



Washington General Service (WGS) 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 WGS Position Description (PD) establishments.

Summary of Tasks

Action By	Action
Small Agency	Submits a draft PD on the WGS 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 to DES HR BP for final review.
DES HR BP	Determines allocation and completes HR section on the last page of the PD. Sends completed PD back to small agency.
	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 and 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.

Reallocation Process

Purpose

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

Summary of Tasks

Action By	Action
Small Agency	Submits a draft PD on the WGS 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.

Action By	Action
Small Agency	Completes any suggested changes/edits and submits to DES HR BP for final review.
DES HR BP	Determines allocation and completes HR section on the last page of the PD. Sends completed PD back to small agency.
	Asks Small Agency to submit Position Action Form (PAF) to reallocate position.
	<i>(If position is filled)</i> Informs Small Agency a Personnel Payroll Data Sheet (PPDS) needs to be completed.
	Complete OT Eligibility , Risk Class Code and Retirement Eligibility forms and sends to small agency to place into position file.
Small Agency	Complete PAF , and if applicable PPDS . Email completed form(s) to DES mi Small Agency Assistance inbox.
	<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 WGS 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.