Title 306G/Orthotics/Prosthetics Practitioner Supervisor	Proposed Salary Range 59
Effective Date 5/13/2016	

### Definition

Supervises Orthotics/Prosthetics Practitioners within an Orthotics/Prosthetics Clinic; performs patient assessments and prosthetic and orthotic device designs and modifications based on patient requirement. Establishes and ensures compliance for clinical standards and develops clinical and educational training.

### Explanation

The University of Washington is proposing to establish an Orthotics/Prosthetics Practitioner Supervisor for the Prosthetics and Orthotics Clinic at Harborview Medical Center in Seattle, WA. The request is based on an expansion of the Clinic which will require a supervisory level over the Orthotics/Prosthetics Practitioners and possibly over lower level office staff to ensure effective supervision across multiple clinical settings.

<b>Internal Use Only</b>	
This information is entered into the Human Resources Management System (HRMS) and CC Jobs.	
Management Type <i>Choose an item.</i>	Director's Meeting Date 5/12/2016
EEOC Code (only for new class) 42 Professionals	Number of Position(s) in Class
Workforce Indicator 80148588 Classified WA General Service	Number of Position(s) Affected/Added

## Section D: Compensation

### Item 13

#### Assignment Pay Request

WAC 357-28-175 and WAC 357-28-180

#### Reference #54:

Within the Department of Fish and Wildlife, basic salary plus four (4) ranges for designated employees who are licensed spray operators ~~in the classifications of Fish and Wildlife Biologists, Scientific Technicians and Natural Resource Technicians.~~ The designated employees are responsible for actual mixing, record keeping, and spraying of pesticide as documented by completion and signature of a "Pesticide Application Record." They shall be paid for actual hours of operation that continues for at least one (1) hour. Mixing, record keeping, and application of pesticides that last for less than one (1) hour shall not qualify employees for assignment pay.

#### Assignment Pay Group "A" Revisions:

Class Title	Class Code	Premium	Reference Number
Fish and Wildlife Biologist 1	523L	4 ranges	41, 54
Fish and Wildlife Biologist 2	523M	4 ranges	41, 54
Fish and Wildlife Biologist 3	523N	4 ranges	41, 54
Fish and Wildlife Biologist 4	523O	4 ranges	41, 54
Scientific Technician 1	522E	4 ranges	41, 54
Scientific Technician 2	522F	4 ranges	41, 54
Scientific Technician 3	522G	4 ranges	41, 54
Scientific Technician 4	522H	4 ranges	41, 54

#### Explanation:

The Department of Fish and Wildlife is requesting an update to the language in Assignment Pay Reference # 54. This request is based on a recent decertification of the Wildlife Area Managers from the Washington Federation of State Employees (WFSE) collective bargaining agreement (CBA) and the certification of the Wildlife Area Managers into the Washington Association of Fish and Wildlife Professionals (WAFWP) CBA. Upon certification, the union, State HR and the Department of Fish and Wildlife parties engaged in interim bargaining to discuss proposed changes to language in the CBA.

Updates to this reference will remove the above job classifications from the Group A Assignment Pay (AP) listing and will create "Licensed Spray Operators (DFW)" language into the Group B AP listing. Group A AP is intended for specific job classifications; whereas Group B AP is not limited to specific

## Section D: Compensation

classifications, it is duty-driven. This will allow the agency greater flexibility when assigning these specialized duties. State HR staff believes expanding the reference to exclude the classification listing will allow the agency to meet their business needs and appropriately compensate those performing the work within the reference.

The agency has stated they can absorb all costs associated with this request. Staff is proposing an effective date of May 13, 2016.

Please contact Audrey Ulrich at 360-407-4119 if you have any questions or comments on this item.

### ***Internal Use Only***

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

Management Type N/A	Director's Meeting Date 5/12/2016
EEOC Code (only for new class) N/A	Number of Position(s) in Class N/A
Workforce Indicator N/A	Number of Position(s) Affected/Added N/A

## Section E: Rule Amendments

### ITEM #1

**Staff Note:** The proposed new rule addresses the requirement for agencies to request placement of a position in a WMS medical band. This formalizes the current practice which has been done since the inception of WMS medical bands.

Staff is proposing permanent adoption effective June 20, 2016.

### NEW SECTION

**WAC 357-58-081 How are positions placed into the WMS medical band?** Decisions regarding placement of positions in the WMS medical band can only be made by the director. In order for a position to be placed in the WMS medical band, agencies must submit a request to OFM for approval by the director.

### ITEM #2

**Staff Note:** The proposed rule amendment has been requested by several higher education institutions to clarify the way an employee's periodic increment date (PID) is adjusted. Adjusting for any ten days in the month ensures that the PID is deferred appropriately when the LWOP crosses into two separate months. This change also coincides with how sick leave and vacation leave are adjusted.

