

Washington Management Service (WMS) Position Description

For assistance completing this form, contact your WMS Coordinator.

Position Information		
Position Title: School Rule Manager	Position Number/Object Abbreviation: 71104365	
Incumbent's Name (If filled position):	Agency/Division/Unit: Department of Health/ State Board of Health	
Address Where Position Is Located: 101 Israel Road SE Tumwater, WA 98501	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: Michelle Davis, Executive Director	Supervisor's Phone: 360-236-4105	

Organizational Structure
<p>Summarize the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart).</p> <p>The State Board of Health's mission is to provide statewide leadership in advancing policies that protect and improve the public's health. The Board achieves this mission by monitoring the public's health to understand and prevent disease across the state; serving as a public forum to engage the public in policy development; and adopting foundational public health rules that prevent disease, promote public health and keep people safe. The Board makes recommendations to the Governor and Legislature and completes health impact reviews in collaboration with the Governor's Interagency Council on Health Disparities (RCW 43.20.285). A health impact review is an evidence-based, non-partisan, objective analysis of how a proposed legislative or budgetary change may impact health and equity.</p> <p>This position reports to the SBOH Executive Director and will supervise a team of four project staff.</p>
Position Objective
<p>Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.</p> <p>During the 2024 legislative session, the Legislature included in the supplemental operations budget a proviso, which requires the Board to review and update rules for school environmental health and safety. These statewide rules apply to public and private schools. The Legislature has suspended the Board's ability to update these rules since 2010. Under the 2024 budget proviso, the Board must conduct the review in collaboration with a multi-disciplinary technical advisory committee with the purpose of proposing a new set of minimum statewide health and safety standards for schools. In addition, the Board must: collaborate with the Office of Superintendent of Public Instruction to develop a fiscal analysis regarding the proposed rules, assist the department in completing an environmental justice assessment, and report in collaboration with OSPI, DOH, the technical advisory committee and local health jurisdictions to report to the legislature by June 30, 2025 prioritized sections or subject areas of the proposed rules that will provide the greatest health and safety benefits for students and the order in which they should be implemented.</p> <p>This position serves as the Manager of the School Rule Review and Update Project. The position is responsible for administering, overseeing, directing, and managing the school environmental health and safety rule project and is accountable for assuring the requirements of the proviso are executed within the proviso's funding and deadlines, and that reporting requirements to the Governor and legislature are met.</p>
Assigned Work Activities (Duties and Tasks)
<p>Describe the duties and tasks, and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see Essential Functions Guide.</p>



Manage and lead the Legislative Task Force review of the existing and suspended school environmental health and safety rules.

- Administer the proviso and ensure it is executed within the proviso's funding and deadlines, and that reporting requirements to the Governor and legislature are met.
- On behalf of the Technical Advisory Committee, review and assist in their review of Chapters 246-366 and 246-366A WAC. Review for issues regarding statutory authority, clarity, alignment with current state and federal law.
- Formulates, identifies and analyzes possible policy options and makes recommendations to the Board.
- Represent the Technical Advisory Committee and interact with the Governor's Office, the Legislature, state agencies, and other internal and external partners, including the media. To include providing testimony or written updates to legislative committees during the 2025 legislative session.
- Create and implement strategic work plans, including actions steps and timelines to fulfill the Board's legal obligations under the budget proviso.
- Negotiate policy options with external partners, including state agencies, the Governor's office, and TAC members regarding school environmental health and safety recommendations to the legislature.
- Partner and facilitate collaboration among TAC members, interested parties, to develop sound, protective and achievable minimum health and safety standards for schools.
- Oversees, directs, and manages TAC meeting coordination, facilitation, and staffing. Is responsible to ensure the State Board of Health's administrative and communications staff reserve meeting locations, set up equipment and other needs, fulfill requests for disability accommodation and language interpretation in a timely manner, and plan for and execute other meeting logistics.
- Seeks out community voice and lived experience to inform the TAC's review and evaluation of the rules. Works closely with Board Equity and Engagement Manager to ensure meetings and any community forums are planned, organized, and set up to encourage meaningful community participation. Engages with organizations and diverse communities interested and impacted by school environmental health and safety.
- Attend/travel to all State Board of Health meetings, regular TAC and subcommittee meetings.

