

Special Director's Meeting Minutes

State Human Resources, Office of Financial Management

June 30, 2015

Opening

The State Human Resources (SHR) Special Director's meeting was called to order at 8:30 a.m. on Thursday, June 30, 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:

- Glen Christopherson, SHR Assistant Director, OFM
- Nancy Jacobski, Enterprise Classification and Compensation Specialist, 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

Glen Christopherson, SHR Assistant Director, OFM: The Tuesday, June 30, 2015 State HR Special Director's meeting came to order at 8:30 a.m. and Glen Christopherson, Assistant Director for State HR at OFM chaired the meeting. Before hearing the proposals, Glen provided a general statement regarding the meeting proceedings. He stated the Legislature had passed the state operating budget* on June 29, 2015, and the Governor was intending to sign the budget in the afternoon. All meeting discussions regarding wages or budgetary impacts would not be adopted at the June 30, 2015 special Director's meeting, but would be adopted at the time of signing of the Budgets (operating and capital). It was noted the capital budget** was pending and its status was unknown at the time of the special meeting. He stated if any of the items discussed aligned with the capital budget, the same applied--at the time the Governor signs the capital budget--the proposed items would be enacted.

Section A: Previous Minutes Approval

Nancy Jacobski, HRC, Director's Meeting Coordinator: The first item of business was the adoption of the May 11, 2015 (special) and May 14, 2015 Director's meeting minutes. Staff recommended final adoption effective July 1, 2015.

Glen Christopherson, SHR Assistant Director, OFM: Hearing no comments, the May 11, 2015 (special) and May 14, 2015 Director's meeting minutes were adopted as presented with an effective date of July 1, 2015.

Section B: Exempt Compensation

None.

Section C: Classification

Nancy Jacobski, HRC, Director's Meeting Coordinator: There were no exempt compensation or rules items for this special meeting, so it was the classification and compensation section items presented for consideration and adoption. In the classification section, there were items 1-93 which included some items reflected as handouts. Staff recommended salary increases for items 1-10, 12-13, 23-27, 70-73, and 88-91; the class specification changes for these

items would be heard for consideration at the August 13, 2015 regularly scheduled Director's meeting. Staff recommended adoption of items 1-93 as presented with an effective date of July 1, 2015.

Item(s) 1	112E Correctional Records Technician 1	Handout
Item(s) 2	112F Correctional Records Technician 2	Handout
Item(s) 3	112G Correctional Records Supervisor	Handout
Item(s) 4	350B Corrections Specialist 2	Handout
Item(s) 5	350C Corrections Specialist 3	Handout
Item(s) 6	350D Corrections Specialist 4	Handout
Item(s) 7	354N Corrections Mental Health Counselor 1	Handout
Item(s) 8	354O Corrections Mental Health Counselor 2	Handout
Item(s) 9	354P Corrections Mental Health Counselor 3	Handout
Item(s) 10	383I Community Corrections Specialist	Handout
Item(s) 11	384C Corr. and Custody Officer 3, Teamsters Only	
Item(s) 12	421C Correctional Hearings Officer 3	Handout
Item(s) 13	421D Correctional Hearings Officer 4	Handout
Item(s) 14	355P Youth Academy Residential Specialist 2	Handout
Item(s) 15	355Q Youth Academy Residential Specialist 3	Handout
Item(s) 16	355R Youth Academy Residential Specialist 4	Handout
Item(s) 17	287D Nursing Assistant – Residential Living	
Item(s) 18	592M Electronics Technician 4	Handout
Item(s) 19	592N Electronics Technician Supervisor	Handout
Item(s) 20	595U, Plant Manager 3	
Item(s) 21	233D Commerce Specialist 4	Handout
Item(s) 22	233E Commerce Specialist 5	Handout
Item(s) 23	152N Labor and Industries Auditor 1	Handout
Item(s) 24	152O Labor and Industries Auditor 2	Handout
Item(s) 25	152P Labor and Industries Auditor 3	Handout
Item(s) 26	152Q Labor and Industries Auditor 4	Handout
Item(s) 27	152R Labor and Industries Auditor 5	Handout
Item(s) 28	155B Revenue Auditor 2	
Item(s) 29	155C Revenue Auditor 3	
Item(s) 30	422P Financial Legal Examiner 1	
Item(s) 31	422Q Financial Legal Examiner 2	
Item(s) 32	422R Financial Legal Examiner 3	
Item(s) 33	422S Financial Legal Examiner 4	
Item(s) 34	161E Financial Examiner 1	
Item(s) 35	161F Financial Examiner 2	
Item(s) 36	161G Financial Examiner 3	
Item(s) 37	161H Financial Examiner 4	

