



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
2/2/22

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NUMBER
DOC 820.200

POLICY

TITLE

POSITION MANAGEMENT

REVIEW/REVISION HISTORY:

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 Reviewed: 5/2/23

SUMMARY OF REVISION/REVIEW:

Reviewed only. No changes made.


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

4/26/23

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 357-04](#); [WAC 357-13](#); [WAC 357-49](#); [WAC 357-58](#)

POLICY:

- I. The Department regulates position allocation, budget, authorization, personnel records, and payroll. The Department manages positions to ensure that the work of the Department is properly described, documented, allocated, and assigned to positions and employees within fiscal resources. For represented employees, collective bargaining agreements will prevail if this policy is determined to be in conflict.
- II. Appointing Authorities are authorized to establish, reallocate, and transfer positions within fiscal resources and guidelines, and after consultation with Human Resources and the Budget Office.

DIRECTIVE:

- I. Management Responsibilities
 - A. Management will:
 1. Determine and assign the duties to be accomplished by each position and reassign, change, and/or eliminate duties based on Department need.
 2. Ensure that each Position Description accurately reflects assignments, competencies, and other position requirements is on file and maintained for the position.
 3. In consultation with a Human Resources Manager/Consultant, complete or review the Position Description, including the organizational chart, and determine and/or review the position requirements when:
 - a. A position is established or vacated, or
 - b. There is a significant change in a position's job duties or the percentage of time spent performing each duty.
 4. Ensure the Position Description, DOC 03-417 Position Review Request or DOC 03-417IT Position Review Request - Information Technology, and employee-initiated reallocation requests are appropriately signed and forwarded to local Human Resources in a timely manner.
 - B. Before submitting an employer initiated position action establishing or reallocating a position or double/multi-filling a current position, Appointing

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Authorities will be responsible for coordinating with the Budget Office to ensure adequate funding is available.

II. Supervisor Responsibilities

A. Supervisors will:

1. Review the Position Description annually in conjunction with the employee's Performance and Development Plan, or as significant changes in job assignments occur.
2. Ensure employees accomplish their duties and demonstrate competencies as assigned and described in the Position Description.
3. Ensure that higher level duties are not assigned to a position, except for temporary training assignments, emergencies, or other short term exceptional circumstances.


B. If a supervisor becomes aware that an employee is performing work outside the scope of assignments for the position, the supervisor will evaluate the need for the work and stop its performance if necessary. The supervisor will consult with the assigned Human Resources Manager/Consultant to determine allocation impact during the period in which the work was performed.

C. When changes in position assignments and requirements are considered or necessary, the supervisor will consult with the assigned Human Resources Manager/Consultant and the Budget Office to determine the potential impact on the position's allocation.

D. Supervisors will document the date of initial receipt of all Position Review Requests submitted by their employees. Supervisors will review for accuracy, complete the supervisory portion, obtain appropriate signatures, and forward to Human Resources for review and processing.

1. If a supervisor disagrees with the duties as described by an employee, the supervisor will discuss the Position Review Request with the employee, complete the supervisory portion and include clarification of any issue(s) of concern, provide a copy to the employee, and forward the original to Human Resources.

E. When management determines that a position needs to be established or reallocated, the supervisor will complete a Position Description, update the organizational chart, and obtain the appropriate signatures. The supervisor will use the applicable Position Description form based on position type:

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1. DOC 03-445 Position Description Washington Management Service (WMS)
2. DOC 03-446 Position Description Washington General Service (WGS) and Exempt Non-Management
3. DOC 03-504 Position Description - Exempt Management
4. DOC 03-511 Position Description - Information Technology

III. Employee Responsibilities

- A. Employees will work within the parameters of their Position Description.
- B. Employees may submit recommended changes to their Position Description whenever needed to accurately reflect the duties being performed.
- C. If the employee feels there has been a substantive and permanent change in job duties and scope of responsibilities, the employee may request a position review once every 6 months using the applicable Position Review Request.
 1. Employees will ensure the Position Review Request accurately reflects the current duties and responsibilities, then submit it to their supervisor for review, comment, and signature. Employees may seek assistance from their supervisor and/or local Human Resources.

IV. Human Resources Responsibilities

- A. For each established position, Human Resources will maintain a position file containing information on the position, including a current Position Description and appropriate position control forms.
- B. Human Resources employees will:
 1. Update the appropriate records as needed with information about the position and, if applicable, notify the incumbent.
 2. Process each Position Description and Position Review Request received in a timely manner.
 3. Allocate each position to the classification within the State Classification Plan that best fits the assigned duties, authority, and responsibilities, and maintain written documentation of the allocation decision.
 - a. Allocations or reallocations must be based on a review and analysis of the duties and responsibilities of the position.


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- b. Positions may be reallocated upward, downward, or laterally, or remain the same.
 - c. The effective date of an employer initiated reallocation is determined by the employer.
 - d. The effective date of a reallocation resulting from an employee request for a position review is the date the request was filed with local Human Resources.
4. Conduct a desk audit of a position if deemed necessary for the allocation process.
 5. Consider the possible impact on other related positions within the Department before taking any action that results in a reallocation.
 6. When a position is reallocated, determine incumbent status per WAC 357-13-090.
 7. Provide written notification to the employee and supervisor regarding the allocation decision.
 8. If a WGS position is determined to meet the requirements for inclusion in the WMS, ensure the Position Description is forwarded to the WMS Committee for evaluation.
 9. Ensure that all persons are legally appointed to positions.
 10. Before establishing or including a position in the WMS, obtain appropriate approvals and ensure that the action does not impact the Department's overall authorized level.

V. Budget Office Employees Responsibilities

- A. Budget Office employees will process each DOC 03-416 Position Action Request received in a timely manner and ensure appropriate funding and account coding is identified. If funding is not identified:
 1. For employer initiated actions, the Budget Office will ensure funding is identified and executive level approval is obtained.
 2. For employee initiated actions, the employee will work with the appropriate management to identify funding.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

- DOC 03-416 Position Action Request
- DOC 03-417 Position Review Request
- DOC 03-417IT Position Review Request - Information Technology
- DOC 03-445 Position Description Washington Management Service (WMS)
- DOC 03-446 Position Description Washington General Service (WGS) and Exempt Non-Management
- DOC 03-504 Position Description - Exempt Management
- DOC 03-511 Position Description - Information Technology