

SNOHOMISH COUNTY HR CLASSIFICATION REQUEST

LOG#: _____ Department: _____ Division: _____

DAC: _____ Proposed Effective Date: _____

REQUEST DETAILS

Action Type: _____ Initiated by: _____ Vacant Occupied*

Department sent request to Union, if needed? Yes, sent on _____

Will current job classification be eliminated with this change? Yes No

Comments: _____

POSITION DETAILS

CURRENT

Position #(s): _____

Job Title: _____

Pay Grade/Step: _____

SPEC #: _____ Hours/Week: _____ % FTE: _____

FLSA: FLSA-E (Exempt) FLSA-N (Earns Overtime)

Monthly Salary/Range: \$ _____

Unit: _____ Bargaining Unit: _____

EEO Category Code: _____

Worker's Comp: _____

Management Exempt Classified

Grant/Project Position, End Date _____

PROPOSED

Position #(s): _____

Job Title: _____

Pay Grade/Step: _____

SPEC #: _____ Hours/Week: _____ % FTE: _____

FLSA: FLSA-E (Exempt) FLSA-N (Earns Overtime)

Monthly Salary/Range: \$ _____

Unit: _____ Bargaining Unit: _____

EEO Category Code: _____

Worker's Comp: _____

Management Exempt Classified

Grant/Project Position, End Date _____

* If occupied, list employee names: _____

NAME

SIGNATURE

DATE

Requestor: _____

Dept. Head: _____

NOTE: The funding and implementation of all reclassifications is the responsibility of the department. Classification requests are not implemented until a Personnel Record Change (PRC) has been submitted.

HUMAN RESOURCES RECOMMENDATION

Approved Denied Acknowledged

Effective Date: _____

Job Title: _____ Pay Grade/Step: _____ % FTE: _____

Approved Regular Position #(s): _____ SPEC #: _____

Delete Classification/Position FLSA-E (Exempt) FLSA-N (Earns Overtime) Management Exempt Classified

Classification Analyst: _____ Date: _____

HR Director/or designee: _____ Date: _____

Comments: _____

BUDGET ACTION

Approved Denied # Positions Requested: _____ # Positions Approved: _____

Budget Analyst: _____

NAME

SIGNATURE

DATE

Comments: _____

EXECUTIVE OFFICE

Approved Denied

Executive Office: _____ Date: _____

Comments: _____

HUMAN RESOURCES ONLY

AFSCME 10 Day review _____ Job Description changes complete: Web () NeoGov ()

EEO Category Verified _____ Worker's Comp Verified _____ Classification Log Completed

HighLine Updates New Job Union Status: _____ Dept Notified ()