Oversee the implementation of ESHB 5950(222) (159)

- Oversee all aspects of proviso implementation including project management, planning and documenting tasks, and assuring rule review, required analyses and recommendations are completed and reported per legislative mandate within project deadlines.
- Manage TAC and ad hoc committees and project resources, including onboarding, supervising and offboarding project staff, providing direct support to the body, assuring compensation for eligible members.
- Report regularly to the Board regarding TAC activities and project milestones oversee communications to interested parties, the public and media regarding project process, timelines, and products.
- Anticipate and address potential barriers and risks
- Develop and manage contract necessary to support the project in compliance with state law and enterprise processes
- Manages contracts
- In close collaboration with Equity and Engagement Manager, coordinate community engagement and public outreach efforts.
- Develops draft reports in close collaboration with TAC, OSPI, DOH, and local health jurisdictions.

Supervision

Oversees, leads, and supervise the project team, including the Management Analyst 5 Policy Advisor, Program Specialist 3 Community Engagement Coordinator, Administrative Assistant 3, and Communications Consultant 3.

Accountability – Scope of Control and Influence

Provide examples of the resources and/or policies that are controlled and influenced.

The School Rule Environmental Health and Safety Project Manager directs and oversees the school rule review project and serves as Technical Advisory Committee Manager. This position advises the Board Chair and Executive Director



on policy and fiscal implications of policy options under TAC consideration. It oversees and directs the engagement of key partners in the process, assuring the requirements of the proviso are met within mandated deadline, pursuant to state law and rule.

The Manager is responsible for assuring the Technical Advisory Committee has all necessary data and information needed to review Chapters 246-366 and 246-366A, identify costs to large and small schools across the state while focusing on health and safety considerations for Washington's children. In reviewing the rule, the Project Manager will need to assure the draft rule does not conflict with state laws and rules including those related to the State Building Code, green buildings laws and efficiency requirements, worker safety requirements and school-related state laws and rules. The Manager will oversee and collaborate with team members and assess scientific literature, analyze policy options, consider costs, and implications of the EJ assessment, and recommend changes to school environmental health and safety that the TAC will then prioritize for the Governor and Legislature's consideration and possible action during the 2026 legislative session. The position will be responsible for testifying and providing written updates to the legislature during the 2025 legislative session.

The Manager supervises four project staff and will coordinate the team and body of work to assure each element of the proviso is met, that the process meaningfully engages organizations and diverse communities interested and impacted by school environmental health and safety. The position will work closely with OSPI leadership to develop a fiscal analysis of the proposed rules and will assist the department of health in completing an environmental justice assessment on the proposal. These critical documents will inform future statewide legislative policy and budget proposals.

Describe the scope of accountability.

The Manager has primary responsibility for directing the Board's implementation of the project under the budget proviso. This includes assuring that the work under the proviso is done within the year and within the funds appropriated to the Board. The position will supervise other employees supporting the project. The position will collaborate with state agencies, local health jurisdictions, public and private schools, and Tribal Compact Schools in Washington. The manager must have advanced leadership and interpersonal skills and a strong understanding of past and current challenges of school funding and safety. This position must understand and demonstrate leadership in current equity, diversity, inclusion, cultural humility, anti-racism and social justice strategies, approaches and theories of change. The position must adeptly navigate and facilitate critical conversations among diverse interests with sometimes opposing views and assure that all perspectives are honored in the final consensus recommendations.

Describe the potential impact of error or consequence of error (impacts unit, division, agency, state).

The Board may be negatively impacted if its recommendations and decisions have unintended consequences, negatively impact relationships, perpetuate systemic harm and injustice, cannot be implemented, are contrary to Board goals, or are at odds with federal or state laws. Failing to identify and mitigate potential risks could lead to mistrust, impacting community relations, loss of credibility, and potential legal liability, as well as continuation of 1970's era school environmental health and safety rules that are not responsive to the health and safety needs of today's school children.

