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

I.   POLICY BACKGROUND/PURPOSE

Employers utilizing classified positions in the information technology professional structure (ITPS) must develop and document an information technology professional structure (ITPS) evaluation procedure approved by the State Human Resource Director's Office. This policy and associated procedure outline the framework by which information technology (IT) positions are evaluated. The administrative processes in this framework are to be used in conjunction with Walla Walla Community College (WWCC) classification and compensation policies to administer the ITPS within the college.

II.   AUTHORITY

Board Policy 1370, [WAC 357-13-058](WAC 357-13-058).

III.   SCOPE OF POLICY

This policy applies to all classified positions in the Information Technology Professional Structure (ITPS).

IV.   DEFINITIONS

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

B. Director – State Human Resources Director within the Office of Financial Management (OFM).

C. 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.

D. IT Position Evaluation Tool (PET) – 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.

E. ITPS Coordinator – A professional level Human Resource (HR) Consultant of the agency's HR Office assigned to administer the ITPS process within the agency who serves as the single point of contact between the college, OFM, and the State HR Division for all ITPS issues.

F. 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. This committee consists of the college ITPS Coordinator, an IT manager from the college 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.

V. POLICY

    A. Consistent with WAC 357-13-058 and guidelines established by the Director's office, this policy and procedure must include the steps for requesting and evaluating positions for placement within the ITPS.

        1. If WWCC has more than fifteen (15) permanent positions covered by the ITPS, the procedure must require at a minimum, the establishment of a committee of three (3) or more employees to include the following:

            a. An HR professional who is designated as the college's ITPS coordinator and who also serves as the single point of contact for the State HR director's office regarding ITPS issues;

            b. An IT manager from the college who has comprehensive knowledge of the employer's business; and

            c. At least one (1) other HR professional or IT manager.

        2. If the college has fifteen (15) or less permanent positions covered by the ITPS, it may establish a committee of two (2) or more employees in accordance with subsection (A)(1) of this section.

        3. Only those who have successfully completed training may participate on an ITPS committee. The training must satisfy the core curriculum as defined by the director's office.

        4. All evaluation results and a copy of the signed IT position description form must be uploaded in the tool identified by the director.

Policy Contact: Vice President of Human Resources

Approved by: Dr. Chad Hickox, President

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