IT Professional Structure Implementation

Evaluation Status:

- Next Evaluation sessions:
    - April 16 & 17 with submissions due by April 10
    - April 23 – pick up any backlog from April 16 & 17
    - May 14-16 with submissions due by May 8. *Final evaluation session prior to July 1 implementation.*
- State HR currently validating against HRMS data and working with higher education to ensure all IT positions are evaluated.
    - If new establishment is not evaluated by May 17 (*moratorium start date*), the expectation is it will be addressed by the organization after July 1. This is the normal process when enterprise job class changes occur.
    - If not all submitted re-evaluations are completed by close of business May 16, it will be a case-by-case discussion with the agency/institution on what action may be taken or if it must wait to be addressed post July 1.
- State HR continues to work with organizations on administrative review requests for alignment, inversion and compression issues. However, this process will also fall under the May 17 moratorium.

Moratorium / HRMS Updates

- May 17 moratorium is for IT position changes in HRMS such as reallocations and establishments. This provides 30 working days until July 1 to prepare HRMS changes needed to implement the new structure. This is specific to IT position changes in HRMS only. Higher education institutions may have different deadlines depending on their systems. This moratorium does not affect hiring on existing positions, employees' ability to submit for reallocation requests, etc. If there are questions on how to manage changes during the moratorium, IT Managers should work with their HR offices. If HR has questions, they can come to State HR for guidance.
- Final evaluation results to HRMS team to upload no later than June 3, 2019. The HRMS team will systematically load the position class changes. Then organizations will manually update employee salary information in HRMS.

Rules & Appeals Status:

- The appeals process is the same as the current process. No changes. A statewide workgroup met to see if any changes to rule or process was required and none were identified. This information was shared with the HR community at the January 16, 2019 Class & Comp Roundtable on ITPS Implementation.
- Draft rule changes have been out for comment and are going through the established rules process. The Rules Team is developing an ITPS Layoff Guide and has requested the community to share scenarios they would like addressed in the guide.

Work group updates:

- **IT Assessment Form Workgroup**: Form completed, finalizing instructions with planned deployment by end of April.
- **IT Technical Workgroup**: Salary transition tool validated finalizing instructions with planned deployment in the HR Professional Portal by end of April.
- **IT Notification Workgroup**: Templates completed and finalizing instructions with planned deployment in the HR Professional Portal by end of April.

Paraprofessional Classification:

- Any positions excluded from the ITPS will be reallocated by the organization's HR Office. It is expected positions identified as 'paraprofessional' will be allocated to the IT Support Technician 1 or 2. This new job class series is intended to be a feeder series to the ITPS.

Post July 1, ITPS M&O:

- Decentralized allocation authority will return to agencies and institutions post July 1. State HR will continue to provide assistance as needed and work with organizations to resolve outstanding issues.
- State HR is in the process of establishing an IT Governance Committee consisting of agency and higher education HR and IT leaders.
  - A subgroup is developing the framework for the governance structure and expect group to finalize the framework in August 2019.
  - The goal is IT Governance Committee membership identified and first meeting held in September 2019.
- State HR is in the process of establishing the statewide ITPS Coordinators Workgroup. The new ITPS Coordinator role is included in proposed new rules (WAC). This function will be very similar to the current WMS Coordinator. The ITPS Coordinator must be a human resource professional that will serve as the agency's/higher education institution's subject matter expert and point of contact for the ITPS.
  - Act as the liaison between the agency/institution and State Human Resources for matters related to the ITPS.
  - Support the IT Governance Committee.
  - Provide internal training to evaluation committee members.
  - Lead agency/institution ITPS evaluation committee.
- As the business owners of the state classification and compensation plans, State HR will be monitoring and reporting on metrics for maintenance of structural integrity of the ITPS. Anticipated audiences are OFM executive leadership, the IT Governance Committee, HR Managers, CIO's, legislature, HR/IT Advisory Committee, ITPS Coordinators, labor unions, public record requests, etc.
- State HR will be providing training and working with agencies to update Salary Determination Polices and Procedure to include ITPS.
- State HR will continue to provide IT Position Evaluation training. Additionally, a train-the-trainer curriculum is in development for the ITPS Coordinators so that they can provide internal training as well.