

**\*\*\*JOB CLASSES NEED TO BE SET UP/CHANGED PRIOR TO HIRING/CHANGING AN EMPLOYEE OR THEY MAY NOT BE PAID IN A TIMELY MANNER\*\*\***



**NEW JOB CLASS SET-UP FORM**

**CHANGE EXISTING JOB CLASS**

**Modify**

**Inactivate**

Job Class #: \_\_\_\_\_ (If making change to an existing Job Class)

Job Class Title: \_\_\_\_\_  
(Job Class Title To/From if making a change to an existing Job Class Title)

Group/BU : \_\_\_\_\_

Location : \_\_\_\_\_

Base Pay Type : \_\_\_\_\_ \* Contact Financial Services if you need assistance on selecting the correct Base Pay Type \*

Eligible for Longevity : \_\_\_\_\_ (If yes, Pay Type 290 Flat Amount or Pay Type 295 % Add to Base)

L&I Risk Code: \_\_\_\_\_ (#8100 Field, #8102 Clerical or #8104 Law Enforcement)

Salary Table

*or*

Hourly Rate

Grade: \_\_\_\_\_

Rate : \_\_\_\_\_

Min Step: \_\_\_\_\_

Monthly : \_\_\_\_\_

Max Step: \_\_\_\_\_

Special Pays, Deductions or Accruals

\_\_\_\_\_

Department Head or Elected Official Approval:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Commissioner or Budget Manager Approval:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Human Resources Approval:

HR Notes: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Received by Financial Services: \_\_\_\_\_ Processed on: \_\_\_\_\_

By: \_\_\_\_\_

**\*\*\*Please attach any Commissioner resolutions or Salary Matrix/Salary Range's as backup documentation\*\*\***

Financial Services - ext. 201, shannon@co.mason.wa.us