



State of Washington

Classification and Compensation System

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Statewide system

- Administered by OFM as established by statute and managed within statutory limitation (RCW 41.06).
- Classification System covers 60,000 state jobs.
- Compensation administration/structure pay scales are set in approximately 2.5% increments. Each salary range is 2.5% above and below the next closest range and has 13 steps from bottom to top.
- Classification and compensation structure established by OFM. Job placement in the structure is open to adjustment through collective bargaining every 2 yrs.

How to make changes

Agencies can propose changes every 2 years prior to collective bargaining.

Requests must meet at one of the following reasons:

- **Recruitment** – meaning we have records of having 2 years' worth of difficulty finding applicants to fill positions in a particular classification due to salary.
- **Retention** – 2 years' worth of difficulty retaining staff in a particular classification due to salary. Data used for this is employees leaving state government to take higher paying jobs. It does not include movement inside of the agency or to other state agencies. Documented turnover must exceed 12% annually for more than 2 consecutive years to be considered by State HR.
- **Higher Level Duties** – meaning a particular classification as a whole has taken on more complex responsibilities than has been the norm due to business changes.

OFM decides which to proposal to move forward

- OFM/State HR considers all requests and the cost of each proposal including impact on other agencies.
- OFM/State HR assesses each proposal, determines criteria are met, and prioritizes the proposals. Based on available funding, OFM recommends to the Governor's office, and to bring forward for bargaining.
- Collective bargaining occurs spring thru fall of even years, which includes considering any packages moved forward and whether they will be included as part of the CBA for funding by the legislature.
- OFM and the legislature determine whether to fund the CBA as proposed or send back for further negotiations.
- If approved by the legislature the state implements as agreed to by the CBA in odd year.

Process causes delays

- Data we pull is for prior two years. (example: DOR submits proposal in August 2023 for FY 22 and 23.
- If approved implementation takes effect with 25-27 CBA.

Questions?