

Director's Meeting Minutes

State Human Resources, Office of Financial Management

August 13, 2015

Opening

The State Human Resources (SHR) Director's meeting was called to order at 8:30 a.m. on Thursday, August 13, 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 printing of the Director's meeting agenda notice (20-Day Notice), were attached to the program as handouts and available at meeting. All other items were adopted as printed on the Director's meeting agenda unless otherwise noted below.

Present

Staff:

- Franklin Plaistowe, Acting Assistant Director; State HR Planning and Strategy Chief, Workforce Planning, Performance, Rules and Appeals
- Nancy Jacobski, HRC, Personnel Resources Board Coordinator, SHR, OFM

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, SHR Assistant Director Designate, OFM: The Thursday, August 13, 2015 State HR Director's meeting came to order at 8:30 a.m. and Franklin Plaistowe, Assistant Director Designate for State HR at OFM chaired the meeting. Before hearing the proposals, Franklin provided a general statement regarding the meeting proceedings.

Section A: Previous Minutes Approval

Nancy Jacobski, HRC, Director's Meeting Coordinator: The first item of business was the adoption of the July 30, 2015 special Director's meeting minutes. Staff recommended final adoption effective August 14, 2015.

Franklin Plaistowe, SHR Assistant Director Designate, OFM: Hearing no comments, the July 30, 2015 special Director's meeting minutes were adopted as presented with an effective date of August 14, 2015.

Section B: Exempt Compensation

Nancy Jacobski, HRC, Director's Meeting Coordinator: Next were the Exempt Compensation items found in section B of the Revised Agenda beginning on page on page B1. For consideration were exempt items 1 through 10, with items 9 and 10 reflected in handouts. Staff recommended adoption as presented with an effective date of August 14, 2015.

- Item(s) 1 B2176 Forensic Services Director, BHSIA – DSHS
- Item(s) 2 B3194 Legislative Director - UTC
- Item(s) 3 B4491 Director, Government Relations – ESD
- Item(s) 4 B4492 Assist. Comm., Un-employ. Ins. Claim Ctr. Op., ESD
- Item(s) 5 B4493 Assist. Commissioner, Tax & Wage Admin. – ESD
- Item(s) 6 B4494 Assist. Comm., Fin. & Admin. Svs. Div., ESD
- Item(s) 7 B4495 Dir., Workforce Develop. Strategic Initiatives, ESD
- Item(s) 8 B4496 Dir., Labor Market & Performance Analysis – ESD
- Item(s) 9 B5883 Dir., Office Youth Prev. & Protect, Pgrm. [Handout](#)
- Item(s) 10 B7941 Dir., Public Records & Supp. Svs. Div. [Handout](#)

Franklin Plaistowe, SHR Assistant Director Designate, OFM: Hearing no comments, the items were adopted as presented with an effective date of August 14, 2015.

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Nancy Jacobski, HRC, Director's Meeting Coordinator: Following was the exempt compensation section showing item 11 found on page B12 which was an exempt abolishment for consideration. Staff recommended adoption as presented with an effective date of August 14, 2015.

Abolishments

Item(s) 11 B5910 Social Marketing Coordinator
B5917 Stewardship Coordinator

Franklin Plaistowe, SHR Assistant Director Designate, OFM: Hearing no comments, the item was approved as presented with an effective date of August 14, 2015.

Section C: Classification

Nancy Jacobski, HRC, Director's Meeting Coordinator: The classification amendments were items 12 thru 57 beginning on page C1 of the Revised Agenda. It was noted items 12-14, 23-33, 38-40 were reflected as handouts; items 16-20 and 34-37 were postponed; and items 54-57 were reflected as emergency handouts for consideration. **Item 45, the special pay proposal for Maintenance Mechanic 3, was considered along with the other compensation items in Section D.** Staff recommended adoption of items as presented with an effective date of August 14, 2015.

