

**WALLA WALLA COMMUNITY COLLEGE
INFORMATION TECHNOLOGY PROFESSIONAL STRUCTURE
INCLUSION AND EVALUATION
ADMINISTRATIVE PROCEDURE 5615**

I. CRITERIA TO INCLUDE A POSITION IN THE IT PROFESSIONAL STRUCTURE

- A. For a position to be included into the ITPS, the duties and responsibilities assigned to the position must meet the criteria for inclusion as outlined in the IT Evaluator's Handbook.

II. PROCESS TO EVALUATE A POSITION FOR PLACEMENT IN THE ITPS

- A. Per [WAC 357-13-035](#), the college must use a standard form developed by the Director for IT positions, or an alternate form approved by the Director for requests to establish or reevaluate ITPS positions.

III. POSITION ESTABLISHMENTS

- A. The supervisor of the position completes an IT position description ensuring the assigned duties, responsibilities and competencies are accurately reflected.
- B. The supervisor signs the position description, attaches the current organization chart and forwards it to the appointing authority or designee.
- C. The appointing authority will review the request for establishment. If the request is upheld, the appointing authority will sign and forward to the college's HR Office for processing.
- D. The ITPS Coordinator reviews the information for completeness and convenes a meeting of the ITPS Evaluation Committee.

IV. PROCESS FOR RE-EVALUATING AN IT POSITION DUE TO A CHANGE IN DUTIES (EMPLOYER INITIATED)

- A. When duties of an existing ITPS position change, the supervisor updates the IT position description.
 - 1. 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.
 - 2. The supervisor and employee (if filled) sign the position description, attach the current organization chart and other required documentation and forward to the appointing authority or designee.
- B. 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 college HR Office for review by the ITPS Coordinator.
- C. The ITPS Coordinator reviews the information for completeness and determines whether the changes to the position duties warrant re-evaluation.
 - 1. If the position warrants re-evaluation, the ITPS Coordinator convenes a meeting of the ITPS Evaluation Committee.
 - 2. 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. No evaluation is required within the IT PET.

V. PROCESS FOR RE-EVALUATING AN EXISTING IT POSITION (EMPLOYEE INITIATED)

- A. 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 HR Office for review by the ITPS Coordinator.
- B. The ITPS Coordinator will ensure all necessary documentation is completed by the employee and supervisor.
- C. The ITPS Coordinator convenes a meeting of the ITPS Evaluation Committee.

VI. PROCESS FOR EVALUATION

- A. The ITPS Coordinator reviews the information for completeness and convenes a meeting of the ITPS Evaluation Committee for the following:
 - 1. Establishments;
 - 2. Employer requests for re-evaluation when the positions job duties have changed significantly; and
 - 3. Employee initiated requests for re-evaluation.
- B. Using the IT Evaluator's Handbook, the Committee reviews the position for inclusion.
 - 1. If the ITPS Evaluation Committee determines the position meets the criteria for inclusion, it is evaluated for placement in the ITPS.
 - 2. Once completed, the ITPS Coordinator enters this information into the IT PET.
- C. The ITPS Coordinator completes all documentation and notifies the appointing authority, the supervisor and the employee (if applicable) of the ITPS Evaluation Committee's decision.
- D. 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.

<p>Policy Contact: <u>Vice President of Human Resources</u></p> <p>Approved by: <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>07/25/2022</u></p> <p>Last Reviewed/Revised on: _____</p>
