

EvCC3500P: ITPS EVALUATION COMMITTEE PROCEDURE

Original Date: March 9, 2021

Policy Contact: Vice President of Human Resources

PURPOSE

This procedure is established to meet the requirements of [WAC 357-13-058](#) for employers to develop procedures to evaluate positions for placement in the Information Technology Professional Structure.

Definitions

Appointing Authority – An individual lawfully authorized to appoint, lay off, dismiss or demote classified employees. Everett Community College’s Appointing Authority is the President or designee.

Director – State Human Resources Director within the Office of Financial Management.

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 – An application used to record the evaluation of IT positions. The IT PET is also a history repository that is used for tracking and reporting.

ITPS Coordinator – An employee in EvCC’s Human Resources Office assigned by the Vice President to administer the ITPS process within the College, 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 – Employees assigned and formally trained to evaluate positions using the IT Evaluator’s Handbook and the IT PET. This committee includes the ITPS Coordinator, the Executive Director of Information Technology, and the Associate Directors of Information Technology. The ITPS Coordinator convenes and chairs the committee.

PROCEDURES

These processes are to be used in conjunction with the College’s classification and compensation policies to administer the ITPS within Everett Community College.

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. The Evaluation Committee will use a standard form developed by the Director to establish or reevaluate ITPS positions. The ITPS Evaluation Committee will meet to review:

- Newly established IT positions
- Supervisor initiated requests for reevaluation when the positions job duties have changed significantly; and
- Employee initiated requests for reevaluation.

1. New Positions:

- The supervisor of the position completes an IT position description ensuring the assigned duties, responsibilities and competencies are accurately reflected.
- The ITPS Coordinator reviews the information for completeness and convenes a meeting of the ITPS Evaluation Committee.
- Using the IT Evaluator’s Handbook, the Committee reviews the position for inclusion. If the ITPS Evaluation 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 PET.
- 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.
- Prior to hiring, new positions will be submitted for approval using EvCC’s process for assessing the need for the position and identifying the funding source.

2. Re-evaluating an IT position due to a change in duties (Employer Initiated):

- When the assigned duties of an existing ITPS position change, the supervisor updates the IT position description. If the position is filled, the supervisor may request input from the incumbent to ensure the assigned duties, responsibilities and competencies are accurately reflected. The supervisor and employee (if filled) sign the position description.
- The ITPS Coordinator reviews the information for completeness and determines whether the changes to the position duties warrant reevaluation.
- 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 supervisor. No evaluation is required within the IT PET.

3. 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) may complete and sign the IT Position Review Request form and submit for review by the ITPS Coordinator.
- The ITPS Coordinator ensures all necessary documentation is completed by the employee and supervisor.
- The ITPS Coordinator convenes a meeting of the ITPS Evaluation Committee.
- The ITPS Coordinator completes all documentation and notifies the supervisor and the employee of the committee's decision.

Positions that are evaluated at Expert Level will be submitted to State Human Resources Classification and Compensation for evaluation prior to finalization and entering in the IT PET.

RELEVANT LAWS AND OTHER RELATED INFORMATION

[WAC 357-13-058](#)

[Office of Fiscal Management](#)

REVISION HISTORY

Original Date: March 9, 2021

APPROVED BY

President and VP Staff