Item(s) 12	112E Correctional Records Technician 1	Handout
Item(s) 13	112F Correctional Records Technician 2	Handout
Item(s) 14	112G Correctional Records Supervisor	Handout
Item(s) 15	145B Cost Reimbursement Analyst 2	
Item(s) 16	152N Labor and Industries Auditor 1	Postponed
Item(s) 17	152O Labor and Industries Auditor 2	Postponed
Item(s) 18	152P Labor and Industries Auditor 3	Postponed
Item(s) 19	152Q Labor and Industries Auditor 4	Postponed
Item(s) 20	152R Labor and Industries Auditor 5	Postponed
Item(s) 21	297S Cytology Technologist 1	
Item(s) 22	297T Cytology Technologist 2	
Item(s) 23	350B Corrections Specialist 1	Handout
Item(s) 24	350C Corrections Specialist 2	Handout
Item(s) 25	350D Corrections Specialist 3	Handout
Item(s) 26	354N Corrections Mental Health Counselor 1	Handout
Item(s) 27	354O Corrections Mental Health Counselor 2	Handout
Item(s) 28	354P Corrections Mental Health Counselor 3	Handout
Item(s) 29	383I Community Corrections Specialist	Handout
Item(s) 30	390F Liquor Enforcement Officer 1	Handout

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- Item(s) 31 390G Liquor Enforcement Officer 2 [Handout](#)
- Item(s) 32 390H Liquor Enforcement Officer 3 [Handout](#)
- Item(s) 33 390I Liquor Enforcement Officer 4 [Handout](#)
- Item(s) 34 397A Emerg. Mngmt. Pgrm. Spec. 1 [Postponed](#)
- Item(s) 35 397B Emerg. Mngmt. Pgrm. Spec. 2 [Postponed](#)
- Item(s) 36 397C Emerg. Mngmt. Pgrm. Spec. 3 [Postponed](#)
- Item(s) 37 397D Emerg. Mngmt. Pgrm. Spec. 4 [Postponed](#)
- Item(s) 38 421C Correctional Hearings Officer 3 [Handout](#)
- Item(s) 39 421D Correctional Hearings Officer 4 [Handout](#)
- Item(s) 40 429D AGO Senior/Supervisor Investigator Analyst [Handout](#)
- Item(s) 41 429E AGO Investigator/Analyst Supervisor
- Item(s) 42 458M Licensing Specialist 2
- Item(s) 43 458N Licensing Specialist Senior
- Item(s) 44 458O Licensing Specialist 3
- Item(s) 45 626L *Special Pay Item - Maint. Mechanic 3 moved to compensation*
- Item(s) 54 523Y F&W Biologist 1 [Emergency Handout](#)
- Item(s) 55 523Z F&W Biologist 2 [Emergency Handout](#)
- Item(s) 56 523W F&W Biologist 3 [Emergency Handout](#)
- Item(s) 57 523O F&W Biologist 4 [Emergency Handout](#)

Franklin Plaistowe, SHR Assistant Director Designate, OFM: Hearing no comments, the items were approved as proposed, excluding the postponed items 16-20 and 34-37.

Nancy Jacobski, HRC, Director's Meeting Coordinator: Next were classified abolishments, item 46 and handout item 47 for consideration. Staff recommended adoption of items as presented with an effective date of August 14, 2015.

Abolishments

- Item(s) 46 458K Licensing Specialist 1
- Item(s) 47
 - a) 148T Accounts Auditor [Handout](#)
 - b) 148Q Financial Services Counselor
 - c) 163E Benefits Specialist
 - d) 163V Veterans Benefits & Hearings Advocate
 - e) 203M TV/Video Equipment Operator Supervisor
 - f) 203S Media Services Supervisor
 - g) 204O Photo Technician 1, Aerial
 - h) 204P Photo Technician 2, Aerial
 - i) 204Q Photo Supervisor, Aerial
 - j) 204R Photographer Aerial
 - k) 205K Phototypesetter
 - l) 205L Phototypesetter Lead
 - m) 207E Reproduction Supervisor 1