Staff is proposing permanent adoption effective June 20, 2016.

### AMENDATORY SECTION

**WAC 357-31-346 Does leave without pay affect a higher education employee's periodic increment date?** For a higher education employee, the periodic increment date will be moved forward by one month when any period of leave without pay which exceeds ten working days in a month (~~or ten consecutive working days~~) except when the leave without pay is taken for:

- (1) Military leave of absence without pay as provided in WAC 357-31-370;
- (2) Compensable work-related injury or illness leave; and/or
- (3) Scheduled periods of leave without pay for cyclic appointments in accordance with WAC 357-19-295.

## Section E: Rule Amendments

### ITEM #3

**Staff Note:** The following proposed rule changes are a result of OFM State Human Resources going through a Lean process to review the director's review request process. Chapter 357-49 WAC provides employees the opportunity to request a review by the State Human Resources Director for certain actions taken by the employer. These rules describe what actions an individual can request a review of, the process for filing a request for a review, the process used to conduct a review and the rights of an employee to appeal to the Washington Personnel Resources Board. Additionally, we are proposing rule amendments in Chapter 357-16 WAC which remove references to the director's office and allow individual employers to maintain their own applicant/candidate pools since the director's office does not assist employers with recruitment efforts.

Staff is proposing permanent adoption effective June 20, 2016.

### AMENDATORY SECTION

**WAC 357-49-010 For what actions ~~((can))~~ may an individual request a director's review? An individual may request a director's review of:**

~~(1) ((If the department of enterprise services is responsible for the assessment process, an applicant or candidate may request a director's review of his/her examination results. If the director's office is responsible for the removal of his/her name from an applicant or candidate pool as specified in WAC 357-16-175 the individual may request a director's review. Director review decisions regarding the removal of an individual's name from an applicant or candidate pool or an individual's examination results are final and not subject to further review or appeal.~~

~~(2) An individual may request a director's review of the removal of his/her name from a layoff list as specified in WAC 357-46-145.~~

~~(3) An employee may request a director's review of the following:~~

~~(a)) Allocation or reallocation per WAC 357-13-080; ((or~~

~~(b) Performance evaluation process or procedure per WAC 357-37-080.~~

~~(4) An individual may request the director review his/her request for))~~

(2) Remedial action per WAC 357-19-430 or 357-19-450. Requests for remedial action must be received within thirty calendar days of the date the individual could reasonably be expected to have knowledge of the action giving rise to violation of the nonpermanent appointment or temporary appointment rules((-

~~(5) An employee may not request a director's review of:~~

## Section E: Rule Amendments

~~(a) An alleged violation of civil service laws or rules including those pertaining to layoff, except for~~);

~~(3) Removal of ((his/her)) an individual's name from a layoff list as ((provided in subsection (2) of this section))~~ specified in WAC 357-46-145; or

~~((b) The actions of reduction, dismissal, suspension, demotion or separation.)~~

~~(4) Performance evaluation process or procedure per WAC 357-37-080.~~

### NEW SECTION

**WAC 357-49-013 What actions are not subject to a director's review?** The following actions are not subject to a director's review:

(1) Alleged violation of civil service rules including those pertaining to layoff, except for removal of an individual's name from a layoff list as provided in WAC 357-49-010(3); or

(2) Actions of reduction, dismissal, suspension, demotion or separation.

### AMENDATORY SECTION

**WAC 357-49-015 How does an individual or employee request a director's review?** ~~((1))~~

Director's review requests must be filed ~~((in writing at))~~ with the ~~((office of the director.~~

~~(2) Review requests must include:~~

~~(a))~~ director's office. Review requests must include:

~~(1) The requestor's name ((and)), address ((of the employee, applicant or candidate)) and telephone number;~~

~~((b))~~ ~~(2) The name of the employer that took the action for which a review is requested;~~

~~((c-A))~~ ~~(3) If applicable, the employee representative's name, address and telephone number ((at which the employee, applicant or candidate can be reached;~~

~~(d))~~;

~~(4) For allocations and reallocations,~~ the job classification or position of the employee;

~~((e))~~ ~~(5) A short statement of the grounds or reasons for the request((, and if applicable, the rule(s) the employee believes has been violated)); and~~

~~((f))~~ ~~(6) A short statement of the relief or remedy sought by the ((employee, applicant or candidate.~~

~~(3) The employee, applicant or candidate is responsible for notifying the director of any change in address or telephone number. Employees, applicants or candidates who are represented shall include the name, address and telephone number of their representative))~~ requestor.

## Section E: Rule Amendments

### NEW SECTION

**WAC 357-49-0150 What happens if the individual requesting a director's review does not submit all the information required by WAC 357-49-015?** (1) When the director or designee receives a request for review, the director or designee reviews the document(s) to determine whether the information required by this section has been provided.

