

## 18-1 Introduction

This chapter applies only to General Service employees who are not represented by a collective bargaining agreement (CBA). For employees represented by a bargaining agreement, please refer to the specific CBA for more information. You should also contact the appropriate Human Resources (HR) professional for assistance.

### 18-1.1 Policy

The interests of the Washington State Department of Transportation (WSDOT) and the employees who carry out the business processes of the agency are best served when a proper and accurate job analysis is conducted for each agency position. The need for accurate position descriptions is critical for the overall effectiveness of the classification plan and the utilization of that plan within WSDOT. Therefore, the following business practices are established by this policy.

WSDOT will comply with the established classification plan adopted by the State Human Resources (SHR) Director within the Office of Financial Management (OFM) and adhere to the elements under the classification rule within the Washington Administrative Code (WAC) 357-13 governing the administration of the classification plan.

Because position allocation authority has been delegated to WSDOT from SHR, it is necessary that WSDOT responsibly administer the classification process within the agency. This authority is subject to audit by SHR, and may be revoked if not administered thoughtfully and within compliance. It is also important that WSDOT responsibly administer the classification system to ensure consistent and equitable application across the agency.

### 18-1.2 Responsibilities

#### Executive Management

- The Secretary of Transportation has the authority to approve allocation or reallocation of all positions within WSDOT.
- The Secretary of Transportation may delegate the authority to approve allocation or reallocation of all positions within WSDOT to the Director, Office of Human Resources and Safety (OHR&S).
- The authority to approve allocation or reallocation may be delegated by the Director of OHR&S, to specific HR professionals within WSDOT. OHR&S will maintain a list of HR professionals with delegated authority.

#### Managers and Supervisors

- Managers and supervisors are responsible for developing and maintaining accurate position descriptions for each position under their supervision.
- Managers and supervisors are responsible for ensuring that employees are assigned duties within their determined job classes.
- Managers and supervisors are expected, with the assistance of **OHR&S**, to perform a job analysis for each position under their supervision; accurately identifying the essential tasks, functions, roles, and competencies required to perform the work of the position.

- Managers and supervisors are responsible for determining, before changing the duties of a position, what effect the change will have on its classification.
- Managers and supervisors are expected, with the assistance of OHR&S, to coordinate with headquarters management of core functions, (i.e., information technology, human resources, accounting, and audit), prior to establishment or reallocation of positions in those occupational areas to ensure they meet the vision for the agency in the use of those classifications.

#### **Human Resources Professional**

- As authorized, administer the Classification process within their assigned area and delegated authority.
- As authorized, make allocation determinations or recommendations, subject to review and concurrence by OHR&S management.
- Ensure prompt delivery of position actions.
- Determine the qualifications of incumbents to retain status in positions that have been reallocated.
- Provide organizational representation for position allocation review, audit, and appeal hearings.

#### **Office of Human Resources Classification and Compensation**

- The Classification and Compensation unit within OHR&S will oversee the development of tools, resources, and procedures for use in administering the classification program at WSDOT.

#### 18-1.3 ***Office of Human Resources and Safety***

The Office of Human Resources and Safety will be responsible for:

- Providing tools and training to managers and supervisors to ensure the job analysis for each position is consistent and accurate across agency sections and divisions.
- Reviewing, monitoring, and housing the official job analysis and position description for each position within WSDOT.
- Ensuring content compliance of agency position descriptions with the overall content and elements contained in the classification plan issued by the Director of SHR.
- Appropriately allocating or reallocating each classified position to an established class or occupational category listed within the SHR classification plan.
- Developing internal procedures for the review and monitoring of position descriptions when positions are reviewed for reallocation based on substantive and permanent changes in job duties and scope of responsibility.
- Providing technical support to ensure uniform classification practices.
- Monitoring allocation actions and practices in order to identify questionable determinations and trends.
- Maintaining departmental records of positions, allocations, personnel assignments, and designated salaries.
- Representing WSDOT to SHR and Personnel Resources Board (PRB) on position allocation and classification issues.

## Employee

Employees are expected to cooperate with the allocation process. In instances where significant changes in job duties may change the class or occupational category, the employee may be proactive by bringing this to the attention of the manager/supervisor and requesting a review.

## 18-2 Definitions

**Allocation Authority** – An HR professional delegated the authority to approve allocation or reallocation of positions by the Director of OHR&S.

**Position Description** – A description of duties for a specific position, also commonly known as a job description.

**Job Analysis** – The process of gathering, analyzing, and synthesizing information about a position in order to identify the essential tasks, functions, roles, and competencies required to perform the work of the position, and the written documentation of the results of the analysis.

