



Information Technology (IT) Position Process

Small Agency HR

Establishment Process

Purpose

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

Summary of Tasks

Action By	Action
Small Agency	Submits a draft PD on the IT Position Description form to assigned DES Human Resource Business Partner (DES HR BP).
DES HR BP	DES HR BP collaborates with Small Agency to create a final draft PD.
ITPS Coordinator	Submits signed PD and org chart to the ITPS Coordinator. Schedules ITPS Committee meeting to include at least 3 formally trained committee members to include at least 1 IT manager and 1 HR professional.
ITPS Committee	Meets, reviews, and determines if the position meets the criteria to be included and evaluated into the ITPS structure. When evaluating a position, ensure the information requested is captured in the IT Position Evaluation Tool (ITPET).
ITPS Coordinator	Enters final evaluation data into the ITPET, requests review by SHR, and notifies the DES HR BP of the results (once SHR concurs).
DES HR BP	Provides ITPET evaluation page to the assigned DES HR BP to provide to the Small Agency position file. Notifies the Small Agency of the designation of the position and provides the ITPET evaluation page.
	If the position is not included in the ITPS, consult with the Small Agency with transferring position information to a WGS position description form then allocate to the appropriate Washington General Service (WGS) job class.
	Asks Small Agency to submit Position Action Form (PAF) to establish position.
	Complete OT Eligibility , Risk Class Code and Retirement Eligibility forms and sends to small agency to place into position file.
Small Agency	Complete PAF. Email completed PAF to DES mi Small Agency Assistance inbox.

Action By	Action
HRMS Specialist	Process PAF. HRMS Specialist provides a copy of completed PAF to small agency for their record.

Reallocation Process

Purpose

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

Summary of Tasks

Action By	Action
Small Agency	Submits a draft PD on the IT Position Description form to assigned Human Resource Business Partner.
DES HR BP	DES HR BP collaborates with Small Agency to create a final draft PD.
	Submits signed PD and org chart to the ITPS Coordinator.
ITPS Coordinator	Schedules ITPS Committee meeting to include at least 3 formally trained committee members to include at least 1 IT manage and 1 HR professional.
ITPS Committee	Meets, reviews, and determines if the position meets the criteria to be included and evaluated into the ITPS structure. When evaluating a position, ensure the information requested is captured in the IT Position Evaluation Tool (ITPET).
ITPS Coordinator	Enters final evaluation data into the ITPET, notifies SHR the draft is available and ready for review, and notifies the DES HR BP of the results.
	Provides ITPET evaluation page to the assigned DES HR BP to provide to the Small Agency position file.
DES HR BP	Notifies the Small Agency of the designation of the position and provides the ITPET evaluation page.
	If the position is not included in the ITPS, consult with the Small Agency with transferring position information to a WGS position description form then allocate to the appropriate Washington General Service (WGS) job class.
	Asks Small Agency to submit Position Action Form (PAF) reallocate position.
	Complete OT Eligibility , Risk Class Code and Retirement Eligibility forms and sends to small agency to place into position file.
Small Agency	Complete Position Action Form (PAF) . Email completed PAF to DES mi Small Agency Assistance inbox.
	<i>(If applicable)</i> If the position is filled, complete a Personnel Payroll Data Sheet (PPDS) . Email completed PPDS to DES mi Small Agency Assistance inbox.

Action By	Action
	<i>(If applicable)</i> If the position is filled, complete appropriate Appointment Letter .
HRMS Specialist	Process PAF and if applicable, PPDS. HRMS Specialist provides a copy of completed PAF, and if applicable PPDS, to small agency for their record.

Update Process

Purpose

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

Summary of Tasks

Action By	Action
Small Agency	Updates PD. If there is a substantial* change to the PD submit to DES HR BP to ensure the classification of the position did not change. *substantial change is defined as altering more than 51% of the duties of the position. Please be aware, if you gradually change a position description over time it will eventually meet the threshold of 51%.
	Obtains necessary signatures
	Files PD in position file.