Revised Code of Washington (RCW) 41.06.070
Civil Service Exemptions

In order to fall within Western Washington University’s Professional Staff Compensation Program, a position is required to be exempted from RCW 41.06.070. This is referred to as the “Civil Service exemption.” There are fifteen individual Civil Service exemptions.

1. Executive Heads of Major Administrative or Academic Divisions
   a. President of Western
   b. Vice Presidents
   c. Associate and Assistant Vice Presidents
   d. Directors
      i. Includes directors and other administrative personnel responsible for a separate budgetary unit or units that direct the work of others. Cannot have a reporting relationship below that of a Director-level.
   e. Academic Affairs Division
      i. Provost, Vice Provosts, Associate and Assistant Provosts
      ii. Associate and Assistant Deans
      iii. Chairs and other Academic Personnel equivalent to a Director
          1. Note: these individuals are usually in Job Class F, not Job Class E

2. Principal Assistants to Executive Heads
   a. Serve as principal assistant to Executive Head of Major Administrative or Academic Divisions
   b. Must report directly to the Executive Head
   c. Must have major administrative or program responsibility within the division/department
   d. Must regularly exercise independent judgment and discretion in work related to management policies or department business operations
   e. Has delegated authority to make commitments that affect department operations

3. Confidential Secretaries and Administrative Assistants to the President and Vice Presidents
   a. Individuals serving as a confidential administrative assistant and/or secretary to the President or to a Vice President

4. Program Direction/Control
   a. Managerial or professional level position
   b. Has substantial responsibility for directing or controlling program operations
   c. Accountable for the allocation of resources and program results
5. **Senior Computer Systems and Network Programming**
   a. Demonstrated professional competence in computer systems and network programming above the journey-level
   b. Independently perform work assignments
   c. Devise methods and processes to meet new and unique work requirements and problems
   d. Has substantial responsibility in one of the following areas:
      i. Applying systems analysts techniques and procedures including consulting users to determine hardware, software, or system functional specifications;
      ii. Designing, developing, documenting, analyzing, creating, testing, or modifying computer systems or programs, including prototypes based on and related to user or system design specifications;
      iii. Designing, documenting, testing, creating, or modifying computer programs related to machine operating systems; or
      iv. A combination of the above at the same skill performance level

6. **Human Resources (Personnel)**
   a. Managerial or professional level positions
   b. Substantial responsibility for exercising discretion and independent judgment in effecting, executing and discharging personnel functions, including:
      i. Employment
      ii. Classification/compensation
      iii. Benefits
      iv. Labor relations
      v. Employee relations
      vi. Training and development
      vii. Affirmative action/equal employment opportunity

7. **Internal Audits and Investigations**
   a. Responsible for examining and analyzing fiscal and/or administrative records
      AND
   b. Institutional practices and procedures for:
      i. Compliance with internal and external regulations and policies, including health and safety;
      ii. Effectiveness of established controls;
      iii. Efficiency of operations; and
      iv. Accuracy of reports and records
   c. Report to management on investigation or audit results and resolve complaints, provide risk assessments, and/or make recommendations for training or to improve operations

8. **Institutional Policy**
   a. Managerial or professional level position
   b. Has substantial responsibility for formulating Western institutional policy
9. **Public Information**
   a. Substantial responsibility for planning and directing the development and communication of information designed to keep the public informed of Western’s programs, accomplishments and point of view
   b. Exercise discretion in determining content of written copy
   c. Other duties may include creating ideas, laying out artwork, contacting media representatives and representing Western directly before the general public

10. **Development**
    a. Substantial responsibility for:
       i. Establishing the unit’s fundraising goals and developing methods to accomplish them;
       ii. Planning and conducting public contact programs designed to promote the public’s understanding of the unit’s activities; and/or
       iii. Cultivating donors.

11. **Legislative Relations**
    a. Substantial responsibility for promoting information flow to and from local, state and national governments;
    b. Devising institution’s lobbying strategies;
    c. Monitoring and analyzing bills and policies

12. **Counseling of Students**
    a. Responsible for directing and/or participating in providing one of the following services to students:
       i. Academic
       ii. Athletic
       iii. Career
       iv. Medical
       v. Financial Aid
       vi. Student Activity
       vii. Personal Counseling

13. **Continuing Education**
    a. Responsibility for administrative, operation and/or educational components of extension or continuing education activities or programs
14. Research
   a. Formal academic preparation at least at the Bachelor’s level or demonstrated professional competence in specific field of research
   b. Responsibility for or assisting in one of the following tasks:
      i. Identifying and defining research problems
      ii. Designing approaches or hypotheses to be tested and the methodology to be used
      iii. Designing specific phases of research projects
      iv. Analyzing results
      v. Developing conclusions and hypotheses
      vi. Presenting research results in publishable form
      vii. Obtaining research grants

15. Graphic Arts and Publications
   a. Prescribed academic preparation or special training in the fields of graphic arts, printing and publications
   b. Assigned to a major academic or administrative unit
   c. Responsible for the development and design of scholarly or related publications, or the full range of printing and publication activities, including publication via digital or non-print media