**Washington Management Service (WMS)**

**Review Request**

This form is to be completed by position’s supervisor/manager and submitted to the Appointing Authority or designee.

|  |  |  |  |
| --- | --- | --- | --- |
| Agency/Division/Unit  Enter text. | | | Position Number/Object Abbreviation  Enter text. |
| Current Class Title  Enter text. | | | Proposed Class Title  Enter text. |
| Action (check one)  Establish  Inclusion Of Existing WGS Position  Re-evaluation Of Existing WMS Position  PDF Update | | | Position Is Currently  Vacant  Filled  Incumbent’s Name (If Filled Position)  Enter text. |
| How does this position meet the definition of manager stated in WAC 357-58-035? Check all that apply:  Formulates statewide policy or directs the work of an agency or agency subdivision.  Administers one or more statewide policies or programs of an agency or agency subdivision.  Manages, administers, and controls a local branch office of an agency or an agency subdivision, including the physical, financial, or personnel resources.  Has substantial responsibility in personnel administration, legislative relations, public information, or the preparation and administration of budgets.  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.  Explain how this position meets the above definitions(s) you checked. Provide examples.  Enter text. | | | |
| Date  Enter a date. | Submitted by  Enter text. | | |
| Attachment Checklist  Completed WMS Position Description  Current organizational chart reflecting the position | | | |
| **Appointing Authority Acknowledgement** | | | |
| Approved for review by the WMS Committee.  Comments: Enter text.  Not approved for review by the WMS Committee.  Indicate reason(s): Enter text.  If **not** approved, send a copy of this request to your WMS coordinator. | | | |
| Date  Enter a date. | | Name and Title: Enter text.  Signature (required): Enter text.  Yes, copy of this request was sent to WMS Coordinator. | |