



Department of County Management
MULTNOMAH COUNTY OREGON

Human Resources -- Multnomah Building
501 SE Hawthorne
Portland, Oregon 97214
(503) 988-5015 Phone

To: Shelly Kent, HR Manager - Library
From: Joi Doi, Class Comp Manager
Subject: Reclassification Request # 1695 (Incumbent: Don Allgeier)

Date: July 25, 2011

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: April 11, 2011
Current Classification: Operations Supervisor
Job Class Number: 9025
Pay Grade: 224
Request is: ☐ Approved as Requested
☒ Approved – Revised

Position Number: 713713
Requested Classification: Program Supervisor (9361)
Allocation: Administrative Analyst Sr. (9005)
Pay Range: \$48,291.50 - \$67,606.96 Annually
Effective Date: October 11, 2010

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the issue date to ensure duties and work are implemented as originally described. This allocation may also require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Position Information:

☒ Filled & incumbent reclassified - see Employee Information Section
☐ Filled & incumbent not reclassified with position See New/Vacant Section

Employee Information:

Name of Incumbent Employee: Don Allgeier
New Job Class Seniority Date: October 11, 2010

Date	Job Class and Number	Grade	Rate	Action
Oct.10, 2010	Operations Supervisor (9025)	121	\$45,103.00/year	Pre-reclass
Oct.11, 2010	Administrative Analyst Senior (9005)	123	TBD	Post-reclass

Compensation will be determined in accordance with the applicable bargaining agreement or MC Personnel Rule 2-40, and compensation and/or seniority adjustments will be processed in accordance with the applicable labor contract or MC Personnel Rule 5-50 and 2-40.

Reason for Classification Decision:

The primary focus of this position is managing an in-house temporary staffing function -- the System-wide Staffing Team -- a work group comprised of 11 pages, clerks, and library assistants who are deployed to library branches as needed. These 11 employees provide coverage for vacancies, absences and workload relief. This position also manages the 80+ on-call page and clerk staff, and is responsible for their training, scheduling, and developing/overseeing on-call and substitute staffing policies for the Library. Lastly, this Operations Supervisor has been assigned process improvement and materials movement at the branches to improve organization efficiencies. Operations Supervisors primarily plan, organize and manage the daily activities of an operations unit or support section. This position has broader scope and more impact than most Operations Supervisor positions in the Library, and therefore a review of this position was requested

Several management classifications were reviewed as potential matches. Consideration was given to the Operations Administrator classification but as currently structured, this job does not directly manage multiple facilities and staff. Oversight of a significantly large staff and responsibility for more than one facility are among the key criteria for Operations Administrator. Program Supervisor is not a good match either, because there is no required discipline/distinct body of knowledge per se to perform this position's

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primarily administrative functions (i.e., temporary staffing and process improvement/materials flow). Program Supervisor and Program Manager positions require a specific body of knowledge relating to their program services; these managers execute program goals through directing the work of technical or professional staff. Programs are typically externally and client-focused, and are not generally allocated to manage administrative functions. While the System-wide Staffing group is a critical service to the Library and its patrons, this function performed alone still fits the Operations Supervisor job class. However as stated previously, the incumbent's large staffing function and process improvement assignments are significant in scope and impact, and warrant review.

The Class Comp team and its external consultant also considered the Human Resources Analyst series to potentially classify this position. However, the incumbent's involvement with key HR assignments is light and does not meet classification requirements where the preponderance of duties must align with the intent of a job class. Given the classifications that are presently in the County's classification system, Administrative Analyst Senior is the best fit. Administrative Analyst Senior is a management job class that performs a variety of advanced professional administrative and/or technical support activities within a division or department. Positions in this classification provide management support services in the areas of: contracts management, data processing, information management, management analysis, personnel administration, finance, purchasing, office support, and other related services. After reviewing several management classifications, Administrative Analyst Senior is the best match currently available for this position based on its present functions, level of responsibility and scope of assignments. If you have any questions, please feel free to contact me at 503.988.3241.

Copy:

Johnette Easter, HR Representative
Vicki Cornwell, HR Maintainer
Candy Busby, Class Comp
Jude Tennant, Consultant
Class Comp File Copy