




## Department Policy No. HR-221-05

<b>Title:</b>	Classification of Non-Represented Employees with Procedures
<b>Authorizing Source:</b>	Revised Code of Washington (RCW) 41.06.133 and 41.06.150 Washington Administrative Code (WAC) 357-13
<b>Information Contact:</b>	Human Resource Director Building # 33 (253) 512-7940
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<b>Approved By:</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

### Purpose

The purpose of this policy is to provide Washington Military Department (WMD) management and staff with a reference to WAC 357-13 that establishes the classification procedures related to the Classification Plan adopted by the Office of Financial Management's State Human Resources Division (OFM). It provides a summary of the WMD's expectations regarding the development and use of job analysis; the processes for when positions are to be reviewed for reallocation based upon substantive and permanent changes in job duties and scope of responsibility; and summarizes best business practices for the effective and efficient creation/maintenance of WMD Position Descriptions Forms (PDFs) and classification plan.

### Scope

This policy is applicable to all state employees of the WMD. It does not apply to guardsmen on state active duty or federal government personnel to include Active Guard Reserves (AGRs) members, traditional guard personnel in a federal military status, or military technicians.

### Policy

The WMD is committed to the development and maintenance of accurate position descriptions and further recognizes their impact on the overall effectiveness and utilization of the organization's Classification Plan.

1. The WMD will comply with the established Compensation Plan adopted by the OFM and adhere to the elements under the classification rule (357-13 WAC) governing the administration of the compensation plan.
2. Managers and supervisors will establish and maintain accurate position descriptions under their supervision. This includes identifying and documenting the assigned duties, responsibilities, required competencies, essential functions and other job-related information by completing the appropriate position analysis and PDF for each position under their supervision. The original signed copy of the PDF will be provided to the State Human Resources Division for inclusion in the WMD's position files.
3. Employees can request to review their position and assigned duties with their Manager/Supervisor every six months.
4. Managers/Supervisors will review position descriptions with their employees as part of the annual performance review process. Additionally, Managers/Supervisors will review and update position descriptions when there are approved, substantive, and permanent changes in job duties and scope of responsibility of a position. Managers shall not routinely assign work that results in employees working a significant portion of time outside the approved job classification for their positions.
5. The WMD Human Resources Director will allocate or reallocate approved positions to the appropriate classification in the OFM classification plan. Allocation determinations will be based on a review and analysis of the duties and responsibilities of the position.
6. Allocation reviews of WMD position descriptions will be based upon substantive and permanent assignment/changes in job duties and scope of responsibility.
  - a. Employees will be provided guidance/access to the OFM classification plan, job specifications and other classification information upon request.
  - b. The Human Resources Director or Designee will provide employees with timely notification of the allocation decision, normally within 90 days of receipt, when positions are reallocated. This will include information on the determination of effective dates, the required notice periods, and information regarding their right to request a Director's review from the OFM.

## **Procedures**

### **General Provisions**

The WMD has authority and discretion to classify positions. The following procedures address the classification policy requirement to develop internal procedures for the review and monitoring of position descriptions, allocations, and reallocations. All non-state employees that supervise state employees are responsible to comply with the provisions of this policy as they apply to all state employees under their direct supervision.

## 1. Employer Initiated Reviews

- a. Position Establishments. Managers/Supervisors will work with their Chain of Command and the Human Resources (HR) Office to develop position descriptions for the establishment of new positions within the approved job classifications.
- b. Position Description Maintenance. Routine and ongoing review and update of position duties and responsibilities, competencies and requirements, assignments, physical demands, background checks or other relevant position information will be done annually as part of the current incumbent's annual performance review or when performance expectations/job standards are set for employees appointed to new positions.
  - 1) The Position Description Form (PDF) will be reviewed annually as indicated by the appropriate notation on the Performance Development Plan (PDP).
  - 2) The PDF will be provided to and reviewed with employees upon appointment to a new position at the time that the PDP expectations are completed. The review will be documented in the PDP expectations or by forwarding a copy of the updated PDF with the employee's signature to the HR Office.
  - 3) An updated signed PDF form will be forwarded to the HR Office not less than every three years if there are no significant changes to assigned duties and responsibilities.
  - 4) When there are significant changes that result in the addition of higher level duties and/or responsibilities, supervisors will work through their Chain of Command and HR Director to determine if the changes support business/mission requirements, are substantive and/or should become permanent.
    - a) If the higher-level duties are substantive, deemed permanent and subsequently approved, Managers/Supervisors should request an allocation review.
    - b) If changes are not substantive, permanent and/or approved, Managers/Supervisors shall ensure that the duties in question are formally monitored to ensure they do not become substantive and/or remove duties to ensure the majority of the employee's work assignments remain within the approved job classification.
    - c) Manager/Supervisors are responsible to ensure that employees work within their assigned job classification.
- c. Position Reallocations. When business or mission requirements justify the removal or addition of assignments to an existing position that result in substantive and permanent changes in job duties and scope of responsibility, the position shall be reviewed to ensure it is appropriately allocated. Managers/Supervisors will work with their Chain of Command and the HR Office to identify the changes, document the business/mission requirements and request an allocation review.

## 2. Employee Initiated Reviews

- a. Employees can request to review their position description and assigned duties with their Manager/Supervisor every six months provided:
  - 1) Substantive and permanent changes have been made in their assigned job duties or scope of responsibility, and
  - 2) The last position review was completed at least six month prior to the request.
- b. Employees can also complete the Position Review Request (PRR) to ask for a review of their position to determine whether it should be allocated to a different classification provided:
  - 1) Substantive and permanent changes have been made in their assigned job duties or scope of responsibility, and
  - 2) The last position review was completed at least six months prior to the request.

