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

NEW JOB CLASS SET-UP

Mason County

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

Job Class Description : _____

Group/BU : _____

Location : _____

Base Pay Type : _____

Eligible for Longevity : _____

Risk Code (L&I) : _____

Contact Financial Services if you need assistance on selecting the correct Base Pay Type

Salary Table

Grade: _____

Min Step: _____

Max Step: _____

Hourly

Rate : _____

Monthly : _____

Special Pays, Deductions or Accruals

_____

_____

_____

_____

_____

_____

_____

Commissioner or Budget Manager Approval:

_____ _____

Signature *Date*

Human Resources Approval:

_____ _____

Signature *Date*

Received by Financial Services: _____ Processed on: _____

By: _____

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