

Administrative Policy No. 18.13

Subject: Classification

Information Contact: DSHS Human Resources

Authorizing Sources: [Chapter 41.06 RCW](#)
[Chapter 357-13 WAC](#)

Effective Date: July 1, 2005

Revised: April 7, 2021

Approved By: Original signed by Wendy Long
Senior Director, DSHS Human Resources

Purpose:

This policy provides guidance on the allocation and reallocation of Washington general service positions for the Department of Social and Health Services (DSHS).

Scope:

This policy applies to classified DSHS Washington general service positions. If a provision of this policy is in conflict with a collective bargaining agreement, the CBA will supersede the provision in which it conflicts.

Additional Guidance:

[DSHS forms picker](#)

- 03-407 position description form
- 03-407 position description guidelines
- 03-507 information technology position description
- 03-467 position review request
- 03-429 assessment of observed job performance

[Position Review Guidelines](#)

[Office of Financial Management Director's Review](#)

Policy:

A. Position description forms (PDF) [WAC 357-13-030](#)

The [03-407 position description form](#) is the official form used to document the duties, responsibilities, and qualifications assigned to a position. For instructions on completing the PDF see [guidelines for PDF completion](#). IT positions use the approved form 03-507 information technology position description and guidelines. The official position description form files for the department must be maintained according to the retention schedule.

1. DSHS maintains a current position description for each classified position.
2. Position descriptions will include the following information [WAC 357-13-040](#):
 - a. Primary duties and responsibilities currently assigned to the position;
 - b. Competencies or skill and abilities required to perform the [essential functions](#) of the position;
 - c. Essential functions; and
 - d. Other job-related information if applicable:
 - i. Emergent designation;
 - ii. Background check requirements;
 - iii. Collective bargaining agreement designation;
 - iv. Overtime eligibility;
 - v. Safety Sensitive designation.
3. The supervisor of the position is responsible for completing the PDF. If the position has a permanent incumbent, they may provide input.
4. Position descriptions will be reviewed annually by the supervisor and employee as part of the employee performance development process.
5. PDFs and supporting documentation, such as organizational charts, must be updated and submitted to the classification and compensation unit (CCU) for action when significant changes occur in job duties and responsibilities, essential functions, competencies or skills and abilities.

B. Allocation authority

1. The CCU has delegated authority to allocate or reallocate each classified position to an established class in the classification plan.
2. A desk audit may be initiated by the assigned CCU specialist when additional information is needed to clarify the duties and responsibilities of a position.

C. Position reallocation

1. Allocations are based on a review and analysis by the assigned CCU specialist of the duties, responsibilities, essential functions and the required skills and abilities of the individual position [WAC 357-13-055](#).
2. The reallocation effective date is determined by [WAC 357-13-085](#). The effective date of a management initiated or employee initiated reallocation is determined by the date-stamp when the PDF was received by the human resources division CCU or the human resources office in a DSHS institution. Where provisions of a CBA may apply differently, the CBA will supersede.
3. DSHS must provide written notice to an employee when the employee's position is reallocated. If the reallocation is to a class with a lower salary range maximum, the employee must receive at least fifteen calendar days' written notice of the reallocation. The employee may request to waive or shorten the fifteen day notice period. Written notice of reallocation, excluding reallocation to a class with a lower salary range maximum may be provided using alternative methods such as email, campus mail, the state mail service or commercial parcel delivery in accordance with [WAC 357-04-105](#).
4. An employee may [request a review](#) by the Office of Financial Management director of state human resources of the results of a position per [WAC 357-49-010](#). The employee must request the review within thirty calendar days of being provided the results of a position review or the notice of reallocation.
5. The permanent incumbent or the employee's immediate supervisor must be informed of the allocation action taken or the status of the proposed action within 60 days of receiving a properly completed PDF and required supporting documents.

D. Employee request for position review [WAC 357-13-065](#)

1. An employee may request a review of their position not more than once every six months. The request for a position review will be accomplished through the use of the form [03-467 position review request](#). For instructions on completing the PRR, see the [position review guidelines](#).
2. CCU specialist may request an updated PDF if a current one is not on file in the CCU office.
3. If the PRR review results in reallocation, the effective date will follow the process outlined in C.2 of this policy.

E. Reallocation impact on employee [WAC 357-13-090](#)

1. When a position description is submitted for reallocation with a permanent incumbent the employee's profile and form [03-429 assessment of observed job performance](#) must be included with the PDF.
2. The impact of reallocation on the incumbent will be as described in [WAC 357-13-090](#). Where provisions of a CBA may apply differently, the CBA will supersede.

DSHS Official