Department Policy No. HR-262-20

Title:	Information Technology Professional Series – Evaluation and Inclusion
Former Number:	NEW-OFM Required
Authorizing Source:	WAC 357-13-058
Information Contact:	Human Resources Director Building #33 (253) 512-7942
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Approved By:	Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

Provide information and guidelines for Department staff assigned to conduct evaluation of Department Information Technology (IT) positions for inclusion and placement in the IT Professional Classification Series (ITPS).

Scope

This policy applies to all State employees of the Washington Military Department (WMD). It does not apply to members of the National Guard on state active duty, federal personnel to include Active Guard Reserve (AGR), traditional Guard members in a federal military status or military technicians. Federal Supervisors of State employees are expected to follow this policy.

Policy

WAC 357-13-058 requires employers to develop procedures which address evaluating positions for placement in the ITPS.

To comply with the requirements of WAC 357-13-058, the WMD has established the WMD ITPS Committee to develop and document an ITPS evaluation procedure consistent with this chapter and guidelines established by the Director's Office.

1. The committee will consist of at least three (3) members including the Human Resources (HR) Classification and Compensation Consultant (ITPS Coordinator), a representative from the IT Division, and an additional member from either HR or IT.
2. Only those who have successfully completed training may participate on the ITPS Committee. The training must satisfy the core curriculum as defined by the State Human Resource Director's Office.
3. This procedure must include the process for requesting and evaluating positions for placement within the ITPS.

Procedure

The following procedure outlines the framework by which IT positions are evaluated. The administrative processes in this framework are to be used in conjunction with the WMD classification and compensation policies to administer the ITPS within the WMD.

1. Criteria

For a position to be included in the ITPS, the duties and responsibilities assigned to the position must meet the criteria for inclusion as outlined in the IT Evaluator's Handbook.

2. IT Position Descriptions

All IT position descriptions must utilize the IT Position Description (Form HR-WMDF-2045-19). This is the official OFM-approved form with limited WMD changes.

3. IT Position Establishments

a. The supervisor of the position completes an IT position description ensuring the assigned duties, responsibilities and competencies are accurately reflected.

b. The supervisor signs the position description, attaches the current organization chart and forwards it to the unit's Division Director or designee.

c. The Division Director will review the request for establishment. If the request is approved to go forward, the Division Director will sign and forward to the agency's HR Office for processing along with a Management Request to Create a New Position (Form HR-WMDF-2047-20), a Reorganization Questionnaire (Form HR-WMDF-2048-20) (when applicable), and an organizational chart reflecting the new organization structure if it is changing.

d. The ITPS Coordinator reviews the information for completeness and convenes a meeting of the ITPS Evaluation Committee.

e. The ITPS Evaluation Committee will evaluate the position and make a determination of the appropriate classification.

f. The classification and compensation specialist prepare a PAR to be reviewed by the HR Director or designee and forwards to the TAG/Appointing Authority for signature following PARs process.

4. Re-evaluating IT Positions (Employer Initiated)

When duties of an existing ITPS position change, the supervisor updates the IT position description. If the position is filled, the supervisor may request input from the incumbent ensuring the assigned duties and responsibilities as well as competencies are accurately reflected. The supervisor and employee (if filled) sign the position description, attach the current organization chart and other required documentation and forward to the Division Director.

a. The Division Director will review the request. If the request is deemed appropriate, the Division Director will sign the position description, complete the Management Request for Reallocation and forward all documentation to the agency HR Office for review by the ITPS Coordinator.

b. The ITPS Coordinator reviews the information for completeness and determines whether the changes to the duties of the position warrant re-evaluation. This is normally completed within five working days of receipt.

1) If the position duties warrant reevaluation, the ITPS Coordinator convenes a meeting of the ITPS Evaluation Committee. If the evaluation changes as a result of the meeting, the classification and compensation specialist prepares a PAR to be reviewed by the HR Director or designee and forwards to the TAG/Appointing Authority for approval following the PARs process.

2) If the position has not changed significantly since its last review, the ITPS Coordinator documents the findings supporting the decision, files the position description as an update, and notifies the Division Director and supervisor. No evaluation is required within the ITS Evaluation Committee.

