

**WAC 296-17A-4902 Classification 4902.**

**4902-00 State government clerical and administrative office personnel**

Applies to state employees who are assigned to work in an office environment in a clerical or administrative capacity, with no travel or field duties. The work performed in this classification normally includes working with telephones, correspondence, creating financial, employment, personnel or payroll records, research, composing informational material at a computer, creating or maintaining computer software, or library work, but may include other administrative work performed in an office location. For the purpose of this classification, employees reported in 4902 would have no required field work or travel outside of the office to perform the duties of their job, other than a trip to the bank or post office, occasional errands or meetings, attendance at training or a conference in support of their normal duties. This classification may include, but is not limited to, jobs such as office support, secretary, administrative assistant, customer service representative, accountant, fiscal analyst, information systems, when normal job duties do not require travel and are completed in an office environment.

This classification excludes: Employees whose duties include field exposure, employees who provide interaction to direct, control, manage, or restrain individuals or participate in recreational activities in state hospitals, schools, homes, detention or correctional facilities, who are to be reported separately in the appropriate classification (5307, 7103, or 7201); administrative field employees who are to be reported separately in risk classification 5300; law enforcement officers in any capacity who are to be reported separately in risk classification 7103; employees who provide patient or health care at state-operated mental health or acute care hospitals with a fully implemented safe patient handling program who are to be reported in classification 7200; employees who provide patient or health care at state-operated mental health or acute care hospitals that do not have a fully implemented safe patient handling program who are to be reported separately in classification 7400; employees who provide care and treatment for patients or residents and work in state hospitals, homes, schools, detention or correctional facilities who are not otherwise classified who are to be reported separately in risk classification 7201. Volunteers are to be reported in classification 6901, and law enforcement volunteers in classification 6906.

This classification may be assigned to all departments, agencies, boards, commissions and committees of either the executive, legislative or judicial branches of state government.

**Special notes:** A division of hours is not permitted between classification 4902 and any other classification. For purposes of this classification the term "clerical and administrative office personnel" shall have the same meaning as "clerical office employees" defined in the standard exception provision of the general reporting rule.

[Statutory Authority: RCW 51.16.035, 51.16.100, and 2007 c 324. WSR 07-24-045, § 296-17A-4902, filed 12/1/07, effective 1/1/08. WSR 07-01-014, recodified as § 296-17A-4902, filed 12/8/06, effective 12/8/06. Statutory Authority: RCW 51.16.035 and 51.16.100. WSR 06-23-127, § 296-17-651, filed 11/21/06, effective 1/1/07; WSR 06-12-075, § 296-17-651, filed 6/6/06, effective 1/1/07. Statutory Authority: RCW 51.16.035. WSR 98-18-042, § 296-17-651, filed 8/28/98, effective 10/1/98; WSR 96-12-039, § 296-17-651, filed 5/31/96, effective

tive 7/1/96; WSR 85-24-032 (Order 85-33), § 296-17-651, filed 11/27/85, effective 1/1/86; WSR 85-06-026 (Order 85-7), § 296-17-651, filed 2/28/85, effective 4/1/85; WSR 83-24-017 (Order 83-36), § 296-17-651, filed 11/30/83, effective 1/1/84. Statutory Authority: RCW 51.04.030 and 51.16.035. WSR 79-12-086 (Order 79-18), § 296-17-651, filed 11/30/79, effective 1/1/80; Order 73-22, § 296-17-651, filed 11/9/73, effective 1/1/74.]