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](mailto: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.