Use this form to request compensation and classification services from the Department of Human Resources (DHR).

**Instructions:**

* The *department* Human Resources Manager must approve and support this request prior to sending to Classification and Compensation Services (CCS).
* The request will be assessed and prioritized on CCS’s implementation plan before work can begin.
* CCS will contact the department and division Human Resources Manager within 5 business days to discuss the request.
* Complete and return this form to classcomp@kingcounty.gov. Incomplete forms will be returned.

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| **I. Agency Information (Required)** |
| Date:  |
| Department/Division: |
| Division HR Manager: |
| Department HR Manager (Required): |
| Division Leadership Sponsor (Required): |
| Department Leadership Sponsor (Required for Pay Grade Evaluations): |
| Position Type: | [ ]  Career Service | [ ]  Career Service Exempt |
| Union Status:  | [ ]  Non-Union | [ ]  Union(s)/Bargaining Unit(s):  |
| **II. Reason for Request (Required)** |
| Problem Statement:  |
| **Non-Represented Positions** | **Represented Positions** |
| [ ]  Revise Classification Specification(s): An existing job classification’s job duties are evaluated and updated based on business needs. Provide proposed draft classification specification revisions. Title(s):[ ]  New Job Classification: Created based on county business needs.[ ]  Evaluate Pay Grade: Provide recruitment and retention statistics for previous three years. Updated classification specification may be required. | [ ]  Revise Classification Specification(s): An existing job classification’s job duties are evaluated and updated based on business needs. Provide proposed draft classification specification revisions. Title(s):[ ]  New Job Classification: Created based on county business needs.  |
| **Non-Represented Classifications:** Requests to evaluate pay grade(s) must be **approved** by department leadership prior to submittal. Per K.C.C. 3.12.010, Council approval is needed for the creation or pay range adjustment for career service exempt classifications **or** any pay range adjustments for classifications exceeding range 54 **or** movements of four or more pay ranges for an existing classification **or** any pay range adjustment affecting two or more classifications in a classification series. | **Represented Classifications:** Requests to evaluate pay grade(s) for represented positions must be submitted to the Office of Labor Relations.  |

If you have questions about completing this form, contact Department of Human Resources (DHR) Compensation and Classification Services at (206) 477-3269.