Item(s) 38 425D Legal Office Assistant [Handout](#)
Item(s) 39 425E Legal Assistant 1 [Handout](#)
Item(s) 40 425F Legal Assistant 2 [Handout](#)
Item(s) 41 425G Legal Assistant 3 [Handout](#)
Item(s) 42 425H Legal Assistant 4 [Handout](#)
Item(s) 43 425I Legal Administrative Manager [Handout](#)
Item(s) 44 206N Bindery Specialist 1
Item(s) 45 206O Bindery Specialist 2
Item(s) 46 206P Bindery Specialist 3
Item(s) 47 206Q Envelope Operator
Item(s) 48 206R Envelope Adjuster
Item(s) 49 206S Press Assistant
Item(s) 50 206T Offset Sheet Fed, Web Press Operator
Item(s) 51 206U Offset Sheet Fed, Web Press Operator Lead
Item(s) 52 206V Color Digital Press Operator
Item(s) 53 206W Digital Printing Specialist
Item(s) 54 206X Digital Printing Technician
Item(s) 55 206Y Prepress Specialist
Item(s) 56 206Z Prepress Specialist Lead
Item(s) 57 288E Dentist
Item(s) 58 352I Psychiatric Social Worker 1 [Handout](#)
Item(s) 59 352J Psychiatric Social Worker 2 [Handout](#)
Item(s) 60 352K Psychiatric Social Worker 3 [Handout](#)
Item(s) 61 352L Psychiatric Social Worker 4 [Handout](#)
Item(s) 62 362F Psychologist, Forensic Evaluator
Item(s) 63 168A DDS Examiner Support Specialist 1
Item(s) 64 168B DDS Examiner Support Specialist 2
Item(s) 65 168C DDS Examiner Support Specialist 3
Item(s) 66 168D DDS Examiner Support Specialist 4
Item(s) 67 168I DDS Adjudicator 1
168J DDS Adjudicator 2
168K DDS Adjudicator 3
168L DDS Adjudicator 4
Item(s) 68 678N Park Aide [Handout](#)
Item(s) 69 678O Senior Park Aide [Handout](#)
Item(s) 70 390F Liquor Enforcement Officer 1 [Handout](#)
Item(s) 71 390G Liquor Enforcement Officer 2 [Handout](#)
Item(s) 72 390H Liquor Enforcement Officer 3 [Handout](#)
Item(s) 73 390I Liquor Enforcement Officer 4 [Handout](#)
Item(s) 74 427H Natural Resource Investigator
Item(s) 75 427G Natural Resource Police Officer

