

Administrative Policy No. 18-83

Subject: Washington Management Service – Banding Procedure

Information Contact: DSHS Human Resources Division

Authorizing Source: [Chapter 41.06 RCW](#) State Civil Service Law
[Chapter 357-01 WAC](#) Definitions
[Chapter 357-58 WAC](#) Washington Management Service

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

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 of Social and Health Services (DSHS). The administrative processes in this framework are to be used in conjunction with administrative policy [18.58](#) Washington management service DSHS.

Scope

This policy applies to all DSHS Washington management service (WMS) employees.

Additional Guidance

[Administrative policy 18.13 classification](#)
[DSHS administrative policy 18.58 Washington management service](#)
Flexible agency resource management ([FARM](#)) system
[DSHS 03-472 WMS position description form \(PDF\)](#)

Definitions

Appointing authority - An individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees. [WAC 357-01-025](#)

Competencies - Measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function. [WAC 357-01-090](#)

Control point - The percentage of the agency Washington management service staff to total agency staff established in July 2007 under Washington state's human resource management performance and accountability plan.

DSHS Washington management service banding committee – A committee assigned and formally trained to determine inclusion of positions into WMS and evaluate those positions using the [job value assessment chart tools](#). The committee must include at a minimum the DSHS WMS coordinator, a management representative who has comprehensive knowledge of DSHS' business, and a management representative or human resource professional from another state agency. [WAC 357-58-032](#)

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 charts \(JVAC\)](#).

Position description - The [DSHS 03-472](#) position description form (PDF) 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 for 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 Office of Financial Management's State Human Resource Division (SHRD).

DSHS WMS coordinator – A human resources professional who administers the WMS process within DSHS and serves as the single point of contact between DSHS and SHRD for all WMS issues. The DSHS WMS coordinator convenes and chairs the DSHS WMS Banding committee.

Policy

A. Criteria to include a position in WMS

1. A classified position is included in WMS if the duties and responsibilities assigned 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 DSHS or a DSHS subdivision.
 - b. Administers one or more statewide policies or programs of DSHS or DSHS subdivision.
 - c. Manages, administers, and controls a local office branch of DSHS or DSHS 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. To establish a position in WMS

Administrations may establish a new position in WMS through the following process:

1. The supervisor of the position:
 - a. Identifies competencies needed according to program and business needs.
 - b. Completes the [DSHS 03-472 WMS position description form \(PDF\)](#) for the position; attaches the completed position description and organization chart(s); and forwards the documents to the appointing authority or designee for consideration.
2. If the appointing authority or designee endorses the request, they will forward the package to the appropriate assistant secretary or designee for a determination whether to proceed for review by the DSHS WMS banding committee.
3. Approved request PDF packets are submitted by the appointing authority, designee, to the WMS coordinator through the flexible agency resource management (FARM).

C. Inclusion of an existing WGS classified position into WMS;

DSHS management may request to include an existing WGS classified position in WMS using the process described below.

1. If the position is filled, the supervisor will collaborate with the incumbent to complete the [PDF](#), ensuring that assigned duties and responsibilities, as well as competencies are accurately reflected.
2. Note in a memo and provide documentation of what has changed with the position to now meet WMS criteria. If the position is represented, the memo must document where the represented work will be redistributed within the program.
3. Attach the memo outlining the changes and represented work (if applicable) to the FARM request submitted for the action.
4. Complete the request as outlined in section B above, other than collaborating with the incumbent.

D. Review of WMS position

An employee in a DSHS WMS position may request a position review on the inclusion or exclusion of the position in WMS by submitting a written request to the DSHS WMS coordinator. The request must detail the basis for the review.

E. The DSHS WMS banding committee

1. Using the [WMS inclusion guidelines](#), the DSHS WMS banding committee (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.
2. The banding committee may also use internal and/or external benchmark positions to help determine appropriate band placement.
3. The banding committee may have follow-up questions for the appointing authority or designee after reviewing the PDF. The banding committee will request that the administration provide updates or documentation to resolve any outstanding questions before the banding is finalized.
4. The appointing authority or designee can request to attend the banding committee meeting if they would like to present any additional materials or information regarding the position under review. Requests must be made through the DSHS WMS coordinator.
5. The DSHS WMS coordinator or designee completes the classification and compensation unit portion of the PDF and completes the FARM action for further

processing. The FARM system will notify the submitter of the status of the request and provide access to the PDF once it has been completed.

F. Review or re-evaluate:

1. The DSHS WMS coordinator reviews the information submitted by the appointing authority of incumbent employee for completeness and determines whether the changes to the position's duties warrant continued inclusion and/or reevaluation.
 - a. 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).
 - b. If there are significant changes, the PDF will be reviewed by the banding committee. The DSHS WMS coordinator or designee documents the reason for review, notifies the appointing authority, and gathers additional signatures if needed.
2. If the request is to adjust the WMS band or JVAC of the position, the banding committee reviews the position and determines the appropriate placement in the WMS management bands. 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. Re-evaluation 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. JVAC change;
 - d. No change; or
 - e. Removal of the position from WMS.
3. When a position is removed from WMS, the transition to Washington general service is processed through the classification and compensation unit (CCU).
4. The DSHS WMS coordinator or designee completes the CCU portion of the PDF and completes the FARM action for further processing. The FARM system will notify the submitter of the status of the request and provide access to the PDF once it has been completed.

G. Reconsideration of banding results

If the appointing authority or incumbent does not agree with the decision, they may request a review in accordance with the procedures outlined in DSHS administrative policy [18.58](#) WMS-DSHS, under reconsideration of DSHS action.