



Washington Management Service (WMS) 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 WMS Position Description (PD) establishments.

Summary of Tasks

Action By	Action
Small Agency	Submits a draft PD on the WMS 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.
Small Agency	Completes any suggested changes/edits and submits word version electronically signed PD, WMS Review Request form , and proposed org chart (can be draft) to HR BP.
DES HR BP	<p>Performs own evaluation of position to determine if WMS inclusion criteria is met (of if there is a general service job class that would be appropriate), determines appropriate JVAC score, and creates the justification for the JVAC score.</p> <p>Emails WMS Coordinator with their evaluation, including the inclusion criteria, JVAC score, and justification in the body of the email.</p> <p>Attached to the email is the WMS review request form, the signed (word version) of the PD, and the org chart submitted by the HR Liaison.</p>
WMS Coordinator	<p>Reviews the HR BP evaluation, and conducts own evaluation.</p> <p>If there is discrepancy, contacts the HR BP to talk about the evaluations and come to consensus.</p> <p>Emails the WMS BP Committee members with the HR BP evaluation, the coordinator evaluation, the PD, the WMS review request form, and the org chart for committee review.</p>
WMS BP Committee Members	Individually conduct their evaluations, including inclusion criteria, JVAC score, any questions for the small agency, and any comments related to their evaluation results, and emails the information to the WMS Coordinator.

Action By	Action
WMS Coordinator	If there is consensus, sends email to the WMS BP Committee members letting them know there is no need to meet as a team and shares the final JVAC score and corresponding WMS Band.
	If there is near consensus, talks to WMS BP Committee members to get a better understanding of the discrepancy and see if they are close.
	If there is no consensus or if there are too many questions to perform analysis, sets up meeting with HR BP and Small Agency.
	Completes WMS Position Evaluation Summary form and sends to HR BP.
DES HR BP	Notifies the Small Agency of the designation of the position and provides the WMS Position Evaluation Summary form.
	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.
HRMS Specialist	Process PAF. HRMS Specialist provides a copy of completed PAF to small agency for their record.

Rebanding Process

Purpose

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

NOTE: If remaining in WMS but without significant changes in the scope of the position (name changes, for example) follow the update process listed below. If you are unsure, discuss with your HR BP.

Summary of Tasks

Action By	Action
Small Agency	Submits PD draft to HR BP on the WMS Position Description Form (if remaining WMS or going from WGS to WMS) or WGS Position Description Form (if moving from WMS to WGS)
DES HR BP	Collaborate with small agency to create final draft document on the appropriate WMS or WGS form.
Small Agency	If WMS, completes any suggested changes/edits and submits word version, electronically signed PD, WMS Review Request form , and proposed org chart (can be draft) to HR BP
	If WGS, follows WGS PD specific process

Action By	Action
DES HR BP	Performs own evaluation of position to determine if there is significant changes to the PD and if so, if WMS inclusion criteria met (or if there is a general service job class that would be appropriate), determines appropriate JVAC score, and creates the justification for the JVAC score.
	Emails WMS Coordinator with their evaluation, including differences between this position and the existing position, inclusion criteria, JVAC score, and justification in body of email. Attached to the email is the WMS review request form, the signed (word version) of the PD, and the org chart submitted by the small agency.
WMS Coordinator	Reviews the HR BP evaluation, and conducts own evaluation. If there is a discrepancy, contacts the HR BP to talk about the evaluations and come to consensus.
	Emails the WMS BP Committee members with the HR BP evaluation, the coordinator evaluation, the PD, the WMS review request form, and the org chart for committee review.
WMS BP Committee Members	Individually conduct their evaluations, including inclusion criteria, JVAC score, any questions for the small agency, and any comments related to their evaluation results, and emails the information to the WMS Coordinator.
WMS Coordinator	If there is consensus, sends email to WMS BP Committee members letting them know there is no need to meet as a team and shares the final JVAC score and corresponding WMS band. If there is near consensus, talks to WMS BP Committee members to get a better understanding of the discrepancy and see if they are close. If there is no consensus or if there are too many questions to perform analysis, sets up meeting with HR BP and Small Agency.
	Completes WMS Position Evaluation Summary form and sends to HR BP.
DES HR BP	Notifies the Small Agency of the designation of the position and provides the WMS Position Evaluation Summary form. 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.
HRMS Specialist	Process PAF. HRMS Specialist provides a copy of completed PAF 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 WMS Position Description (PD) updates.

NOTE: use this process if there are no significant changes in the scope of the position (name changes, for example). If there are significant changes in the scope of the position, use the rebanding process listed above. If you are unsure, discuss with the WMS Coordinator.

Summary of Tasks

Action By	Action
Small Agency	Submits PD draft to HR BP on the WMS Position Description Form .
DES HR BP	Reviews draft to determine that no rebanding is necessary – that there are no significant changes to the scope of the position. Collaborates with the agency to create final document.
Small Agency	Completes any suggested changes/edits and submits PD to HR BP.
DES HR BP	Notifies WMS Coordinator, via email, that the position is being updated but with no significant changes to the scope of the position.
WMS Coordinator	Works with HR BP to complete the WMS Position Evaluation Summary form , in order to provide the HR info to the HR Specialist team as well as create a record for the position file.
	Sends completed WMS Position Evaluation form to the HR BP.
DES HR BP	Submits the PD and the completed WMS Position Evaluation form to the small agency.
	<i>(If applicable)</i> Informs Small Agency a Personnel Payroll Data Sheet (PPDS) needs to be completed and what needs to be updated.
Small Agency	Completes Position Action Form (PAF) to update, at minimum*, “Position Evaluation date” in HRMS. Email completed PAF and PPDS if applicable to DES mi Small Agency Assistance inbox. *DES HR BP will inform Small Agency if more fields on PAF need to be completed
HRMS Specialist	Processes PAF, and PPDS if applicable, and sends completed forms for filing to small agency.