

SNOHOMISH COUNTY HR CLASSIFICATION REQUEST

LOG#: 021-075-001 Department: Information Technology Division: _____

DAC: 505 - 514 8821011 Proposed Effective Date: June 16, 2021

REQUEST DETAILS

Action Type: Classified to Management Exempt Change Initiated by: Management Vacant Occupied*
Department sent request to Union, if needed? Yes, sent on 06/01/2021
Will current job classification be eliminated with this change? Yes No
Comments: _____

POSITION DETAILS

CURRENT

Position #(s): INF4758R
Job Title: Printing and Mail Assistant, Sr.
Pay Grade/Step: 233/05
SPEC #: 6153 Hours/Week: 40 % FTE: 1.0
FLSA: FLSA-E (Exempt) FLSA-N (Earns Overtime)
Monthly Salary/Range: \$ 4,919.00
Unit: AFSCME - INF Bargaining Unit: 1811ca
EEO Category Code: EEO4 - PROFESSIONALS
Worker's Comp: NON-HAZARDOUS
 Management Exempt Classified
 Grant/Project Position, End Date _____

PROPOSED

Position #(s): INF4758R
Job Title: Data Manager
Pay Grade/Step: 113
SPEC #: TBD Hours/Week: 40 % FTE: 1.0
FLSA: FLSA-E (Exempt) FLSA-N (Earns Overtime)
Monthly Salary/Range: \$ 8,821-12,465
Unit: EXEMPT - PRSNL Bargaining Unit: _____
EEO Category Code: EEO4 - OFFICIALS AND ADMINIST
Worker's Comp: NON-HAZARDOUS
 Management Exempt Classified
 Grant/Project Position, End Date _____

* If occupied, list employee names: _____

Requestor: Viggo Forde NAME Viggo Forde SIGNATURE Digitally signed by Viggo Forde
Date: 2021.06.01 13:38:31 -0700 _____ DATE
Dept. Head: Viggo Forde _____

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: 6/16/2021
Job Title: Data Manager Pay Grade/Step: 113 % FTE: 1.0
Approved Regular Position #(s): INF4758R SPEC #: NEW
 Delete Classification/Position FLSA-E (Exempt) FLSA-N (Earns Overtime) Management Exempt Classified
Classification Analyst: _____ Date: _____
HR Director/or designee: _____ Date: _____
Comments: HR process complete; department will need to also obtain council authorization for additional Mgmt Exempt position

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 ()