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

- The position makes all budgetary decisions regarding the project funding (\$750,000 2025 FY budget proviso) including contracts, personnel, travel, purchases, and services to carry out the project



Other financial influences/impacts.

The proviso requires the Board to work with OSPI to complete a fiscal analysis about the potential fiscal impact of the draft proposed rules on schools. In addition, the Board must work with DOH, OSPI, School organizations and local health jurisdictions to develop recommendations on the implementation of the rules for the Legislature and Governor. These recommendations will include cost impacts to the schools and others and are intended to inform future state capital and operational budget investments and inform potential legislative policy proposals regarding school environmental health and safety. This position is responsible for overseeing and managing the project and submitting the final consensus-based proposal to the Governor and Legislature.

Supervisory Responsibilities

Supervisory Position: Yes No

If **yes**, list total full-time equivalents (FTE's) managed and highest position title.

- 1- Management Analyst 5 Policy Advisory
- 1- Program Specialist 3 Community Engagement Coordinator
- 1- Administrative Assistant 3
- 1- Communications Consultant 3

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing or determining how the agency will implement).

This position has significant influence over statewide policies aimed at improving school environmental health and safety for children in public and private schools. This position facilitates negotiations between the Board, school organizations listed in the proviso, the Office of Superintendent of Public Instruction, state agencies including the Departments of Health, Children Youth and Families, the State Building Code Council and local health jurisdictions.

This position administers the proviso implementation and manages the school rule review and development project and has direct influence over statewide legislative and budget recommendations that are required by the proviso. The Board's authority to adopt rules on this topic has been suspended since 2010. The execution of the proviso will directly impact the Board's ability to update and implement future health and safety standards regarding indoor air and drinking water quality and basic health, sanitation and safety requirements in school facilities.

Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom.

Influence is provided through policy research, facilitation of meetings to arrive at recommendations, negotiations with implementing agencies, school organizations and partners to arrive at consensus, direct technical assistance to agency staff and management, and coordination, identification, and adoption of recommended best practices. This position formulates, identifies and analyzes possible policy options and makes recommendations to the Board. For example, the position would review analyze scientific literature, public comment, current state laws and rules, data related to school condition, information gleaned from the environmental justice assessment and identify possible barriers to implementation of the draft rule (which could include cost, legal authority, concept acceptance by partners, limitations of scientific literature, etc.) This position communicates directly with the Board and agency leadership, Governor's Office staff, legislators and legislative staff on project implementation and final recommendations.

Explain the major decision-making responsibilities this position has full authority to make.

The Manager is responsible for administering and leading the rule review project, including standing up the technical advisory committee, selecting contractors, managing contracts, leading, and supporting communication with TAC members, interested parties, and agency leaders, legislators and Governor's policy staff, this position makes decisions



in collaboration with the Executive Director about systems and processes to support this work. The position may negotiate policy positions and solutions in consultation with and behalf of the Board.

Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?

The Manager makes both tactical and strategic decisions based on assessment, current knowledge and understanding of the Board and other statutory authorities. The manager must have an understanding of fiscal and political considerations related to school facilities while considering best available science regarding the impact of the school environment on student health. School environmental health and safety is a politically charged issue and requires the position to make decisions based on knowledge, analysis, while balancing TAC member recommendations and public input under tight timelines. The position is responsible for managing the selection and engagement of partner organizations and public involvement in the project. The Manager must be politically savvy, resourceful and adept at identifying gaps in personal or organizational knowledge and what is needed to fill them.

What are the risks or consequences of the recommendations or decisions?

Potential adverse consequences can include loss of the Board's credibility and damage to trust and relationships with Board partners, TAC member agencies, and the public. Consequences may include continued suspension of the Board's authority to regulate school environmental health and safety and could result in potential litigation regarding adequacy of funding for schools.

Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

Master's degree with major study in public health, public policy, public administration, or a closely related field and three years of experience in policy analysis and development, program administration or project management.

