



Procedure 201.2A Information Technology Professional Structure Inclusion and Evaluation Procedure

Policy 201 - Personnel Administration

Background

[WAC 357-13-058](#): What is the requirement for employers to develop procedures which address evaluating positions for placement in the information technology professional structure (ITPS)?

1. Each employer must develop and document an information technology professional structure (ITPS) evaluation procedure consistent with this chapter and guidelines established by the director's office.
2. The procedure must include the process for requesting and evaluating positions for placement within the ITPS.
 - a. Employers with more than fifteen permanent positions covered by the ITPS, the procedure must require, at a minimum the establishment of a committee of three or more employees to include the following:
 - i. A human resource (HR) professional who is designated as the employers ITPS coordinator and who also serves as the single point of contact for the director's office regarding ITPS issues;

- ii. An information technology (IT) manager from the employer who has comprehensive knowledge of the employers business; and
 - iii. At least one other HR professional or IT manager.
- b. Employers with fifteen or less permanent positions covered by the ITPS may establish a committee of two or more employees in accordance with subsection (2)(a)(i)(ii) and (b) of this section.
- 3. Only those who have successfully completed training may participate on an ITPS committee. The training must satisfy the core curriculum as defined by the director's office.
- 4. All evaluation results and a copy of the signed IT position description form must be uploaded in the tool identified by the director.

Purpose

This procedure outlines the framework by which information technology positions are evaluated. The administrative processes in this framework are to be used in conjunction with Lower Columbia College's classification and compensation policies to administer the ITPS within the college.

Procedure

Criteria to include a position in the IT Professional structure

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.

Process to evaluate a position for placement in the ITPS

Per [WAC 357-13-035](#) - **a standard form must be used for each position description.** Agencies must use a standard form developed by the Director for IT positions, or an alternate form approved by the Director for requests to establish or reevaluate ITPS positions.

Position establishments:

- The supervisor of the position completes an IT position description ensuring the assigned duties, responsibilities and competencies are accurately reflected.
- The supervisor signs the position description, attaches the current organization chart and forwards it to the appointing authority or designee.
- The appointing authority will review the request for establishment. If the request is upheld, the appointing authority will sign and forward to the agency's HR Office for processing.
- The ITPS Coordinator reviews the information for completeness and convenes a meeting of the ITPS Evaluation Committee.

Process for re-evaluating an IT position due to a change in duties (Employer-Initiated):

- When duties of an existing ITPS position change, the supervisor updates the IT position description. If the position is filled, the supervisor will request input from the incumbent ensuring the assigned duties and responsibilities as well as competencies are accurately reflected. The supervisor and employee (if filled) sign the position description, attach the current organization chart and other required documentation and forward to the appointing authority or designee.
- The appointing authority will review the request. If the request is deemed appropriate, the appointing authority will sign the position description and forward all documentation to the agency HR Office for review by the ITPS Coordinator.
- The ITPS Coordinator reviews the information for completeness and determines whether the changes to the position duties warrant re-evaluation.
 - If the position warrants reevaluation, the ITPS Coordinator convenes a meeting of the ITPS Evaluation Committee.

- If the position has not changed significantly since its last review, the ITPS Coordinator documents the reasons, files the position description as an update, and notifies the appointing authority and supervisor. No evaluation is required within the IT PET.

Process for re-evaluating an existing IT position (Employee-Initiated):

- 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 agency HR Office for review by the ITPS Coordinator.
- The ITPS Coordinator will ensure all necessary documentation is completed by the employee and supervisor.
- The ITPS Coordinator convenes a meeting of the ITPS Evaluation Committee.

Process for evaluation:

- The ITPS Coordinator reviews the information for completeness and convenes a meeting of the ITPS Evaluation Committee for the following:
 - Establishments;
 - employer requests for reevaluation when the positions job duties have changed significantly; and
 - employee initiated requests for reevaluation.
- Using the IT Evaluator's Handbook, the 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.
- The ITPS Coordinator completes all documentation and notifies the appointing authority, the supervisor and the employee (if applicable) of the ITPS Evaluation Committee's decision.

- 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 the collective bargaining agreement.
- Employees will be notified of their appeal rights pursuant to the collective bargaining agreement.

Glossary of Terms

Appointing Authority – An individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees.

Director – State Human Resources Director within the Office of Financial Management.

IT Position Description – A form used to document position objectives, assigned work activities, problem solving, decision making, impact and supervisory/managerial responsibilities of IT positions.

IT Position Evaluation Tool – The enterprise application used by the ITPS Evaluation Committee to record the evaluation of IT positions. Additionally, the IT PET is the position history repository that is used for tracking and reporting needs.

ITPS Coordinator – A professional level Human Resource Consultant of the agency's Human Resources Office assigned to administer the ITPS process within the agency, who serves as the single point of contact between the agency and the Office of Financial Management, State Human Resources Division for all ITPS issues.

ITPS Evaluation Committee – Staff members assigned and formally trained to determine inclusion of IT professional positions and evaluate those positions using the IT Evaluator's Handbook and the IT PET. In Lower Columbia College, this committee consists of the agency ITPS Coordinator, an Information Technology manager from the employer who has comprehensive knowledge of the agencies business; and at least one other HR professional or IT manager. The ITPS Coordinator convenes and chairs the committee.