(2) If any of the required information is not provided with the request for review, the director or designee notifies the requestor and instructs the requestor to provide the missing information and sends a copy of the notice to all parties.

(3) The requestor must provide the missing information to the director or designee and the requestor's employer, if applicable, as requested within twenty-one calendar days of the date the notification is mailed.

(4) If the requestor fails to comply with the requirements of this section, the director or designee may dismiss the request for review.

### NEW SECTION

**WAC 357-49-0152 Who is responsible to notify the director or designee when there is a change in address, telephone number or representation?** The requestor is responsible for notifying the director or designee of their change in address, telephone number or representation.

### NEW SECTION

**WAC 357-49-0154 What actions will the director or designee perform once the request for a director's review is received?** Once the request for a director's review is received, the director or designee will send acknowledgment including:

- (1) Case number;
- (2) Instructions on how to prepare and submit the exhibits;
- (3) Information on how to expedite the allocation review process; and
- (4) Any additional information needed.

### NEW SECTION

## Section E: Rule Amendments

### **WAC 357-49-0156 What documents must an employer provide when a request for director's review of an allocation or reallocation is filed?**

(1) The employer must provide all documents considered during its review. For allocation or reallocation reviews, the documents must include:

- (a) Employee's position review request or equivalent;
- (b) Supervisor's statement section of the position review request or equivalent;
- (c) Employee's current position description form;
- (d) Organizational chart containing the employee's position;
- (e) Employer's decision letter; and
- (f) All other documents considered during the review.

(2) All documents must be provided to the requestor and the requestor's representative, if applicable.

(3) The director or designee may request additional information at any time.

### NEW SECTION

### **WAC 357-49-0158 What additional documents may the requestor submit when a request for director's review of an allocation or reallocation is filed?**

The requestor may submit additional documents that are not duplicates of documents already provided. The additional documents must be relevant to the time period under review.

### NEW SECTION

**WAC 357-49-016 What process is used to conduct a director's review?** (1) The director's review is an informal process conducted by the director or designee.

(2) The review may be conducted by review of written documents, in person, by telephone or by other electronic means as determined by the director or designee.

(3) If the review is conducted by telephone, in person or by other electronic means, the director or designee shall prepare an official audio record of the review. A copy of the audio recording may be ordered from the director for a reasonable charge.

(4) The director or designee shall prepare a record of the documents reviewed and issue a written determination.

## Section E: Rule Amendments

### NEW SECTION

**WAC 357-49-0165 Which director's review determinations may be appealed?** The following director's review determinations may be appealed to the personnel resources board:

- (1) Allocation or reallocation per WAC 357-13-080;
- (2) Removal of an employee's name from a layoff list as specified in WAC 357-46-145; and
- (3) Remedial action request per WAC 357-49-010(2).

### AMENDATORY SECTION

**WAC 357-49-018** ~~((Does an individual or an employer have))~~ **Who has the right to appeal the results of a director's review** ~~((to the board))~~ **determination?** ~~((Except as provided in WAC 357-49-010(1),))~~ Either party may appeal ~~((the results of the director's review to the board by filing written exceptions to))~~ the director's determination ~~((in accordance with chapter 357-52 WAC. In accordance with WAC 357-52-010, written exceptions for appeals of allocation or reallocation are filed:~~

- ~~(1) Through December 31, 2005, with personnel appeals board; and~~
- ~~(2) As of January 1, 2006, with personnel resources board))~~ to the personnel resources board for the actions listed in WAC 357-49-0165 by filing written exceptions in accordance with chapter 357-52 WAC.

### AMENDATORY SECTION

**WAC 357-49-022 Who has the burden of proof in a director's review?** The ~~((individual or employee requesting the director's review))~~ requestor has the burden of proof in a director's review.

### AMENDATORY SECTION

**WAC 357-49-023 For purposes of this chapter, how must** ~~((written))~~ **documents be filed with the director?** (1) **Filing** ~~((papers for director's review requests. Papers that must be filed with the director for))~~ by mail: Director's review requests are considered ~~((to be))~~ filed ~~((only))~~ when ~~((the papers are actually))~~ received in the director's review office in Olympia, Washington.

- (2) **Filing** ~~((papers for director's review requests by telephone facsimile.))~~ by fax:

(a) ~~((Written))~~ Documents ~~((filed with the director for review requests by telephone facsimile))~~ by fax are considered ~~((received))~~ filed when a legible copy of the documents is ~~((reproduced on the director's telephone facsimile equipment in the director's review office))~~ received. If transmission

## Section E: Rule Amendments

begins after ~~((customary))~~ office hours, ~~((which are))~~ 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays, the document will be deemed filed on the next business day.

