

**WAC 357-13-058 What is the requirement for employers to develop procedures which address evaluating positions for placement in the information technology professional structure (ITPS)?** (1) Each employer must develop and document an information technology professional structure (ITPS) evaluation procedure consistent with this chapter and guidelines established by the director's office.

(2) The procedure must include the process for requesting and evaluating positions for placement within the ITPS.

(a) Employers with more than fifteen permanent positions covered by the ITPS, the procedure must require, at a minimum the establishment of a committee of three or more employees to include the following:

(i) A human resource (HR) professional who is designated as the employers ITPS coordinator and who also serves as the single point of contact for the director's office regarding ITPS issues;

(ii) An information technology (IT) manager from the employer who has comprehensive knowledge of the employer's business; and

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

(b) Employers with fifteen or less permanent positions covered by the ITPS may establish a committee of two or more employees in accordance with (a)(i) and (ii) of this subsection.

(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.

[Statutory Authority: Chapter 41.06 RCW and RCW 41.06.150. WSR 19-11-134, § 357-13-058, filed 5/22/19, effective 7/1/19.]