

*****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/CHANGE FORM

Mason County

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

Job Class Description : _____

Group/BU : _____

Location : _____

Base Pay Type : _____

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

Eligible for Longevity : _____

Risk Code (L&I) : _____

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:

Signature

Date

Received by Financial Services: _____

Processed on: _____

By: _____

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