## 3. Position Review Process

The following provides an outline to assist in the processing of PRR requests.

- a. Employee Position Review Requests
  - 1) The employee completes the PRR (available on OFM website at [www.hr.wa.gov/Pages/forms.aspx](http://www.hr.wa.gov/Pages/forms.aspx) ) and submits as indicated on the form's instructions. A Guide to Completing the PRR is also available on OFM's website to assist employees in completing the PRR process. <http://hr.ofm.wa.gov/sites/default/files/documents/Forms%20and%20Publications/DOP%20Forms/PositionReviewRequestGuide.doc>
  - 2) The Employee submits the completed PRR and any supporting documentation to their supervisor. In addition to submitting the original PRR through the supervisor, employees may bring a copy to the HR Office to document the date the action was submitted for allocation review purposes. The HR Office will ensure a copy of the PRR is forwarded to the Manager/Supervisor
  - 3) The supervisor reviews and completes their portion of the PRR as indicated on the form's instructions.
    - a) The supervisor receives the PRR from the employee or the HR Office acknowledges the request, and signs the Employee's PRR. (this is not approval but is acknowledgement that the process has been initiated)
    - b) The supervisor completes the Supervisor Portion (form) of the PRR (hr.ofm.wa.gov/.../PositionReviewRequest-SupervisorPortion.doc.)

- c) The supervisor briefs their chain of command and obtains the appropriate EMT Member signature, documentation of agreement/disagreement and supporting documentation/ recommendation.
  - i. The supervisor forwards the completed PRR and Supervisor Portion along with any supporting documentation through the Chain of Command to the HR Office.
  - ii. Adequate documentation to support agreement or disagreement with the PRR should be attached.
  - iii. If supervisor anticipates that the duties may impact the allocation of positions, they should work with their Chain of Command and the HR Office to determine if the duties are appropriate, supported by business/organizational needs and are consistent with other similarly situated positions within the organization.
- 4) Upon receipt in the HR office, the PRR and supporting documents are reviewed for completeness. Incomplete PRRs are returned to the supervisor with a request for additional information or processing.
- 5) The HR Director or designee reviews the complete PRR and all supporting documentation to make an allocation determination based on review and analysis of the duties and responsibilities of the position.
  - a) The HR reviewer may request additional information as needed to make an accurate allocation decision.
  - b) The HR reviewer makes an allocation decision.
    - i. If the allocation determination results in a change in the position classification, the HR reviewer contacts the supervisor to initiate and forward a new Position Description Form and a Personnel Action Request (PAR) for final approval.
    - ii. If the employee has performed the duties for more than 6 months, the supervisor documents this on the PAR.
    - iii. Upon return of the approval documents, the HR reviewer provides written notification to the employee detailing the review, the allocation determination, any required notice periods, the effective date appeal process.
    - iv. If the reallocation determination does not change the position's current classification, the HR reviewer notifies the supervisor. If the supervisor has concerns regarding the decision, the HR reviewer notifies the HR Director and determines if additional information is required.

- v. When the determination is finalized, the HR reviewer provides written notification to the employee detailing the review, the allocation determination, any required notice periods and appeal processes.
  - vi. If the changes to the duties of the employee's position appears to include duties or responsibilities of other positions, a review of all related positions may be required.
- 6) The supervisor updates the PDF to ensure it is current and accurately reflects the duties and responsibilities of the position. The updated PDF is forwarded to the HR Office.

b. Employer Position Review Requests

If position duties need to be adjusted and may impact the allocation of positions, supervisors should work with their chain of command and the HR Office to determine if the duties are appropriate, supported by business/organizational needs and are consistent with other similarly situated positions within the organization.

- 1) The Manager/Supervisor completes a PDF and updated organization chart.
- 2) The PDF materials are submitted with the PAR requesting approval for reallocation.
  - a) All requests to reallocate positions must include approval through the PAR process up through and including the Appointing Authority.
  - b) If the employee has performed the duties for more than 6 months, the supervisor documents this on the PAR.
- 3) The HR Director or designee reviews the PDF and makes an allocation determination based on review and analysis of the duties and responsibilities of the position.
  - a) The HR reviewer may request additional information as needed to make an accurate allocation decision.
  - b) The HR reviewer makes an allocation decision.
  - c) If the allocation determination results in a change in the position classification the HR reviewer forwards the PAR for final approval.
    - i. Upon return of the approval documents, if the position is vacant, the supervisor is notified of the reallocation and there is no appeal process.
    - ii. If the position has an incumbent, the HR reviewer provides written notification to the employee detailing the review, the allocation determination, any required notice periods, the effective date and appeal processes.

#### **4. Position and Appointment Approval**

The standard forms for position and appointment approvals should be submitted by the appropriate supervisor with the reallocation request paperwork for both employee and Department/manager initiated requests.

#### **5. OSHRD Review**

When positions are allocated to a different salary range, employees may request a review from the OFM of the allocation determination resulting from a reallocation review request. The request for a Director's review must be made within thirty days of the date of receipt of the written allocation determination notification.

Employees do not have the right to request a Director's review if their positions are allocated to a classification within the same salary range maximum.

#### **6. Reallocation Effective Dates**

The effective date of reallocation is determined as follows:

- a. Reallocations resulting from the OFM implementing a revision to the classification plan will have an effective date of the date of the Director's action.
- b. Reallocations resulting from Department/manager initiated reallocation requests will normally have an effective date of the date the completed paperwork was received in the HR Office for non-competitive appointments or the date of certification for competitive appointments. Exceptions may be granted on a case-by-case review of the facts supporting an alternate effective date.
- c. Reallocations resulting from employee initiated requests will have an effective date as of the date the completed paperwork was received in the HR Office.