

SNOHOMISH COUNTY HR CLASSIFICATION REQUEST

LOG#: _____ Department: Health Department Division: Prevention Services
DAC: 125 - 5156251011 Proposed Effective Date: 2/1/24

REQUEST DETAILS

Action Type: Establish New Position Initiated by: Management Vacant Occupied*
Department sent request to Union, if needed? Yes, sent on _____
Will current job classification be eliminated with this change? Yes No
Comments: This is a new position based off departmental needs.

POSITION DETAILS

CURRENT	PROPOSED
Position #(s): <u>SHD1203P</u>	Position #(s): <u>SHD1203R</u> Will remain Project position (LJ)
Job Title: <u>Lead DIS Specialist</u>	Job Title: <u>STI/HIV Manager</u>
Pay Grade/Step: <u>018PROTEC17-SHD</u>	Pay Grade/Step: <u>111 MGMT-Exempt</u>
SPEC #: _____ Hours/Week: <u>40</u> % FTE: <u>100</u>	SPEC #: _____ Hours/Week: <u>40</u> % FTE: <u>100</u>
FLSA: <input type="checkbox"/> FLSA-E (Exempt) <input checked="" type="checkbox"/> FLSA-N (Earns Overtime)	FLSA: <input checked="" type="checkbox"/> FLSA-E (Exempt) <input type="checkbox"/> FLSA-N (Earns Overtime)
Monthly Salary/Range: \$ <u>70,968-\$95,1000</u>	Monthly Salary/Range: \$ <u>96,933.80-\$136,972.56</u>
Unit: _____ Bargaining Unit: <u>PROTEC-AP</u>	Unit: _____ Bargaining Unit: <u>n/a</u>
EEO Category Code: <u>EEO4 – PROFESSIONALS</u>	EEO Category Code: <u>EEO4 – PROFESSIONALS</u>
Worker's Comp: <u>NOT SPECIFIED</u>	Worker's Comp: <u>NOT SPECIFIED</u>
<input type="checkbox"/> Management Exempt <input type="checkbox"/> Classified	<input checked="" type="checkbox"/> Management Exempt <input type="checkbox"/> Classified
<input type="checkbox"/> Grant/Project Position, End Date _____	<input type="checkbox"/> Grant/Project Position, End Date _____

* If occupied, list employee names: _____

Requestor: Heather Rollings NAME *Heather Rollings* SIGNATURE 2/1/24 DATE
Dept. Head: _____ Worsham, Dennis Digitally signed by Worsham, Dennis
Date: 2024.02.01 15:48:28 -08'00'

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: 2/16/2024
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 ()