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- n) 231H Marketing Mgr. – Materials Management Ctr. (GA)
- o) 253E Health Education Resources Coordinator 1
- p) 253F Health Education Resources Coordinator 2
- q) 253H Health Education Resources Supervisor
- r) ~~253J Career Planning & Placement Officer~~ Removed
- s) 253N Coordinator, Teacher Preparation Program
- t) 260E State Archaeologist
- u) 290C Psychiatrist 3
- v) 291I Correctional Health Care Specialist 1
- w) 291J Correctional Health Care Specialist 2
- x) 294H Hospital Dentistry Assistant Specialist
- y) 309E Respiratory Care Associate
- z) 309F Respiratory Care Practitioner
- aa) 309G Respiratory Care Lead
- bb) 310K Respiratory Care Assistant
- cc) 319E Surgical Technologist
- dd) 346K Sheltered Workshop Supervisor
- ee) 348E Mental Health Specialist 1
- ff) 348F Mental Health Specialist 2
- gg) 363E Religious Program Specialist
- hh) 390E Liquor Investigator
- ii) 393H Food Safety Supervisor
- jj) 425P Industrial Insurance New Appeals Specialist
- kk) 425Q Industrial Insurance New Appeals Supervisor
- ll) 427E Correctional Investigator
- mm) 506H Clinical Autopsy Coordinator
- nn) 507P Crime Lab Technician
- oo) 519F Habitat Technician
- pp) 539H Architect Supervisor
- qq) 539O Building Designer 2
- rr) 542E Data Center Hardware Manager
- ss) 568T Grain Inspection Officer Supervisor
- tt) 569Q Plant Services Specialist 1
- uu) 569R Plant Services Specialist 2
- vv) 596V Scale Technician
- ww) 596W Scale Technician Supervisor
- xx) 601D Tower Crane Operator – Research
- yy) 602I Incinerator Operator
- zz) 602P Power Plant Operating Engineer 1
- aaa) 602Q Power Plant Operating Engineer 2
- bbb) 602R Power Plant Operating Engineer Lead
- ccc) 674E Cook 1, Crew
- ddd) 677J Food Program Consultant
- eee) 702E Sports Equipment Attendant
- fff) 703E Lifeguard 1

ggg) 703F Lifeguard 2

Franklin Plaistowe, SHR Assistant Director Designate, OFM: It was noted by the agency to remove item 47r, 253J Career Planning and Placement Officer. Hearing no other comments, the items were approved as presented which included the removal of 253J from item 47r. The effective date was August 14, 2015.

Section D: Compensation

Nancy Jacobski, HRC, Director's Meeting Coordinator: Next was the compensation section beginning on page D2 which were proposed salary schedules reflected in items 48, 49, and 50 for consideration. Staff recommended adoption the items as presented with an effective date of July 1, 2015.

Proposed Draft Salary Schedule—Represented Employees Only

	<i>Explanation</i> - General Wage Adjustment Salary Scheduled
Item(s) 48	Exempt Management Service (EMS) – Non Represented
Item(s) 49	Washington Management Services (WMS) – Non Rep.
Item(s) 50	G-Range Salary Schedule

Franklin Plaistowe, SHR Assistant Director Designate, OFM: Hearing no comments, the items were approved as presented with an effective date of July 1, 2015.

Nancy Jacobski, HRC, Director's Meeting Coordinator: In the compensation section beginning on page D16 were assignment pay requests reflected in items 51 and 52 for consideration. Staff recommended adoption of the items as presented with an effective date of August 14, 2015.

Assignment Pay

Item(s) 51	<i>Reference #38, Modification Request; WAC 357-28-175 and WAC 357-28-180</i>
Item(s) 52	<i>Group A modification request; WAC 357-28-175 and WAC 357-28-180</i>

Franklin Plaistowe, SHR Assistant Director Designate, OFM: Hearing no comments, the items were approved as presented with an effective date August 14, 2015.

Nancy Jacobski, HRC, Director's Meeting Coordinator: In the Compensation section beginning on page D18 were special pay requests reflected in items 53 and 45 for consideration. Staff recommended adoption of the items as presented with an effective date of August 14, 2015.

Special Pay Request

- Item(s) 53 University of Washington, Health Care, Classified Non-Represented Classes *Salary Grid*
Item(s) 45 *West. Wash. Univ. Special Pay Request for 626L Maintenance Mechanic 3*

Franklin Plaistowe, SHR Assistant Director Designate, OFM: Hearing no comments, the items were approved as presented with an effective date of August 14, 2015.

Section E: Rule Amendments

There were no rule amendments this period

Adjournment

Nancy Jacobski, HRC, Director's Meeting Coordinator: The business was concluded and the meeting was adjourned. The next regularly scheduled Director's Meeting was announced as being Thursday, November 12, 2015, 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, Acting SHR Assistant Director
State HR Planning and Strategy Chief, Workforce
Planning, Performance, Rules and Appeals
State Human Resources
Office of Financial Management

Date