

# Individual State Agency Fiscal Note

<b>Bill Number:</b> 2216 HB	<b>Title:</b> State employee degree reqs.	<b>Agency:</b> 105-Office of Financial Management
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## Part I: Estimates

No Fiscal Impact

### Estimated Cash Receipts to:

ACCOUNT	FY 2024	FY 2025	2023-25	2025-27	2027-29
Personnel Service Account-State 415-1		181,000	181,000		
<b>Total \$</b>		181,000	181,000		

### Estimated Operating Expenditures from:

ACCOUNT	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years	0.0	1.0	0.5	0.0	0.0
<b>Account</b>					
Personnel Service Account-State 415-1	0	181,000	181,000	0	0
<b>Total \$</b>	0	181,000	181,000	0	0

### Estimated Capital Budget Impact:

NONE

*The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.*

Check applicable boxes and follow corresponding instructions:

- If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- Capital budget impact, complete Part IV.
- Requires new rule making, complete Part V.

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## Part II: Narrative Explanation

### II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

*Significant provisions of the bill and any related workload or policy assumptions that have revenue or expenditure impact on the responding agency by section number.*

Section 2 amends the comprehensive classification plan for all positions in the classified service to remove the requirement of a two-year or four-year college degree for purposes other than when the specialized technical or scientific knowledge or certification offered through such programs is necessary for an employee to perform the essential functions of a classification.

This bill would require OFM to analyze every job classification and possibly remove language around requiring two-year or four-year college degrees.

OFM would also need to provide policies and guidance to advise agencies on the use of minimum qualifications that may be different than the desired listed on the class specs, as well as for identifying when essential functions require or don't require a two-year or four-year degree.

OFM would require additional staffing to review job classifications and make any necessary updates.

### II. B - Cash receipts Impact

*Cash receipts impact of the legislation on the responding agency with the cash receipts provisions identified by section number and when appropriate, the detail of the revenue sources. Description of the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explanation of how workload assumptions translate into estimates. Distinguished between one time and ongoing functions.*

Expenses incurred in the Personnel Service Account are funded by a Personnel Service fee paid by state agencies. Any assumed increase in the account would be matched by an increase in the rate charged by OFM, up to what is allowed per RCW 41.06.280.

### II. C - Expenditures

*Agency expenditures necessary to implement this legislation (or savings resulting from this legislation), with the provisions of the legislation that result in the expenditures (or savings) identified by section number. Description of the factual basis of the assumptions and the method by which the expenditure impact is derived. Explanation of how workload assumptions translate into cost estimates. Distinguished between one time and ongoing functions.*

OFM would require additional staffing to review job classifications and make any necessary updates.

1 FTE – Class and Comp Specialist (12-months, beginning 7/1/2024) - The time-limited specialist position is necessary to review and update job classifications in accordance with the requirements of the bill.

Cost assumptions per FTE:

- o Goods and services: supplies, communications services, lease space, training, software licensing at \$3,000 per FTE annually.
- o Travel: travel associated with the positions at \$4,000 per FTE annually.
- o Capital Outlays: a workstation, furniture, and computer at \$5,000 per FTE.
- o Shared Service Costs: administrative support, IT support, budget and accounting services, facilities support, and human resource assistance at \$30,000 per FTE annually.

## Part III: Expenditure Detail

### III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2024	FY 2025	2023-25	2025-27	2027-29
415-1	Personnel Service Account	State	0	181,000	181,000	0	0
<b>Total \$</b>			0	181,000	181,000	0	0

**III. B - Expenditures by Object Or Purpose**

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years		1.0	0.5		
A-Salaries and Wages		106,000	106,000		
B-Employee Benefits		33,000	33,000		
C-Professional Service Contracts					
E-Goods and Other Services		3,000	3,000		
G-Travel		4,000	4,000		
J-Capital Outlays		5,000	5,000		
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements		30,000	30,000		
9-					
<b>Total \$</b>	0	181,000	181,000	0	0

**III. C - Operating FTE Detail:** *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

Job Classification	Salary	FY 2024	FY 2025	2023-25	2025-27	2027-29
CLASS AND COMP SPECIALIST	106,000		1.0	0.5		
<b>Total FTEs</b>			1.0	0.5		0.0

**III. D - Expenditures By Program (optional)**

NONE

**Part IV: Capital Budget Impact**

**IV. A - Capital Budget Expenditures**

NONE

**IV. B - Expenditures by Object Or Purpose**

NONE

**IV. C - Capital Budget Breakout**

*Acquisition and construction costs not reflected elsewhere on the fiscal note and description of potential financing methods.*

NONE

**IV. D - Capital FTE Detail:** *FTEs listed by classification and corresponding annual compensation. Totals agree with total FTEs in Part IVB.*

NONE

**Part V: New Rule Making Required**

*Provisions of the bill that require the agency to adopt new administrative rules or repeal/revise existing rules.*