

1.0 PURPOSE

As required under WAC 357-13-058, this procedure outlines the process for requesting and evaluating positions for placement within the Information Technology Professional Structure (ITPS) at Big Bend Community College (BBCC).

This administrative process will be used in conjunction with the college's classification and compensation policies and procedures along with language in the current collective bargaining agreement to administer the ITPS.

2.0 SCOPE

This procedure applies to classified staff working in the Big Bend Technology Department at the college.

3.0 DEFINITIONS

- 3.1 Appointing Authority** - An individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees.
- 3.2 Director** - State Human Resources (SHR) Director within the Office of Financial Management (OFM).
- 3.3 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
- 3.4 IT Position Evaluation Tool (PET)** – 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.
- 3.5 ITPS Coordinator** – A professional level Human Resource position assigned to administer the ITPS process within the college. This position also serves as the single point of contact between the college and the Office of Financial Management, State Human Resources Division for all ITPS issues. The Vice-President of Human Resources & Labor is assigned as the ITPS Coordinator for BBCC.
- 3.6 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. At BBCC, this committee consists of the ITPS Coordinator, the Director of Information Technology and the Human Resources Consultant 1. All members of the ITPS Evaluation Committee must have completed ITPS training as defined in section 3.7 of this procedure. The ITPS Coordinator convenes and chairs the committee.
- 3.7 ITPS Training** – Online and classroom training specific to writing classified IT position descriptions and IT position evaluation. Training is conducted by OFM/SHR.

4.0 PROCESS

Approving Body: SGC

Document History (6/2004, 9/2012, 9/2013, 1/2015, 10/2020)

- 4.1 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 developed by SHR, Classification & Compensation.
- 4.2 The college will use a standard form developed by the State HR Director for information technology positions, or an alternate form approved by the director for requests to establish or reevaluate ITPS positions.
- 4.3 Position Establishments:
 - 4.3.1 The supervisor of the position completes an IT position description ensuring the assigned duties, responsibilities, and competencies are accurately reflected.
 - 4.3.2 The supervisor signs the position description, attaches the current organizational chart and forwards it to the Appointing Authority/designee.
 - 4.3.3 The Appointing Authority/designee reviews the request for establishment. If the request is upheld, the Appointing Authority/designee will sign and forward the request to the Human Resources Office for processing.
 - 4.3.4 The ITPS Coordinator reviews the information for completeness and convenes a meeting of the ITPS Evaluation Committee.
- 4.4 **Process for re-evaluating a IT position due to a change in duties (Employer Initiated):**
 - 4.4.1 When duties of an existing ITPS position change, the supervisor of the position completes an IT position description form. If the position is filled, the supervisor may 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 form for the position, attach the current organization chart, and all other required documentation and forwards it to the Appointing Authority/designee.
 - 4.4.2 The Appointing Authority/designee will review the request. If the request is deemed appropriate, the Appointing Authority/designee will sign the position description and forward all documentation to the college's Human Resources office for review by the ITPS Coordinator.
 - 4.4.3 The ITPS Coordinator reviews the information for completeness and determines whether the changes to the position duties warrant re-evaluation.
 - 4.4.3.1 If the position warrants reevaluation, the ITPS Coordinator convenes a meeting of the ITPS Evaluation Committee.
 - 4.4.3.2 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/designee and supervisor.

4.5 Process for Re-Evaluating an Existing IT Position (Employee Initiated):

- 4.5.1** 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 college's Human Resources office for review by the ITPS Coordinator.
- 4.5.2** The ITPS Coordinator will ensure all necessary documentation is completed by the employee and supervisor.
- 4.5.3** The ITPS Coordinator convenes a meeting of the ITPS Evaluation Committee.

4.6 Process for Evaluation:

- 4.6.1** The ITPS Coordinator reviews the information for completeness and convenes a meeting of the Committee for the following:
 - 4.6.1.1** establishments;
 - 4.6.1.2** employer requests for reevaluation when the position's job responsibilities have changed significantly; and
 - 4.6.1.3** employee initiated requests for reevaluation.
- 4.6.2** Using the IT Evaluator's Handbook, the ITPS Committee reviews the position for inclusion. If the 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.
- 4.6.3** The ITPS Coordinator completes the necessary documentation and notifies the Appointing Authority/designee, the supervisor and the employee (if applicable) of the committee's decision.

End of document: Legal References

WAC 357-13-058