

Administrative Policy No. 18.13

Title:	Classification
Applies To:	Washington General Service Employees under the Jurisdiction of Financial Management, Office of the State Human Resources Director
Authorizing Sources:	RCW Chapter 41.06 WAC Chapter 357-13
Information Contact:	DSHS Human Resources
Effective Date:	July 1, 2005
Revised:	January 10, 2012
Approved By:	<u>original signed by Glen Christopherson</u> Senior Director, DSHS Human Resources

Purpose:

Define the Department of Social and Health Services (DSHS) policy on the allocation and reallocation of Washington General Service positions within the classification plan adopted by the Office of the State Human Resources Director.

Scope:

This policy applies to classified DSHS employees in Washington General Service except those subject to a collective bargaining agreement.

Policy:

A. Position Description Forms (PDF) (357-13-030)

The [DSHS Position Description Form](#) (DSHS 03-407) 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](#) (DSHS 03-407). The Classification and Compensation Unit (CCU) will maintain the official position description files for the department.

1. Position descriptions must include the following information (WAC [357-13-040](#)):
 - a. Primary duties and responsibilities currently assigned to the position

- b. Required qualifications (these are listed in the Department of Enterprise Service's classification specification as "Desirable Qualifications") Alternative qualifications must be approved by CCU before finalizing the position description.
 - c. Identify and underline the essential functions
 - d. Other job-related information as needed
A current organizational chart
 - e. Reflect if the position is designated as an "emergent" position during a natural or man-made catastrophic event.
2. The supervisor of the position is responsible for completing the PDF. If the position has a permanent incumbent, he or she may provide input.
 3. Position descriptions will be reviewed annually by the supervisor and employee as part of the employee performance development process.
 4. PDFs will be updated and submitted to CCU for action when significant changes occur in job duties and responsibilities, essential functions, or qualifications.

B. Allocation Authority

1. The CCU has the delegated authority to allocate or reallocate each classified position to an established class in the classification plan.
2. A desk audit may be initiated 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 of the duties, responsibilities, 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 DSHS Human Resources Classification and Compensation Unit or the Human Resources Office in a DSHS institution.
3. The permanent incumbent of a position being reallocated will be notified of the action as outlined in WAC [357-13-070](#).
4. Notice of a position reallocation includes the employee's right to request review of the reallocation by the Office of the State Human Resources Director; (WAC [357-13-080](#)) unless the employee is being reallocated to a class with the same salary range maximum based on Office of the State Human Resources Director implementing a new classification plan under RCW [41.06.136](#).

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.
6. The reevaluation of Washington Management Service positions will be processed in accordance with Administrative Policy [18.83](#) Inclusion and Evaluation Procedure Washington Management Service.

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 DSHS [Position Review Request](#) (DSHS 03-467)) form. For instructions on completing the PRR see the [Position Review Guidelines](#).
2. CCU staff 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 be the date the PDF is stamped received in the CCU.

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 observation of observed performance form must be included with the PDF.
2. The impact of reallocation on the incumbent will be as described in [WAC 357-13-090](#).

F. Employee Rights

1. An employee may request a review by the Office of the State Human Resources Director regarding the results of a position review or reallocation of his or her position. ([WAC 357-49-010](#))
2. The employee must request the Director's review within 30 calendar days of receiving the results of a position review or reallocation.
3. An employee does not have the right to request review by the Office of the State Human Resources Director when:
 - a. The position is reallocated to a class with the same salary range maximum.
 - b. The action is based on the Director implementing a new classification plan under the provisions of RCW [41.06.136](#).