



**Snohomish County  
Human Resources**

**Dave Somers**  
County Executive

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**MEMORANDUM**

**TO:** Executive Office  
**FROM:** Andrea Aswin, HR Business Partner  
**DATE:** June 22, 2021  
**RE:** **HR Justification for Classification Request: 021-075-001**

**Human Resources Recommendation: APPROVED**

Please review the following submittal to create a new classification and reclassify a vacant position in Information Technology.

<b>Current Job Title</b>	<b>Current Pay Grade</b>	<b>New Job Title</b>	<b>New Pay Grade</b>	<b>Position Number</b>
Printing and Mail Assistant, Senior	233	Data Manager	113	INF4758R

This request is based on the need for leadership in the County in the area of active data management. The department states that this enterprise data management function should be established as a separate function within the IT department and requires a dedicated leadership role, at a more strategic and technical level than the highly operational position of the Records Manager.

The department has provided sufficient justification for their request. Central Human Resources has evaluated the new classification against the County's established rating tool and determined that the appropriate pay grade is 113 on the Management Exempt pay plan. This aligns appropriately with the other management staff in the department as well. We have also confirmed that the existing classifications within the County don't adequately describe this body of work; a new classification will be needed for the position.