



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
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POLICY

TITLE
WASHINGTON MANAGEMENT SERVICE

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APPROVED:

Signature on file

BERNARD WARNER, Secretary
 Department of Corrections

1/30/12

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 41.06.500](#); [WAC 357-58](#); [DOC 810.815 Layoff - Washington Management Service](#); [DOC 850.110 Performance and Development Plans](#); WMS Policies and Procedures Manual; WMS Salary Administration Plan

POLICY:

- I. Washington Management Service (WMS) is a personnel system for civil service management level positions in Washington State government. The WMS system recognizes the unique nature of management positions and the importance of strong management skills in effectively accomplishing assigned management duties and responsibilities. WMS provides for greater flexibility, as well as accompanying responsibility, in employee selection and development, assignment of work, career advancement, performance, and compensation.
- II. WMS employees are the core of the Department's management team. They occupy positions of leadership and contribute to accomplishing the Department's mission. They have a role as managers to ensure the work environment reflects the stated values of the organization, and should exemplify the highest standards of professionalism, integrity, and ethical conduct.

DIRECTIVE:

- I. Washington Management Service Positions
 - A. A classified position within the Department is included in WMS if it meets any of the following:
 1. Formulates statewide policy, or directs the work of the Department or a department subdivision, though these positions are generally exempt and ineligible for WMS.
 2. Administers one or more statewide policies or programs of the Department or a department subdivision. This position:
 - a. Sets standards for policy application.
 - b. Formulates policy that has statewide application and impacts the entire Department.
 - c. Has statewide accountability for program outcomes.
 - d. Integrates internal and external issues, and negotiates with external stakeholders.

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- e. Within the scope of its responsibility, has independent decision making authority.
 - f. Directs or is able to direct others to accomplish work on a statewide basis.
 - g. Is recognized as the Department's program expert and serves as program resource manager.
3. Manages, administers, and controls a local branch office (e.g., Work Release, Field Office) of the Department or a department subdivision, including physical, financial, or personnel resources.
 4. Has substantial responsibility in personnel administration, legislative relations, public relations or information, or budget preparation and administration. This is a principal/senior level professional manager who performs one or more of these functions a majority of the time.
 5. Is functionally above the first level of supervision, and exercises authority that is not routine or clerical in nature and requires the consistent use of independent judgment. This position either:
 - a. Is functionally above the first level of supervision, as described in the Inclusion in Washington Management Service section of the WMS Policies and Procedures Manual, or
 - b. Has second level supervision responsibility and is not clerical in nature.

B. The duties and responsibilities of each WMS position will be evaluated by the Department's Human Resources Classification Unit per the WMS Policies and Procedures Manual, using the Job Value Assessment Chart developed by the Washington State Department of Personnel. The point value determined by the evaluation will place positions in one of 4 management bands.

II. Responsibilities

- A. The Human Resources Director is responsible for the overall administration of WMS rules, policies, and procedures.
- B. Appointing Authorities will be responsible for the efficient and effective operation of WMS processes that facilitates hiring, developing, and compensating WMS managers working within their organizations.

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1. Appointing Authorities will comply with Department policy, procedures, and approved interpretation of rules and definitions.
2. Appointing Authorities and other supervisors of WMS employees will be accountable for effective management practices that ensure:
 - a. Achievement of program results,
 - b. Emphasis on staff training and development,
 - c. Compensation commensurate with assigned duties and responsibilities,
 - d. Placement of qualified staff in WMS positions, and
 - e. Creation of opportunities to maximize potential for all WMS employees, regardless of race, creed, religion, color, national origin, age, sex, marital status or status as a state registered domestic partner, disabled or Vietnam era veteran status, sexual orientation, or presence of any sensory, mental, or physical disability.

C. Supervisors of WMS employees will be responsible for:

1. Good management practices that encourage WMS managers to grow and develop to perform their assigned duties and responsibilities, including the development of management knowledge, skills, and abilities, and
2. Engaging WMS employees in the formulation and achievement of growth/development opportunities to enhance their management skills, using the Performance and Development Plan.

D. WMS employees will be responsible for accomplishing the assigned duties and responsibilities, growth, and development of managerial knowledge, skills, and abilities expected of Washington State managers.

III. Compensation

- A. The Department compensates WMS employees based on its WMS Salary Administration Plan, which is maintained in the WMS Policies and Procedures Manual.
- B. A WMS employee is compensated within the range of consideration for the point value of his/her position. Exceptions are covered in the WMS Salary Administration Plan.

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IV. Recruitment and Selection

- A. Department procedures for the recruitment and selection of WMS employees will be maintained in the WMS Policies and Procedures Manual.
- B. The recruitment and selection process for WMS employees will follow the prescribed procedure, and will:
 - 1. Consider any and all qualified candidates for hire, promotion, or internal movement based on the identified recruitment plan for the vacancy.
 - 2. Ensure that hiring decisions are fair, objective, and based on the evaluation of job related competencies and characteristics required for successful job performance and performance management.
 - 3. Support workforce diversity and affirmative action plans.
 - 4. Consider the career development of Department employees and other state employees.
 - 5. Ensure that hiring decisions are not based on patronage or political affiliation.
 - 6. Ensure compliance with state and federal laws regarding employee selection and nondiscrimination.
 - 7. Encourage decentralized administration of recruitment and selection processes within the Department, when appropriate.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None