

# SNOHOMISH COUNTY HR CLASSIFICATION REQUEST

LOG#: \_\_\_\_\_ Department: Sheriff's Office Division: SHR-ADMIN

DAC: 130 - 5253012941011 Proposed Effective Date: January 1, 2023


## REQUEST DETAILS

Action Type: FTE% Change Initiated by: Management  Vacant  Occupied\*  
Department sent request to Union, if needed?  Yes, sent on NA  
Will current job classification be eliminated with this change?  Yes  No  
Comments: Approved increase in grant funding to cover the cost of a full FTE; ECAF 2022-1343

## POSITION DETAILS

CURRENT	PROPOSED
Position #(s): <u>SHR4309P</u>	Position #(s): <u>SHR4309P</u>
Job Title: <u>SHERIFF PROGRAM COORDINATOR</u>	Job Title: <u>SHERIFF PROGRAM COORDINATOR</u>
Pay Grade/Step: <u>239CLASSIFIED/05</u>	Pay Grade/Step: <u>239CLASSIFIED/05</u>
SPEC #: <u>4114</u> Hours/Week: <u>30</u> % FTE: <u>.75</u>	SPEC #: <u>4114</u> Hours/Week: <u>40</u> % FTE: <u>1.0</u>
FLSA: <input checked="" type="checkbox"/> FLSA-E (Exempt) <input 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>6785.75</u>	Monthly Salary/Range: \$ <u>6785.75</u>
Unit: <u>PRSNL - RULES</u> Bargaining Unit: _____	Unit: <u>PRSNL - RULES</u> Bargaining Unit: _____
EEO Category Code: <u>EEO4 - ADMINISTRATIVE</u>	EEO Category Code: <u>EEO4 - ADMINISTRATIVE</u>
Worker's Comp: <u>NOT SPECIFIED</u>	Worker's Comp: <u>NOT SPECIFIED</u>
<input type="checkbox"/> Management Exempt <input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Management Exempt <input checked="" type="checkbox"/> Classified
<input checked="" type="checkbox"/> Grant/Project Position, End Date _____	<input checked="" type="checkbox"/> Grant/Project Position, End Date _____

\* If occupied, list employee names: STACEY McSHANE

NAME	SIGNATURE	DATE
Requestor: <u>KARLA BEERS</u>	<u>Beers, Karla</u> <small>Digitally signed by Beers, Karla Date: 2023.01.06 12:31:51 -08'00'</small>	<u>01/06/2023</u>
Dept. Head: <u>ADAM FORTNEY</u>		<u>1/9/2023</u>

**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 ( )