



# 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 : \_\_\_\_\_

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

Eligible for Longevity : \_\_\_\_\_

Risk Code (L&I) : \_\_\_\_\_

## Salary Table

## Special Pays, Deductions or Accruals

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Hourly

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

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

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\*\*\***