



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
 Human Resources

Multnomah Building  
 501 SE Hawthorne, Suite 400  
 Portland, Oregon 97214  
 (503) 988-5015 Phone  
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To: Garret Vanderzanden, DCM- FREDS, Finance Manager  
 From: Candace Busby, Classification and Compensation Unit (503/4) *Busby*  
 Date: November 25, 2009  
 Subject: Reclassification Request # 1357 (Dorothy Johnson)

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

**Request Information:**

Date Request Received: November 17, 2009	Position Number: 706634
Current Classification: Finance Technician	Requested Classification: Finance Specialist 1
Job Class Number: 6027	Job Class Number: 6029
Pay Grade: 14	Pay Grade: 17

Request is:	<input checked="" type="checkbox"/> Approved as Requested	Effective Date: May 17, 2009
	<input type="checkbox"/> Approved - Revised	
	<input type="checkbox"/> Denied	

Allocated Classification: Finance Specialist 1	Job Class Number: 6029
Pay Range: \$38,147.76 to \$46,896.48 annually	Pay Grade: 17

**Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.**

**Position Information:**

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

**Employee Information:**

Name of Incumbent Employee: Dorothy Johnson (SAP# 2827)  
 New Job Class Seniority Date: May 17, 2009

Date	Job Class and Number	Grade	Step	Rate	Action
5/16/2009	Finance Technician (6027)	14	8	\$20.56	Pre-reclass
5/17/2009	Finance Specialist 1 (6029)	17	5	\$20.56	Post-reclass

Employees in positions reclassified downward to a classification with a lower salary range will receive no change in pay. If an employee's pay exceeds the maximum of the lower salary range, pay will be frozen at the existing rate until the new salary range is higher than the employee's rate of pay. Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 4-10. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 2-80 and 4-10.

Per MC Personnel Rule 5-50-030, when the position is reclassified downward, the employee will be placed on the recall list for reappointment to the higher classification. The employee's Department Human Resource Unit will originate and process required documentation. Contact your Department HR Unit for additional information.

**Reason for Classification Decision:**

This position is responsible for processing accounts receivable and accounts payable actions, and for performing general ledger corrections for the Material Management section of FREDS. The work includes reconciling purchase orders to invoices, collecting customer payments and clearing invoices accordingly, and periodic monitoring of accounts while ensuring accuracy and adherence to county administrative rules and Generally Accepted Accounting Principles (GAAP). The responsibility for these accounts receivable and accounts payable functions are consistent with the Finance Specialist 1 (6029) classification.

**Appeal Rights**

The outcome of a reclassification request may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

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

cc: Karin Lamberton, HR Manager  
Susan Giesbrecht, HR Analyst, SR  
Leola Warner, HR Maintainer  
Bryan Lally, Local 88  
Class Comp File Copy