OR

A Bachelor's degree and five years of professional experience in policy analysis and development, and program administration or project management

OR

8 years of experience performing policy analysis, program administration and project management for a government or public health entity and/ or project management:

AND

2 years experience working with diverse communities.

2 years experience identifying, interpreting, and applying research in public health, school safety, or environmental justice policy.

2 years experience reviewing laws and rules and analyzing policy for public health and/or equity impact.

2 years experience managing or leading teams, this could include but is not limited to formal supervisory experience.

This experience can be gained concurrently.

Preferred/Desired Education, Experience, and Competencies.



- Leading or managing in a local or state government agency, community organization, or non-profit.
- Working in or collaborating with state government or schools.
- Demonstrated experience convening and facilitating groups and organizing public meetings.
- Demonstrated experience managing projects and maintaining strong working relationships with diverse organizations.
- Demonstrated experience leading policy and system changes to advance safety, environment justice or equity initiatives.
- Understanding of Tribal sovereignty, particularly Washington's government-to-government obligations and statutory requirements.

Key competencies include (1) accountability, (2) analysis, (3) planning, (4) communication, (5) cultural humility, (6) interpersonal skills, (7) leadership, (8) organizational relationships, and (9) strategic/financial/project planning.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

Willingness to work outside of core scheduled hours or more than 40 hours of week, including evenings, weekends, and holidays in order to meet Board needs and critical deadlines.

Must be able to deal with difficult issues and conflicts that may arise when collaborating with diverse partners.

Working Conditions

Work Setting, including hazards:	<p>Work is performed almost exclusively indoors in a DOH or home-based office environment.</p> <p>This position works at a computer for extended periods of time. Work is performed almost exclusively indoors in an office environment. Exposure to hazards is limited to those commonly found in government office environments.</p>
Schedule (i.e., hours and days):	<p>Full time, 8 a.m. - 5 p.m. (flexible schedules and occasional remote work options are available). Works beyond regular hours on occasion to meet deadlines, or as required to support and participate in or travel to and from Board or TAC meetings. May work in excess of 40 hours per week or may be asked to adjust normally scheduled hours during peak workloads or in response to Board or TAC meetings or legislative session or when necessary to perform the core functions of the position. Alternative work schedules may be considered upon request and supervisor approval.</p>
Travel Requirements:	<p>Occasional travel, which may include overnight stays. Must attend all State Board of Health meetings, regular TAC and subcommittee meeting in person. Meetings may require travel, including overnight stays, and evening work. May need to attend community forums and other meetings with interested parties. Additional statewide travel to participate in meetings, conferences and forums will be required and ability to drive long distance or secure reliable alternative transportation is important.</p> <p>When driving for state business, the incumbent must be able to legally operate a state or privately-owned vehicle; OR provide alternative transportation while on state business.</p>
Tools and Equipment:	<p>Duties require the use of office furniture and equipment (e.g., desk, computer, printer, phone, copy machine, etc.), use of A/V equipment for hybrid (virtual and in person) public meetings.</p>
Customer Relations:	<p>Daily contact with Board managers and staff. Frequent contact with Board or TAC members and some contact with Tribal Compact Schools. Frequent contact with other state, federal, agencies and partner organizations. Must demonstrate an ability to work effectively with diverse communities in a culturally and linguistically</p>



	appropriate and respectful manner. Contact may be in person, virtual, by phone or email.
Other:	The Board's office and meeting spaces are a smoke-free, drug-free, alcohol-free, scent-neutral environment. This position requires the incumbent to work independently and in teams. The work requires initiative in developing new approaches to improving and advancing Board policy and the TAC's work. The position may require moving objects and materials weighing as much as 25 pounds. Applicant must be capable of performing the essential functions of the position with or without accommodations.

Acknowledgement of Position Description	
The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.	
Date: 04/17/2024	Supervisor's Signature (required): /s/ Michelle A Davis
Date: 04/17/2024	Appointing Authority's Name and Title: Executive Director Signature (required): /s/ Michelle A Davis
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.