- Item(s) 76 388D Fish and Wildlife Enforcement Sergeant/Det.
- Item(s) 77 388E Fish and Wildlife Enforcement Sergeant
- Item(s) 78 523Y Fish and Wildlife Biologist 1 [Handout](#)
- Item(s) 79 523Z Fish and Wildlife Biologist 2 [Handout](#)
- Item(s) 80 523N Fish and Wildlife Biologist 3 [Handout](#)
- Item(s) 81 523O Fish and Wildlife Biologist 4 [Handout](#)
- Item(s) 82 456A Regulatory Analyst 1
- Item(s) 83 456B Regulatory Analyst 2
- Item(s) 84 456C Regulatory Analyst 3
- Item(s) 85 457E Commercial Vehicle Officer 1
- 457F Commercial Vehicle Officer 2
- 457G Commercial Vehicle Officer 3
- Item(s) 86 457K Commercial Vehicle Enforcement Officer 1
- 457L Commercial Vehicle Enforcement Officer 2
- 457M Commercial Vehicle Enforcement Officer 3
- 457N Commercial Vehicle Enforcement Officer 4
- Item(s) 87 505A Forensic Scientist 1
- 505B Forensic Scientist 2
- 505C Forensic Scientist 3
- 505D Forensic Scientist 4
- 505E Forensic Scientist 5
- Item(s) 88 397A Emergency Manag. Prog. Spec. 1 [Postponed](#)
- Item(s) 89 397B Emergency Manag. Prog. Spec. 2 [Postponed](#)
- Item(s) 90 397C Emergency Manag. Prog. Spec 3 [Handout](#)
- Item(s) 91 397D Emergency Manag. Prog. Spec 4 [Handout](#)

Abolishments

- Item(s) 92 350A Corrections Specialist 1 [Handout](#)
- Item(s) 93 592W Electronics Technician [Handout](#)

Glen Christopherson, SHR Assistant Director, OFM: Hearing no comments, I will put forward the approval of these items, 1-93, as presented, effective after the Governor signs the Budget.

Section D: Compensation

Nancy Jacobski, HRC, Director's Meeting Coordinator: Staff proposed compensation items 94-100 which included handouts for consideration as presented, with an effective date of July 1, 2015

Item(s) 94 Reflecting 3% increase

- a) General Service Salary Schedule, Represented
- b) N1 Range Salary Schedule, Represented
- c) SP Range Salary Schedule, Represented
- d) General Serv. Salary Sched., Non-Represented [Handout](#)
- e) N Range Salary Schedule, Non-Represented
- f) EMS Salary Structure, Non-Represented
- g) WMS Salary Structure, Non-Represented

Item(s) 95 Reflecting 3% plus 1.3% increase

- a) General Service Salary Schedule, Represented for WFSE, Community Corrections

Item(s) 96 Reflecting 5.5% increase

- a) General Service Salary Schedule, Rep. for Teamsters
- b) N2 Range Salary Schedule, Rep. for Teamsters

Memo of Understanding (MOU)

Item(s) 97 Salary Range Increases, related to 2009-2011 agreement

Assignment Pay

Item(s) 98 *Group A Modification Request*; WAC 357-28-175 & WAC 357-28-180 [Handout](#)

Item(s) 99 *Group B Modification Request*; WAC 357-28-175 and WAC 357-28-180

Item(s) 100 *References, Modification Rqst.* WAC 357-28-175 & WAC 357-28-180 [Handout](#)

Glen Christopherson, SHR Assistant Director, OFM: Hearing no comments, items 94 through 100 were adopted as presented with an effective date of July 1, 2015.

Nancy Jacobski, HRC, Director's Meeting Coordinator: Last, compensation emergency handout item 101 was a special pay request from the University of Washington. Staff proposed adoption as presented with an effective date of July 1, 2015.

Special Pay Request

Item(s) 101 University of Washington, Health Care, Classified Non-Represented Classes, 1 percent salary grid [Emergency Handout](#)

Glen Christopherson, SHR Assistant Director, OFM: Hearing no comments, item 101 was adopted as presented with an effective date of July 1, 2015.

Section E: Rule Amendments

None.

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, August 13, 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

Glen Christopherson, Assistant Director
State Human Resources
Office of Financial Management

Date

* The 2015-17 State Operating Budget was signed by Governor Inslee on 6/30/2015.

**The 2015-25 Capital Budget was signed by Governor Inslee on 6/30/2015.

Acronyms

- DSHS: Department of Social and Health Services
- HR: Human Resources
- HRC: Human Resource Consultant
- HRD: Human Resources Department
- LCB: Liquor Control 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