



# Exempt Management Service (EMS) Position Process

## *Small Agency HR*

### B-Code EMS Position, Owned by State Human Resources Office (SHR) – Position Establishment Process

#### **Purpose**

This process is intended to guide Small Agency Liaisons through the steps of how to accurately and consistently process Exempt Management Position Description (PD) establishments.

The [Exempt Proposal Agency Checklist](#) provides clarification of what documentation is needed for each action. It does not provide clarification of DES role versus Small Agency role.

#### **Summary of Tasks**

Action By	Action
Small Agency	Informs the assigned DES HR Business Partner (DES HR BP) of intent to establish an exempt position.
DES HR BP	DES HR BP confirms through RCW research whether or not that the B-Code type EMS position is appropriate for this establishment.  If the B-Code type EMS position is appropriate then the DES HR BP proceeds with next steps.
Small Agency	<a href="#">Creates a packet</a> that includes a letter to SHR that contains justification supporting establishment and RCW exemption, PD, old and new org chart and fiscal impact statement to the DES HR BP.
DES HR BP	Reviews packet to ensure accuracy for signatures and necessary contents (ex: correct RCW, PD is completely filled out with band number, market segment, etc.)
DES HR BP	Completes JVAC score assessment. Once completed, will request assistance from another DES HR BP to independently complete a JVAC rating assessment. If JVAC ratings differ from each other, both DES HR BP's will meet and discuss their reasoning for assigned rating. DES HR BP will not proceed to next step until both are in mutual agreement on a final JVAC score.
	Complete <a href="#">JVAC Score Recommendation Letter</a> .
	Add JVAC Score to PD.

Action By	Action
	Compiles letter to SHR, PD, old and new organizational chart, fiscal impact statement, and JVAC score to <a href="mailto:personnel.fis@ofm.wa.gov">personnel.fis@ofm.wa.gov</a> , <a href="mailto:classandcomp@ofm.wa.gov">classandcomp@ofm.wa.gov</a> , and the <a href="#">agencies assigned Budget Analyst</a> .
SHR	Will send draft scope (class series concept) to DES HR BP. DES HR BP will provide to small agency for review and feedback. Once scope is approved, SHR will submit to Office of Financial Management (OFM) Director's Review.
OFM	OFM will send copy of Exempt Compensation decision to DES HR BP which indicates approval of the establishment along with assigned B-Code, JVAC, and EMS Band #.
DES HR BP	Complete <a href="#">OT Eligibility</a> , <a href="#">Risk Class Code</a> and <a href="#">Retirement Eligibility</a> forms.
	Send copy of Exempt Compensation decision, OT Eligibility, Risk Class Code, and Retirement Eligibility forms as one email in order to inform Small Agency that position has been established and to be placed in the position file.
Small Agency	Complete <a href="#">Position Action Form (PAF)</a> . Email completed PAF to <a href="#">DES mi Small Agency Assistance</a> inbox.
HRMS Specialist	Process PAF. HRMS Specialist provides a copy of completed PAF to small agency for their record.

## B-Code (SHR owned) Update Process

### **Purpose**

This process is intended to guide Small Agency Liaisons through the steps of how to accurately and consistently process Exempt Management Position Description (PD) updates.

The [Exempt Proposal Agency Checklist](#) provides clarification of what documentation is needed for each action. It does not provide clarification of DES role versus Small Agency role.

### **Summary of Tasks**

Action By	Action
Small Agency	Informs DES HR BP of update to position. Such updates may include, but are not limited to minor scope change, add another position under an already established B-code, title change, etc.
	Update PD. Small agency provides copy of updated PD to DES HR BP.
DES HR BP	Utilize the <a href="#">Exempt Proposal Agency Checklist</a> to determine what documents are needed depending upon what change is happening.

