

Classification and Compensation Needs Assessment

The issue(s) described below must link directly to one or more of the criteria and you must explain how the issue(s) you are trying to resolve meet the criteria. For more information and resources go to the [HR Professional Tools](#) webpage. Contact your assigned [State HR Classification & Compensation Team](#) for assistance.

Submit completed form to the State Human Resources Enterprise Classification, Compensation & HR Analytics Team at classandcomp@ofm.wa.gov by **September 15, 2019**.

Agency/HE Institution Department of X	Agency/HE HR Contact Name John Doe Phone 111-222-3333 Email john.doe@DOX.wa.gov
Agency/HE Subject Matter Expert (Must be Non-Rep) Name Jane Smith Phone 444-555-6666 Email jane.smith@DOX.wa.gov	Agency/HE Budget Contact Name Edward Jones Phone 777-888-9999 Email Ed.Jones@DOX.wa.gov
Select Criteria	
Select choice(s) below. Class Plan Maintenance <input type="checkbox"/> Compression <input type="checkbox"/> Higher Level Duties <input type="checkbox"/> Inversion <input checked="" type="checkbox"/> Inequities <input type="checkbox"/> Recruitment <input type="checkbox"/> Retention <input type="checkbox"/> For descriptions and examples go to Classification and Compensation Proposal Process 2021-23 .	
Class Title(s) – Complete a separate assessment for each Class Series	
Class Title(s) and Class Code(s) Widget Maker Professional Supervisor (002D) Positions represented by a Master Agreement? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes , list Master Agreement(s): Widget Maker Professionals Local 19	
Describe the Issue(s)	
What is the issue(s) you are trying to resolve or business need(s) you are trying to meet? Be specific and descriptive. What services are provided and how they are being adversely affected? Due to the recent 4-range salary increase to the Widget Maker Professional 3 during the 2019-2019 collective bargaining process, the salary between this class and its supervisor, Widget Maker Professional Supervisor, has become inverted. This is causing a number of voluntary demotions of Widget Maker Professional Supervisors to Widget Maker Professional 3 positions as we have a number of vacant Widget Maker Professional 3 positions.	
What Efforts Have Been Made to Address the Issue(s)?	
Explain what you have tried and the results achieved (e.g. revised agency/HE work processes, organizational structures, or enhanced recruitment efforts). We have been providing employees in the Widget Maker Professional Supervisor classification a 4-range increase over the pay range per WAC 357-28-095(1), which, in effect, returns the differential between the classes to 3-ranges	
What are the Proposed Changes?	
Describe the proposed classification(s) and salary changes. Provide specific examples. We are proposing a 4-range increase to the Widget Maker Professional Supervisor to correct the inversion that occurred during the last collective bargaining cycle. This would return the differential between the Widget Maker Professional 3 and the Widget Maker Professional Supervisor to a 3-range differential.	
How Does the Proposal Resolve the Issue(s)?	
Describe the service improvements you expect to see if this proposal is implemented.	

Widget Maker Professional Supervisors are voluntarily demoting to the Widget Maker Professional 3 where their salary is 1-range higher and they are no longer required to supervise. Providing a 4-range increase to the Widget Maker Professional Supervisor and returning the salary differential to 3-ranges should provide the necessary incentive for staff to promote back up to the Widget Maker Professional Supervisors and for the agency to ensure there are enough staff to supervise the professional and technical staff in each of the agency's 12 divisions.

Further, this reduces the workload of WMS managers who have taken on some of the supervisory duties and allow them to continue working on strategic initiatives to ensure the market for widgets continues into the distant future.

What are the Impacts on Services?

Identify potential consequences if the issue(s) is not resolved. (e.g. impact on agency/HE priorities, service delivery, risk, or liability).

The lack of supervisors ultimately reduces the output of Widgets. With the WMS managers needing to take on as much of the supervisory role as they can to keep production moving, there is no longer the ability to focus on strategic initiatives, which could affect the future of widget making.

Agency/HE Director or Designated Approving Authority Signature

Date	Name/Title Signature
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Additional Resources:

- [Inequities Tool](#)
- [Recruitment Data Tool](#)
- [Recruitment Summary Template](#)
- [Higher-Level Duties Tool](#)