



Administrative Policy No. 18.13

Subject: Classification

Information Contact: DSHS Human Resources

Authorizing Source: [Chapter 41.06 RCW](#) State Civil Service Law
[Chapter 357-13](#) Classification

Effective Date: July 1, 2005

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Approved By: Original approved by Wendy Long
Senior Director, Human Resources Division

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 conflicts with a [collective bargaining agreement](#) (CBA), the CBA will supersede the provision in which it conflicts.

Additional Guidance

[Administrative policy](#)

5.04 records retention

[DSHS forms picker](#)

03-407 position description form

03-407 position description guidelines

03-429 assessment of observed job performance

03-467 position review request

03-507 information technology position description

[Position review guidelines](#)

[Office of Financial Management director's review](#)

Definitions

Classified position: A position in state service subject to the provisions of [chapter 41.06 RCW](#).

Policy

A. Position description forms (PDF)

1. The [03-407 position description form](#) (PDF). is the official form used to document the duties, responsibilities, and qualifications assigned to a position that DSHS uses under [WAC 357-13-030](#). For instructions on completing the PDF see [guidelines for PDF completion](#). Information technology (IT) positions use the [03-507 information technology position description](#) and guidelines. The official position description form files for DSHS must be maintained according to the retention schedule. See DSHS administrative policy [5.04](#) records retention.
2. DSHS maintains a current position description for each classified position.
3. Position descriptions will include the following information required by [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.
4. The supervisor of the position is responsible for completing the PDF and keeping it current. If the position has a permanent employee assigned, the supervisor may ask the employee to provide input.
5. The supervisor and employee must review the position description annually as part of the employee performance development process.
6. The supervisor or their designee submits PDFs and supporting documentation, such as organizational charts to the [classification and compensation unit](#) (CCU) for action when significant changes occur, such as changes in:

- a. Job duties and responsibilities.
- b. Essential functions.
- c. Competencies; or
- d. 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. The assigned CCU specialist may initiate a desk audit 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 under [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 CCU or the human resources office in a DSHS institution. Where provisions of a CBA may apply differently, the CBA will supersede.
3. CCU sends a 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 15 calendar days' written notice of the reallocation. The employee may request to waive or shorten the 15-day notice period. Written notice of reallocation 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 director's review](#) by the Office of Financial Management of the results of a position review per [WAC 357-49-010](#). The employee must request the review within 30 calendar days of being provided the results of a position review or the notice of reallocation.
5. CCU must inform the permanent employee or the employee's immediate supervisor 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

1. An employee may request a review of their position at least once every six months, under [WAC 357-13-065](#). The employee requests the position review using form [03-467 position review request \(PRR\)](#). For instructions on completing the PRR, see the [position review guidelines](#).
2. A 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

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