## SNOHOMISH COUNTY HR CLASSIFICATION REQUEST

LOG#:	De	Department: Division:			
DAC:		Р	Proposed Effective Date:		
		REQUEST D	ETAILS		
Action Type:			Initiated by:	🗆 Vacant 🛛 Occupied*	
		needed? 🗌 Yes, sent or			
•	•	inated with this change?			
-		-			
		POSITION D	FTAILS		
Position #(s)	CURREN		Position #(s):	PROPOSED	
SPFC #·	Hours/Week	% FTE:		ours/Week: % FTE:	
		N (Earns Overtime)		ot)	
Monthly Salary/Range: \$			Monthly Salary/Range: \$		
	-	ng Unit:		Bargaining Unit:	
		ig ont			
•					
□ Management Exempt □ Classified □ Grant/Project Position, End Date			□ Management Exempt □ Classified □ Grant/Project Position, End Date		
	Usition, End Date				
* If occupied, list e	employee names: _				
	NAME		SIGNATURE	DATE	
Requestor:					
				nent. Classification requests are	
		nel Record Change (PRC) has			
		HUMAN RESOURCES R	ECOMMENDATION		
Approved	Denied	Acknowledged	Effective Dates		
Job Title:		Acknowledged	Pay Grade/Step:	% FTE:	
	Desition #(c):		Pay Grade/Step		
	Position $\#(s)$ :		(Earns Overtime) 🗌 Mai	_ SPEC #: nagement Exempt   Classified	
Classification Anal	l			•	
	•			Date:	
HR Director/or de Comments:				Date:	
comments:					
		BUDGET A	CTION		
••	Denied	# Positions Requested:	# Pos	itions Approved:	
Budget Analyst: _	NAME		CICNIATURE		
Comments:	NAME		SIGNATURE	DATE	
comments.					
		EXECUTIVE	OFFICE		
$\Box$ Approved	🗆 Denied				
Executive Office:				Date:	
Comments:					
		HUMAN RESOU	RCES ONLY		
AFSCME 10 Day	v review	Inh Description	n changes complete: 🛛 V		
	/erified	-		□ Classification Log Completed	
	ites 🗌 New Job	I			
- ·					

Last Updated 04/29/2020