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# Information Technology Professional Structure (ITPS) Evaluation Procedure

### A per WAC 357-13-058, the following document is the procedure by which Information Technology positions are evaluated. The administrative processes in this framework are to be used in conjunction with the South Puget Sound Community College classification and compensation policies to administer the ITPS within the South Puget Sound Community College.

Purpose

This procedure outlines the framework by which information technology positions are evaluated. The administrative processes in this framework are to be used in conjunction with South Puget Sound Community College’s classification and compensation policies to administer the ITPS within the college.

Glossary

**Appointing Authority** – An individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees.

**IT Position Description** – A form used to document position objectives, assigned work activities, problem solving, decision making, impact and supervisory/managerial responsibilities of IT positions

**IT Position Evaluation Tool** – The enterprise application used by the ITPS Evaluation Committee to record the evaluation of IT positions. Additionally, the IT PET is the position history repository that is used for tracking and reporting needs.

**ITPS Coordinator** – A professional level Human Resource Consultant of the agency’s Human Resources Office assigned to administer the ITPS process within the agency, who serves as the single point of contact between the agency and the Office of Financial Management, State Human Resources Division for all ITPS issues.

**ITPS Evaluation Committee** – Staff members assigned and formally trained to determine inclusion of IT professional positions and evaluate those positions using the IT Evaluator’s Handbook and the IT PET. At SPSCC, this committee consists of the agency ITPS Coordinator, an Information Technology manager from the employer who has comprehensive knowledge of the agencies business; and at least one other HR professional or IT manager. The ITPS Coordinator convenes and chairs the committee.

### ITPS Evaluation Committee Membership

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| Samantha Dotson | Chief Human Resources Officer |  |
| Rip Heminway | Chief Information Officer |  |
| Ryan Hanscom | Director of Client Services |  |
| Lynn Dignan | Human Resource Consultant | ITPS Coordinator |

## Position establishments:

In order to establish a new position in the ITPS at South Puget Sound Community College, the steps below must be followed to be considered.

* + The supervisor of the position will complete an OFM Approved IT position description form (attached) ensuring the assigned duties, responsibilities and competencies are accurately reflected.
  + The supervisor signs the position description form for the position, attaches the current organization chart and forwards it to the Appointing Authority or designee.
  + The Appointing Authority will review the request for establishment. If the request is upheld, the Appointing Authority will sign and forward to the Human Resources Office for processing.
  + The ITPS Coordinator reviews the information for completeness and convenes a meeting of the ITPS Evaluation Committee.

## Process for re-evaluating an IT position due to a change in duties (Employer Initiated):

* + When duties of an existing ITPS position change, the supervisor of the position completes an IT position description form. If the position is filled, the supervisor may request input from the incumbent ensuring the assigned duties and responsibilities as well as competencies are accurately reflected. The supervisor and employee (if filled) sign the position description form for the position, attach the current organization chart and all other required documentation and forwards it to the Appointing Authority or designee.
  + The Appointing Authority will review the request. If the request is deemed appropriate, the Appointing Authority will sign the position description and forward all documentation to the Human Resources Office for review by the ITPS Coordinator.
  + The ITPS Coordinator reviews the information for completeness and determines whether the changes to the position duties warrant re-evaluation.
    - If the position warrants reevaluation, the ITPS Coordinator convenes a meeting of the ITPS Evaluation Committee.
    - If the position has not changed significantly since its last review, the ITPS Coordinator documents the reasons, files the position description as an update, and notifies the Appointing Authority and supervisor.

## Process for re-evaluating an existing IT position (Employee Initiated)

* + An employee who believes their position is improperly classified in the ITPS (or improperly excluded from the ITPS) must complete and sign the IT Position Review Request form and submit to the agency Human Resources Office for review by the ITPS Coordinator.
  + The ITPS Coordinator will ensure all necessary documentation is completed by the employee and supervisor.
  + The ITPS Coordinator convenes a meeting of the ITPS Evaluation Committee.

## Process for evaluation

* + The ITPS Coordinator reviews the information for completeness and convenes a meeting of the Committee for the following:
    - establishments;
    - employer requests for reevaluation when the positions job responsibilities have changed significantly; and
    - employee initiated requests for reevaluation.
  + Using the IT Evaluator’s Handbook, the Committee reviews the position for inclusion. If the Committee determines the position meets the criteria for inclusion, it is evaluated for placement in the ITPS. Once completed, the ITPS Coordinator enters this information into the IT position evaluation tool.
  + The ITPS Coordinator completes the necessary documentation and notifies the Appointing Authority, the supervisor and the employee (if applicable) of the Committee’s decision.
  + If it is determined the position is excluded from the ITPS, the content of the position description will be transferred over to the appropriate position description form at the next evaluation cycle, in accordance with college policy and the CBA.