

Administrative Policy 18.83

Title:	Inclusion and Evaluation Procedure Washington Management Service Department of Social and Health Services (DSHS)
Authority	RCW 41.06 WAC 357-58
Reference:	Administrative Policy 18.58 WMS Rules
Approved By:	<u>original signed by Glen G. Christopherson</u> Senior Director, Human Resources Division
Effective Date:	April 1, 2011, ⁱ Housekeeping update 3/25/13 ⁱⁱ Housekeeping 9/3/13 ⁱⁱⁱ Housekeeping 12/23/14

Purpose

This policy outlines the framework by which Washington Management Service (WMS) positions are included, evaluated, and re-evaluated within the WMS designation in the Department. The administrative processes in this framework are to be used in conjunction with the Administrative Policy 18.58 WMS Rules to administer WMS positions within the Department.

Scope

This policy applies to all WMS employees.

Definitions

Appointing authority - An individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees.

Competencies - Measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function.

Job Value Assessment Charts (JVACs) - The tools used to evaluate WMS positions, assign evaluation points, and place positions in the appropriate management band.

Management band - A series of management levels included in WMS. Placement in a band is based on the following factors; accountability, decision making and policy impact, and the knowledge, skills, and abilities required for the position (nature of management).

Point value - The points resulting from an evaluation of a position using the Job Value Assessment Chart (JVAC).

Position description - The form used to document job duties and responsibilities for WMS positions.

Salary Standard - Within a management band a salary standard is the maximum dollar amount assigned to a position.

Washington Management Service (WMS) - The system of personnel administration that applies to classified managerial employees or positions under the jurisdiction of RCW 41.06.022 and 41.06.500 and those chapters of Title 357-58 WAC adopted by the director of the Office of the State Human Resources Director (OSHRD).

WMS coordinator – A human resources professional who administers the WMS process within the department and serves as the single point of contact between the department and OSHRD for all WMS issues. The WMS coordinator convenes and chairs the WMS Banding committee and is responsible for ensuring that the department's WMS reports and procedures and updates or changes are submitted to OSHRD.

WMS Banding Committee – A committee assigned and formally trained to determine inclusion of positions into WMS and evaluate those positions using the JVAC tools. The committee must include at a minimum the Department WMS coordinator, a management representative or human resource professional from another agency, and a manager selected by the Senior Director of Human Resources.

WMS coordinator

The Classification and Compensation Administrator is the WMS coordinator and the single point of contact between the Office of the State Human Resources Director regarding WMS issues.

A. Criteria to include a position in WMS

1. For a position to be included in WMS, the duties and responsibilities assigned must meet at least one element of a five-part definition as stated in WAC 357-58-035. The five parts are as follows:

- a) Formulates statewide policy or directs the work of an agency or an agency subdivision.
- b) Administers one or more statewide policies or programs of the agency or agency subdivision.
- c) Manages, administers, and controls an agency or agency subdivision, including physical, financial, or personnel resources.

- d) Has substantial responsibility in personnel administration, legislative relations, public information or the preparation and administration of budgets.
- e) Functions above the first level of supervision **and** exercises authority that is not merely routine or clerical in nature **and** requires the consistent use of independent judgment.

2. Administrations may not exceed the authorized WMS Control Point for WMS positions.

B. Process to establish, include, evaluate and reevaluate a position in WMS

1. The position's supervisor completes a WMS position description form and identifies competencies needed according to program and business needs. If the position is filled, the supervisor will collaborate with the incumbent to complete the WMS position description form, ensuring assigned duties and responsibilities, as well as competencies, are accurately reflected.
2. The supervisor completes the WMS PDF Form for the position, attaches the completed position description and organization chart(s); forwards the documents to the appointing authority or designee for consideration. If the appointing authority or designee endorses the request, he or she will forward the package to the appropriate Executive Leadership member or designee for action. Approved requests are forwarded to the WMS coordinator.
3. An employee in a WMS position may request a position review by submitting a written request to the WMS coordinator. The request must detail the basis for the review. An updated WMS position description must be submitted with the request form. An employee in an acting WMS appointment may only request review of the inclusion or exclusion of the position in WMS.

Establish and Include:

1. The WMS coordinator reviews the information for completeness and convenes a meeting of the WMS Banding Committee.
2. Using the WMS inclusion guidelines, the agency's WMS Banding committee reviews the position for inclusion. If the position meets the criteria for inclusion, the appropriate JVAC tool and WMS evaluator's handbook will be used to evaluate the position for management band placement. The Committee may also use internal and/or external benchmark positions to help determine appropriate band placement. The appointing authority or designee may be invited to a committee meeting to answer questions about the position or supporting documents.
3. The WMS coordinator completes the WMS evaluation summary form and notifies the appointing authority and the incumbent (if applicable) of the committee's decisions regarding inclusion and band placement.

Review or Reevaluate:

1. The WMS coordinator reviews the information for completeness and determines that the changes to the position's duties warrant continued inclusion and/or reevaluation. If the position has not changed significantly since its last review, the WMS coordinator documents the reasons the position is not being reevaluated, files the position description as an update, and notifies the appointing authority and the incumbent (if applicable).
2. If the position's job responsibilities have changed significantly, the WMS coordinator reviews the information for completeness and convenes a meeting of the WMS Banding committee.
3. The WMS Banding committee reviews the position for inclusion using the WMS inclusion guidelines. If the committee determines the position still meets the criteria for inclusion, it is re-evaluated for management band placement. The committee will use the appropriate JVAC tool and WMS evaluator's handbook to evaluate the position. In addition, the committee may use internal and/or external benchmark positions for alignment to help determine appropriate band placement. Reevaluation of the position description may result in:
 - A. Assignment to a higher or lower salary standard
 - B. Assignment to a higher or lower management band
 - C. No change; or
 - D. Removal of the position from WMS

When a position is removed from WMS the transition to WGS is processed through the Classification and Compensation Unit.

4. After the position has been reviewed, the WMS coordinator is responsible to complete the WMS evaluation summary form and inform the appointing authority and the incumbent (if applicable) of the committee's decisions about the position's inclusion and band placement.

C. Reconsideration of Banding Results

1. If the appointing authority or incumbent does not agree with the decision, they may request a review in accordance with the procedures outlined in Administrative Policy 18.58, Reconsideration of Department Action.

D. Reporting WMS Activities

1. WMS activity reports will be submitted to OSHRD annually and posted on the HRD website.

ⁱ Clarifying language regarding employees submitting their position review request, updated formatting and changed references from the Department of Personnel to Office of the State Human Resources Director.

ⁱⁱ Update form name & hyperlink in B 2

ⁱⁱⁱ Edits to WMS banding committee and section B.2