

OFM State HR
Exempt Proposal Agency Checklist
 Send requests to classandcomp@ofm.wa.gov

	Letter to SHR from Agency Director/ Designee*	Email to SHR/ cc Agency HR Director	Current Position Description; copy	Old Position Description; copy, if applicable	Old and New Organizational Chart	Fiscal Impact Statement	Justification Supporting Request	JVAC Rating	RCW Exemption
Administrative Actions - Exempt Positions									
Adding Position(s)		X	X		X	X	X	X	X
Band Change	X		X	X	X	X	X**	X	
Minor Scope Change****		X	X	X	X		X		
Salary Exception	X		X		X	X	X		
Remove Position(s)		X					X		
Title Change		X	X				X		
Director's Meeting Actions - Exempt Positions									
Abolishment		X					X		
Establishment	X		X		X	X	X	X	X
Exemption Change	X		X	X	X		X		X
Substantial Scope Change***, ****	X		X	X	X	X	X	X	X

* WAC 357-04-090 Delegation of Authority.

** Recruitment and Retention Data: needed if request is for Special Market Rate Band.

*** Substantial Scope Change: qualitative judgment, a significant enough change that it would be considered a different job.

**** Include current and proposed scope.

OFM State HR may request additional information during review of an agency proposal.
 Questions contact OFM State HR at classandcomp@ofm.wa.gov.