Action By	Action
	Completes JVAC score assessment. Once completed, will request assistance from another DES HR BP to independently complete a JVAC rating assessment. If JVAC ratings differ from each other, both DES HR BP's will meet and discuss their reasoning for assigned rating. DES HR BP will not proceed to next step until both are in mutual agreement on a final JVAC score.
	Add JVAC Score to PD.
	Compile necessary documentation and send to <a href="mailto:classandcomp@ofm.wa.gov">classandcomp@ofm.wa.gov</a> and the <a href="#">agencies assigned Budget Analyst</a> . If a Fiscal Impact Statement is required, cc <a href="mailto:personnel.fis@ofm.wa.gov">personnel.fis@ofm.wa.gov</a> also.
SHR	If needed, SHR will reach out to DES HR BP for any additional information such as scope review.
	Upon approval, SHR will provides DES HR BP with Administrative Exempt Approval document that indicates what was changed, the effective date, and what needs to be entered into HRMS.
DES HR BP	<i>(If applicable)</i> Complete <a href="#">OT Eligibility</a> , <a href="#">Risk Class Code</a> and <a href="#">Retirement Eligibility</a> forms. Send directly to small agency to place into position file.
	<i>(If applicable)</i> Informs Small Agency a <a href="#">Personnel Payroll Data Sheet (PPDS)</a> needs to be completed and what needs to be updated.
Small Agency	Completes <a href="#">Position Action Form (PAF)</a> to update, at minimum*, "Position Evaluation date" in HRMS. Email completed PAF and PPDS if applicable to <a href="#">DES mi Small Agency Assistance</a> inbox.  *DES HR BP will inform Small Agency if more fields on PAF need to be completed
	<i>(If applicable)</i> Complete appropriate <a href="#">Appointment Letter</a> .
HRMS Specialist	Processes PAF, and PPDS if applicable, and sends completed PAF for filing to small agency.

## Ex-Code (Agency owned) Establishment Process

### Purpose

This process is intended to guide Small Agency Liaisons through the steps of how to accurately and consistently process Exempt Management Position Description (PD) establishments.

### Summary of Tasks

Action By	Action
Small Agency	Informs DES HR BP that they want to establish an exempt position.

Action By	Action
DES HR BP	DES HR BP confirms through RCW research, WMS definition review, and WGS classifications that an EX-code EMS is appropriate for this establishment.
DES HR BP	Review PD for accuracy of duties, necessary signatures, and correct content (market segment, primary inclusion, etc.)
	Completes JVAC score assessment. Once completed, will request assistance from another DES HR BP to independently complete a JVAC rating assessment. If JVAC ratings differ from each other, both DES HR BP's will meet and discuss their reasoning for assigned rating. DES HR BP will not proceed to next step until both are in mutual agreement on a final JVAC score.
	Add JVAC Score to PD.
	Complete the highlighted fields on the <a href="#">Job Class Creation/Modification Request</a> and send to <a href="mailto:classandcomp@ofm.wa.gov">classandcomp@ofm.wa.gov</a> .
	Completes HR section on last page of PD.
SHR	Once reviewed and approved, will send DES HR BP the approved job class creation/modification request form with the EX code that is agency specific.
DES HR BP	Transfer EX code onto the PD and sends to Small Agency.
	Complete <a href="#">OT Eligibility</a> , <a href="#">Risk Class Code</a> and <a href="#">Retirement Eligibility</a> forms. Send directly to small agency to place into position file.
Small Agency	Complete <a href="#">Position Action Form (PAF)</a> . Email completed PAF to <a href="#">DES mi Small Agency Assistance</a> inbox.
HRMS Specialist	Processes PAF and sends completed PAF for filing to small agency.

## Ex-Code (Agency owned) Update Process

### **Purpose**

This process is intended to guide Small Agency Liaisons to accurately and consistently process Exempt Management Service (EMS) Position Description Form (PD) updates.

### **Summary of Tasks**

Action By	Action
Small Agency	Informs DES HR BP of what changes you want to make. Sends updated PD to assigned HR BP.
DES HR BP	Reviews and confirms that the changes do not make the EMS position a B-code EMS (this may result in completing the highlighted fields on the <a href="#">Job Class Creation/Modification Request</a> and send to <a href="mailto:classandcomp@ofm.wa.gov">classandcomp@ofm.wa.gov</a> if for example, they want to adjust the EX title).

Action By	Action
	Completes HR section on last page of PD and returns to Small Agency.
	Informs Small Agency if a PAF or PPDS needs to be completed or not.
	<i>(If applicable)</i> Complete <a href="#">OT Eligibility</a> , <a href="#">Risk Class Code</a> and <a href="#">Retirement Eligibility</a> forms. Send directly to small agency to place into position file.
	<i>(If applicable)</i> Informs Small Agency a <a href="#">Personnel Payroll Data Sheet (PPDS)</a> needs to be completed and what needs to be updated.
Small Agency	Completes <a href="#">Position Action Form (PAF)</a> to update, at minimum*, "Position Evaluation date" in HRMS. Email completed PAF and PPDS if applicable to <a href="#">DES mi Small Agency Assistance</a> inbox.  *DES HR BP will inform Small Agency if more fields on PAF need to be completed
	<i>(If applicable)</i> Complete appropriate <a href="#">Appointment Letter</a> .
HRMS Specialist	<i>(If applicable)</i> Processes PAF, and PPDS if applicable, and sends completed forms for filing to small agency.