



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: Randy Walruff, DART - County Assessor
From: Candace Busby, Classification and Compensation Unit (503/3300) *Candace Busby*
Date: November 16, 2010, *revision to November 15, 2010 notice*
Subject: Reclassification Request # 1632 (701229)

We have completed our review of your request and the decision is outlined below. This reissue documents that this position is filled.

Request Information:

Date Request Received: November 5, 2010
Current Classification: A&T Tech 1
Job Class Number: 6450
Pay Grade: 14

Position Number: 701229
Requested Classification: A&T Tech 2
Job Class Number: 6451
Pay Grade: 17

Request is: ☒ Approved as Requested

Effective Date: November 15, 2010

Allocated Classification:
Assessment & Taxation Technician 2
Pay Range: \$38,920.32 - \$47,836.08 Annually

Job Class Number: 6451
Pay Grade: 17

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

Position Information:

☒ Filled & incumbent not reclassified with position see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, the position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

The Customer Service Unit of the Department of Assessment Recording and Taxation (DART) is reorganizing to include a lead position for the unit. In this capacity the new position will spend a significant amount of time assisting A&T Tech 1 staff with complex transactions, monitoring group activities, and coaching/mentoring staff regarding routine daily tasks. The incumbent will assist customers on the phone as a member of the unit, assist with the Board of Property Tax Appeals clerk as needed, and prepare daily work schedules. A&T Tech 2 is the lead or advanced journey level class in the A&T Tech series where it performs work similar to A&T Tech 1s as well as leads A&T Tech 1 staff. The purpose, essential functions, level of responsibility, and qualifications of this position are consistent with the lead/advanced journey level A&T Technician 2 (9451) classification. Approval of this reclass request is part of a reorganization; therefore a limited recruitment may be conducted in accordance with MCPR 5-55 Classification of Positions Affected by Reorganization.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Elisabeth Nunes, HR Manager Leola Warner, HR Maintainer
Bryan Lally, Local 88 Class Comp File Copy