3) If additional information or documentation is requested, delays may result in extending the timeline for completing the process.

5. Re-evaluating an Existing IT Position (Employee Initiated)

a. An employee who believes their position is improperly classified in the ITPS (or improperly excluded from the ITPS) must complete and sign the Position Review Request-Employee Portion and submit it to the supervisor to be routed to the agency HR Office for review by the ITPS Coordinator.

1) The Position Review Request (PRR) should be routed through the employee's supervisor to the WMD State Human Resources Office (HRO). However, the Position Review Request may be delivered directly to the HRO by the employee.

2) When received, the HRO will date stamp the PRR, make a copy for the employee and send the original to the Classification and Compensation consultant (ITPS Coordinator). The Department will follow the timelines required in the WFSE Collective Bargaining Agreement for review and processing.

b. The ITPS Coordinator will ensure all necessary documentation is completed by the employee and supervisor. This includes the supervisor completing the Position Review Request-Supervisor Portion of the form.

c. Once all documentation is completed and received, the ITPS Coordinator convenes a meeting of the ITPS Evaluation Committee.

d. If additional information or documentation is requested, delays may result in extending the timeline for completing the process.

6. PDF Update/No Change

a. The supervisor will update the IT PDF and may submit the "draft" copy electronically or in paper copy to the State Human Resources Office, Classification and Compensation consultant (ITPS Coordinator). The Classification and Compensation consultant will confirm receipt of electronic copy and initiate the review. If submitted in hard copy the form will be date stamped and forwarded to the Classification and Compensation consultant (ITPS Coordinator) for review with a copy given to the supervisor.

b. The ITPS Coordinator will review the PDF to ensure no significant changes. This normally occurs within five working days of receipt. If no changes, the ITPS coordinator:

1) Returns the PDF to the supervisor for supervisor's signature, appointing authority's signature and incumbent's signature (if occupied).

2) The hard copy of the PDF, with "Original" signatures is then forwarded to HRO.

3) When received at HRO, the PDF is date stamped and sent to the Classification and Compensation consultant for final processing and places documents in the PDF file and on SharePoint.

4) If significant changes are noted, refer to item 4.

7. Evaluation by ITPS Evaluation Committee

a. The ITPS Coordinator reviews the information for completeness and convenes a meeting of the ITPS Evaluation Committee for the following reasons:

1) Establishments;

2) Employer requests for reevaluation when the positions job duties have changed significantly; and

3) Employee initiated requests for reevaluation (Position Review Requests).

b. Using the IT Evaluator's Handbook, the Committee reviews the position for inclusion. If the ITPS Evaluation Committee determines the position meets the criteria for inclusion, it is evaluated for placement in the ITPS. Once completed, the ITPS Coordinator enters this information into the IT Position Evaluation Tool.

c. The ITPS Coordinator completes all documentation and notifies the Division

Director, the supervisor and the employee (if applicable) of the ITPS Evaluation Committee's decision.

d. The ITPS Coordinator processes the PAR for establishment / reallocation. The allocation is not officially approved until the Department Director / TAG or designee signs the PAR form.

e. If it is determined the position is excluded from the ITPS, the content of the position description will be transferred over to the appropriate position description form and the appropriate classification will be assigned.

Definitions

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

Director – State Human Resources Director

IT Position Description – A form used to document position objectives, assigned work activities, problem solving, decision making, impact and supervisory/managerial responsibilities of IT positions.

IT Position Evaluation Tool – The enterprise application used by the ITPS Evaluation Committee to record the evaluation of IT positions. Additionally, the IT PET is the position history repository that is used for tracking and reporting needs.

ITPS Coordinator – A professional level HR Consultant of the agency's HR Office assigned to administer the ITPS process within the agency, who serves as the single point of contact between the agency and the Office of Financial Management, State Human Resources Division, for all ITPS issues.

ITPS Evaluation Committee – Staff members assigned and formally trained to determine inclusion of IT professional positions and evaluate those positions using the IT Evaluator's Handbook and the IT PET. In the WMD, this committee consists of the agency ITPS Coordinator, an Information Technology manager from the employer who has comprehensive knowledge of the agencies business; and at least one other HR professional or IT manager. The ITPS Coordinator convenes and chairs the committee.