



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone

To: Carole Scholl, Londer Learning Center - DCJ
From: Candace Busby, Classification and Compensation Unit (503/4) *ABusby*
Date: June 24, 2010
Subject: Reclassification Request #1517 (2.5 new positions)

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

Request Information:

Date Request Received: June 23, 2010
Current Classification: N/A
Job Class Number: N/A
Pay Grade: N/A

Position Number: TBD - 2.5 FTE
Requested Classification: Program/Education Aide
Job Class Number: 6342
Pay Grade: 6

Request is: ☒ Approved as Requested
☐ Approved - Revised
☐ Denied

Effective Date: September 1, 2010

Allocated Classification: Program/Education Aide Job Class Number: 6342
Pay Range: \$27,561.60 - \$33,846.48 Annually Pay Grade: 6

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:

☒ Vacant - see New/Vacant Section ☒ Represented

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, 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:

These new positions will use materials prepared by instructors to tutor adult students, individually or in small groups in basic reading, writing, math, English, GED preparation, computer and employment skills. The positions will help clients' master assignments and reinforce learning concepts presented by instructors. The positions will also engage in student retention activities, set up the computer lab for learning, maintain student records and files, record relevant student data and information, participate in assessment activities, and complete documents and other clerical duties as needed. The purpose, scope, qualifications, and responsibilities of these positions are consistent with the Program/Education Aide (6343) classification.

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

cc: James Opoka, HR Manager
Prudence Veach, HR Analyst
HR Maintainer
Local 88
Class Comp File Copy