(b) ~~((Any))~~ Documents ~~((filed with the director by telephone facsimile should be preceded))~~ by fax must have a cover page identifying the addressee; the ~~((party))~~ person making the transmission, including the address, telephone and ~~((telephone facsimile number of such party))~~ fax number; the review to which the document relates; the date of transmission; and the total number of pages included in the transmission.

(c) The ~~((party))~~ person attempting to file ~~((papers by telephone facsimile))~~ by fax bears the risk that the papers ~~((will))~~ may not be timely received or legibly printed, regardless of the cause. If the ~~((telephone facsimile))~~ fax is not legible, it will not be considered ~~((as if it had never been))~~ sent.

~~((d) The original of any document filed by telephone facsimile should be mailed to the director within twenty-four hours of the time that the telephone facsimile was sent.~~

~~((3) The filing of papers for director's review requests))~~ **(3) Filing by electronic mail (("))e-mail("))** ~~((is not authorized without the express prior approval of the director, and only under such circumstances as the director allows))~~: If the document is sent after office hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays, the document will be deemed filed on the next business day.

### AMENDATORY SECTION

**WAC 357-49-035 When does a director's review determination become final?** ~~((1) Director review decisions regarding the removal of an individual's name from an applicant or candidate pool or an individual's examination results are not subject to further review or appeal and become final when notice of the determination is served on the parties.~~

~~((2) For all other director's determinations,))~~ If no exceptions are filed, the determination becomes final thirty calendar days after notice of the determination is served on the parties.

### NEW SECTION

**WAC 357-49-040 How are director's review determinations served?** Service of director's review determinations is accomplished as provided in WAC 357-04-105.

### AMENDATORY SECTION

**WAC 357-16-155 Can an ~~((eligible's))~~ individual's name be removed from an applicant or candidate pool for a class or all classes in a class series?** An employer ~~((or the director's office))~~

## Section E: Rule Amendments

may disqualify an individual by removing ~~((or directing the removal of))~~ the individual's name from an applicant and/or candidate pool for a class or all classes in a class series at ~~((anytime))~~ any time for good and sufficient reason.

### AMENDATORY SECTION

**WAC 357-16-160 Must an applicant or candidate who has been removed for good and sufficient reason per WAC 357-16-155 be notified of the removal?** When an applicant or candidate is removed from an applicant or candidate pool for good and sufficient reason per WAC 357-16-155, the employer ~~((or the director's office))~~ must notify the applicant or candidate at the time of the removal. The notice must be in writing and specify the reason for the removal. The notice must explain the right to request a review of the removal under the provisions of WAC 357-16-170, 357-16-175 and 357-16-180. For purposes of this rule, written notice may be provided using alternative methods such as e-mail, campus mail, the state mail service, or commercial parcel delivery in accordance with WAC 357-04-105.

### AMENDATORY SECTION

**WAC 357-16-170 Can an applicant or candidate request a review of ~~((his/her))~~ their examination results or the removal of ~~((his/her))~~ their name from an applicant or candidate pool?** An applicant or candidate may request a review of ~~((his/her))~~ their examination results or the removal of ~~((his/her))~~ their name from an applicant or candidate pool when the removal is due to good and sufficient reason under the provisions of WAC 357-16-155.

### AMENDATORY SECTION

**WAC 357-16-175 ~~((To whom and by))~~ When must an applicant or candidate request a review of the results of an examination or removal from an applicant or candidate pool?** ~~(((1) If the employer is responsible for the assessment process, requests for reviews of examination results under the provisions of WAC 357-16-170 must be made to the employer. If the department of enterprise services is responsible for the assessment process, requests for reviews of examination results under the provisions of WAC 357-16-170 must be made under the provisions of WAC 357-49-010.~~

~~(2) If the employer is responsible for the removal of an individual's name from an applicant or candidate pool for good and sufficient reason, the request for review under the provisions of WAC 357-16-170 must be made to the employer. If the director's office is responsible for the removal of an individual's name from an applicant or candidate pool for good and sufficient reason, the request for review will be under the provisions of WAC 357-49-010.~~

~~(3))~~ If an applicant or candidate requests a review of the results of an examination or removal from an applicant or candidate pool, the request ~~((for a review))~~ must be received at the employer's office ~~((or the director's office))~~ within twenty calendar days following notice of the action for which a review is requested.

## Section E: Rule Amendments

### **REPEALER**

The following sections of the Washington Administrative Code are repealed:

WAC 357-49-017	When is a director's review part of the appeal process?
WAC 357-49-019	What civil service rules govern the director's review process?
WAC 357-49-020	What process is used to conduct a director's review?
WAC 357-49-025	How must exhibits for director's reviews be prepared and exchanged?
WAC 357-49-027	What happens if the person requesting a director's review does not submit all the information required by WAC 357-49-015?