

## WMS/EXEMPT MANAGEMENT BENCHMARK ALLOCATION PROCESS

### Agency Allocation to Benchmarks

Agencies determine the organization's internal process for allocating a market segment benchmark to all internal Washington Management Service (WMS) and Exempt positions. **It is important to remember that the benchmarks are a best fit – not a perfect match for each specific position.**

Agencies should consult with the OSHRD Compensation Unit at 360.664.1969 or [classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov) for questions about allocations. A written request for a benchmark review (see below) can be submitted if you are unable to allocate after consulting with Compensation.

### Allocation Protocol

Action	Considerations
<ul style="list-style-type: none"><li>• Assure job descriptions are current</li><li>• Complete banding evaluations</li><li>• Consistent/accurate job screen coding</li><li>• Relate job requirements to market segment</li></ul>	<ul style="list-style-type: none"><li>• Labor market factors/considerations</li><li>• Best fit to market segment</li><li>• Identify definite <i>outliers</i></li><li>• Contact/discuss with Compensation</li></ul>

### Request for Benchmark Review

All agency WMS/Exempt positions must be reviewed for allocation prior to requesting a benchmark review. Benchmarks will not be created for individual positions.

Submit a written request via e-mail to the OSHRD Compensation Unit. The request must include the following information:

- Indicate if the request is for a new benchmark or a revision to an existing benchmark
- Number of positions impacted
- Working titles of positions that are impacted
- Draft of a high level definition of the work in this benchmark (not a class specification)
- Any applicable survey data or other information you have identified

The OSHRD Compensation Unit will analyze the request for applicable survey data. Other possible options will be explored. The Management Benchmarks Workgroup will review the request and analysis to support a decision.

### Coding Positions on HRMS

All positions must be coded into HRMS. Instructions for coding and a WMS/Exempt coding guideline are available. Staff with the "Organizational Management Processor" role in HRMS will have the ability to add or change benchmarks on positions.

After the initial coding, this becomes a maintenance function for new or revised positions.