

CCS Administrative Procedure

2.00.01 – N Information Technology Professional Structure (ITPS) Inclusion and Evaluation

Implementing Board Policy [2.00.01](#)

Contact: Human Resources

1.0 Purpose

This procedure outlines the framework by which Information Technology (IT) positions are evaluated. The administrative processes in this framework are to be used in conjunction with the Community Colleges of Spokane (CCS) classification and compensation policies to administer the ITPS within CCS.

2.0 Limitations and Requirements

As an employer with more than fifteen (15) permanent positions covered by the ITPS, CCS will establish a committee of three (3) or more employees determined by the Human Resources Office (HRO) for the evaluation of positions for placement within the ITPS. This committee will include:

- 2.1 A Human Resource Consultant (HRC) who is designated as CCS's ITPS Coordinator and who also serves as the single point of contact for State HR regarding ITPS issues;
- 2.2 An IT Manager, including the Executive responsible for the IT division, or Designee from CCS; and
- 2.3 At least one other HR Consultant or IT Manager.

Employees who serve on the committee are required to complete IT Position Evaluation Training (PET), which must satisfy the core curriculum as defined by State HR. All evaluation results and a copy of the signed IT Position Description Form must be uploaded in the tool identified by State HR. Once trained, the committee members from IT will serve for the duration of their employment with CCS or until a replacement has been trained.

3.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 3.1 **Appointing Authority or Designee**: The lawful authority under WAC 357-01-025 and CCS procedures, including CCS Administrative Procedure 2.10.01-A Appointing Authority and Disciplinary Action, to make appointments of eligible persons to CCS positions and the authority to demote, suspend, reduce in salary, or separate, including dismiss an employee under their jurisdiction.
- 3.2 **Director**: State Human Resources Director within the Office of Financial Management (OFM).
- 3.3 **IT Position Description Form**: A form used to document position objectives, duties, responsibilities, and competencies, assigned work activities, problem solving, decision making, potential impact of results and supervisory/managerial responsibilities of IT positions.

- 3.4 **IT Position Evaluation Tool:** The enterprise application used by the ITPS Evaluation Committee to record the evaluation of IT positions. Additionally, the IT Position Evaluation Tool is the position history repository that is used for tracking and reporting IT position needs.
- 3.5 **ITPS Coordinator:** An HRC from CCS's HRO assigned to administer the ITPS process within CCS, who serves as the single point of contact between CCS and the OFM, State Human Resources Division for all ITPS issues.
- 3.6 **ITPS Evaluation Committee:** Employees assigned and formally trained to determine inclusion of IT professional positions and evaluate those positions using the State IT Evaluator's Handbook and the State IT PET. The committee consists of CCS's ITPS Coordinator, an IT Manager, including the Executive responsible for the IT division, or Designee from CCS; and at least one other HR Consultant or IT Manager. The ITPS Coordinator convenes and chairs the committee.

4.0 ITPS Process

For a position to be included in the ITPS, the duties and responsibilities assigned to the position must meet the criteria for inclusion as outlined in the [IT Evaluator's Handbook](#).

4.1 To establish a position in the ITPS, the following steps must occur:

- 4.1.1 The supervisor of the position will complete an IT Position Description Form ensuring the assigned duties, responsibilities and competencies are accurately reflected.
- 4.1.2 The supervisor will sign the IT Position Description Form, and provide a copy of the form and the current organization chart to the appointing authority or designee.
- 4.1.3 The appointing authority or designee will review the request for establishment. If the request is upheld, the appointing authority or designee will sign and forward the documentation to the HRO for processing by the ITPS Coordinator.
- 4.1.4 The ITPS Coordinator will review the information for completeness and convene a meeting of the ITPS Evaluation Committee.

4.2 To re-evaluate an IT position due to a change in duties, which is initiated by the employer, the following steps must occur:

- 4.2.1 When the duties of an existing ITPS position change, the supervisor will update the IT Position Description Form. If the position has an incumbent employee, the supervisor may request input from the employee ensuring the assigned duties, responsibilities and competencies are accurately reflected. The supervisor and the incumbent (if the position is filled) will sign the IT Position Description Form and provide a copy of the form, the current organization chart, and other required documentation to the appointing authority or designee.
- 4.2.2 The appointing authority or designee will review the request. If the request is deemed appropriate, the appointing authority or designee will sign the IT Position Description Form and forward all documentation to the HRO for review by the ITPS Coordinator.
- 4.2.3 The ITPS Coordinator will review the information for completeness and determine whether the changes to the position duties warrant re-evaluation.