**Job Specifications** – Job specifications provide detailed information about the functions, duties, and minimum qualifications of state jobs.

**Non-represented Employee** – An employee within General Service whose position is not part of a bargaining unit with a certified exclusive representative.

**Occupational Category** – A grouping of job functions having similar purposes and knowledge requirements. (Previously known as a classification series.)

**Occupational Level/Class** – A level of work within an occupational category.

## 18-3 Procedures

- A. **Position Allocation** – Each position in WSDOT is allocated to a class based on assigned duties. Positions are allocated based on a review and analysis of the duties and responsibilities assigned to the position and a comparison to the definition and distinguishing characteristics in the class or occupational category found in SHR's class or occupational category specifications.
- B. **Position Establishment**
  1. When the need for a new position is identified, the appropriate supervisor shall develop the new position description in consultation with the HR professional. For supervisory or lead positions, a Table of Organization (TO) depicting the proposed assignment must also be included.
  2. Guidelines for completion of the position description are included with the form.
  3. The position description form and the TO will be routed through the appropriate organizational channels for approval and authorization to proceed.
  4. The assigned HR professional will provide classification review and analysis to recommend a specific classification.
  5. All position actions are entered into the personnel/payroll system by OHR&S staff.

**C. Updating Position Description**

1. The manager/supervisor and/or the appointing authority will ensure that any changes in duties, responsibilities, or organization are reflected in an updated position description.
2. If a change occurs that requires an updated position description, the manager/supervisor of the position is responsible for completing the position description form. If the position is filled, input from the incumbent is recommended, but not required. Duty changes will be discussed with the employee prior to implementation.
3. Annually, during the performance appraisal process, the manager/ supervisor and employee should review the existing position description for accuracy and update it if necessary. If there are no significant changes, but the position description is more than three years old, an update is required.

**D. Reallocation of Existing Vacant Position**

1. Upon determination by management that duties and responsibilities of an existing position have been or will be significantly changed and the position is vacant, the manager/supervisor will submit an updated position description to the HR consultant.
2. The assigned HR professional will review and recommend the appropriate class. If the recommendation is different from the requested class, the HR professional will discuss with the initiating manager/supervisor and may seek additional guidance from the Classification and Compensation unit.

**E. Reallocation with Incumbent**

1. Requests for reallocation initiated by the incumbent, requires a recommendation by the HR professional assigned to the area with review and analysis. The incumbent will receive written notice of the final determination.

Written notice of the determination, with the exception of reallocation to a class with a lower salary range maximum, may be provided using alternative methods such as e-mail, campus mail, the state mail service, or commercial parcel delivery.

2. Agency initiated reallocations will be made effective the first day of the new pay period immediately following receipt of a complete request in the local Human Resources Office. Employee-submitted reallocations will be made effective the date of receipt in the local HR office.
3. For position reallocation downward, the employee will receive at least fifteen (15) calendar days written notice. The notice will include information regarding the employee's right to request a review of the reallocation. The notice must be provided by personal delivery, commercial parcel delivery, or by telephone facsimile transmission with same-day mailing of copies. The employee may request to waive or shorten the 15-day notice period. (See Section F for further information about an employee's appeal rights.)
4. An employee may request a review of his or her position once in a six-month period or when the supervisor has significantly changed duties. The request for reallocation should be forwarded to the supervisor or HR consultant. Supervisors and HR must process such requests in a timely manner.

5. Generally, if an employee has been doing the duties described in the position description (requesting upward reallocation) for six months or more, he/she will retain status in the reallocated position. If the employee has not been performing those duties for six months and does not have the skills and abilities required for the position, he/she will have to “compete” or be certified from the appropriate talent pool in order to retain status. If the employee does have the skills and abilities for the position, the manager may choose not to have the employee compete, but the employee must then serve a trial service period.
  6. Upon request, OHR&S, or the assigned HR professional, will provide counsel for employees, supervisors, and managers on the Civil Service Rules and WSDOT administrative procedures.
- F. **Appeals** – An employee has the right of appeal in a reallocation decision. The first step in the appeal process is an informal one, heard by a representative of SHR.
- Requests for SHR review made by the employee must be in writing and received by SHR within 30 calendar days of the date of the WSDOT allocation determination. Requests must indicate that the employee wishes to appeal the decision made by WSDOT (WAC 357-49-015).
- After an informal hearing in which all parties have presented their views, the SHR representative will issue a written decision, either upholding the WSDOT decision or making another. If the employee does not agree with the SHR decision, he/she also has the right to appeal to the PRB. This is done by filing an exception to the determination of the SHR representative and must be received by the PRB within 30 calendar days of date of notice of the informal hearing decision. PRB decisions are final.