- 4.2.4 If the position warrants reevaluation, the ITPS Coordinator will convene a meeting of the ITPS Evaluation Committee.
 - 4.2.5 If the position has not changed significantly since its last review, the ITPS Coordinator will document the reasons for the update, file the position description form as an update, and notify the appointing authority and supervisor. No evaluation is required within the IT PET.
- 4.3 When an employee requests to re-evaluate an existing IT position, the following steps must occur:
- 4.3.1 An employee who believes their position is improperly classified in the ITPS (or improperly excluded from the ITPS) must complete and sign the IT Position Review Request form and submit to the HRO for review by the ITPS Coordinator.
 - 4.3.2 The ITPS Coordinator will ensure all necessary documentation is completed by the employee and supervisor.
 - 4.3.3 The ITPS Coordinator will convene a meeting of the ITPS Evaluation Committee.
- 4.4 When the ITPS Coordinator receives requests for evaluation, the following steps will occur:
- 4.4.1 The ITPS Coordinator reviews the information for completeness and convenes a meeting of the ITPS Evaluation Committee for the following:
 - 4.4.1.1 establishments of a new IT position;
 - 4.4.1.2 employer requests for reevaluation when the positions job duties have changed significantly; and
 - 4.4.1.3 employee initiated requests for reevaluation.
 - 4.4.2 Using the IT Evaluator's Handbook, the ITPS Evaluation Committee reviews the position for inclusion. If the ITPS Evaluation Committee determines the position meets the criteria for inclusion, it is evaluated for placement in the ITPS. Once completed, the ITPS Coordinator enters this information into the IT PET.
 - 4.4.3 The ITPS Coordinator completes all documentation and notifies in writing the appointing authority or designee, the supervisor and the employee (if applicable) of the ITPS Evaluation Committee's decision.
 - 4.4.4 If it is determined the position is excluded from the ITPS, the content of the position description will be transferred over to the appropriate position description form at the next evaluation cycle, in accordance with CCS Policy/Procedure [2.01.01-A Classification](#).

5.0 Consultation with the Office of Financial Management

- 5.1 The ITPS Coordinator may complete the IT Professional Structure Consultation Request and consult with State HR to ensure proper allocation of a position at any time.
- 5.2 The only exception to the above process in Section 5.1 will be if CCS's ITPS Evaluation Committee has evaluated a position to the Expert level.
 - 5.2.1 To ensure the consistent usage of the Expert level state-wide, an additional review by a sub-group formed by OFM that consists of IT and HR professionals

will be required prior to finalizing an allocation decision to the Expert level. Any position evaluated to the Expert Level must follow the procedure outlined below in Section 6.0.

6.0 Expert Level Compliance

6.1 CCS's ITPS Coordinator sends positions evaluated to the Expert level by the CCS evaluation committee to State HR.

- 6.1.1 Requestors must save the evaluation in the IT PET as a draft and attach the position description and a current organizational chart noting position numbers to the draft evaluation.
- 6.1.2 Requestors send review request via email to classandcomp@ofm.wa.gov with the title "ITPS Expert Evaluation" in the subject line. The request must include the position identifying information, such as a position number.
- 6.1.3 The subgroup, defined in Section 6.2 below, will review any evaluations conducted by State HR recommending the Expert level.

6.2 State HR will establish a subgroup consisting of agency/institution Chief Information Officers (CIOs) to conduct final reviews of the IT position descriptions evaluated at the Expert level.

- 6.2.1 The subgroup will consist of the State CIO and a cross-section of representatives from large, medium and small agencies, separate elects, community colleges and four-year higher education institutions.
- 6.2.2 All participants must complete the IT PET.
- 6.2.3 The subgroup will have up to eight (8) members to draw upon for a review. A minimum of three (3) members of the group must conduct a review. The final review decision whether to support the Expert level allocation will be based on the majority recommendation.
- 6.2.4 The subgroup will convene via phone, online collaboration tool such as Skype, WebEx or Zoom, or in person to discuss evaluations. Email cannot be the method used to conduct the final review discussion.
- 6.2.5 HR subject matter experts will provide subgroup consultation as requested.
- 6.2.6 The subgroup will make final determinations within ten (10) working days of receipt of the request.
- 6.2.7 State HR will convene the subgroup. Once a determination is made, the ITPS Coordinator will be notified in writing of the final determination.

6.3 If CCS disagrees with the subgroup determination, the determination may be escalated to the State HR Assistant Director.

- 6.3.1 The State HR Assistant Director may consult with the State CIO and other subject matter experts, as needed.
- 6.3.2 The State HR Assistant Director may meet with CCS's ITPS Coordinator to discuss the concerns.

- 6.3.3 If no agreement is reached with CCS, the decision of the State HR Assistant Director becomes the final allocation decision and the ITPS Coordinator will be notified in writing of the final determination.

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