



Department of County Management  
**MULTNOMAH COUNTY OREGON**

Human Resources

Multnomah Building  
501 SE Hawthorne, Suite 400  
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To: Joyce Resare, DCJ - Business Services  
From: Candace Busby, Classification and Compensation Unit (503/4)  
Date: October 7, 2009  
Subject: Reclassification Request # 1311 (Mendoza, Jocelyn)

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

**Request Information:**

Date Request Received: August 18, 2009  
Current Classification: Finance Specialist 1  
Job Class Number: 6029  
Pay Grade: 17

Position Number: 706320  
Requested Classification: Finance Specialist 2  
Job Class Number: 6030  
Pay Grade: 23

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

Effective Date: February 18, 2009

Allocated Classification: Finance Specialist 2  
Pay Range: \$45,539.29 to \$56,000.16 annually

Job Class Number: 6030  
Pay Grade: 23

**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

**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.

**Employee Information:**

Name of Incumbent Employee: Jocelyn Mondoza  
New Job Class Seniority Date: February 18, 2009

Date	Job Class and Number	Grade	Step	Rate	Action
2/17/2009	Finance Specialist 1 (6029)	17	7	\$21.81	Pre-reclass
2/18/2009	Finance Specialist 2 (6030)	23	1	\$21.81	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 has assumed responsibility for policy and procedure development of accounts receivable, cash handling, and reconciliation and deposits functions for the 10 DCJ field offices in accordance with generally accepted accounting principles. The incumbent trains, oversees and reviews the work of out-stationed-staff regarding payment posting, deposit processing and reconciliation, following up when discrepancies are identified. Additionally, this position reconciles all of DCJ's travel and training costs; ensures accurate posting of lock box deposits, electronic deposits and returned checks; and is responsible for monitoring and managing three intergovernmental agreements and one Federal grant according to all applicable laws and grant guidelines. This position requires a Bachelors Degree in accounting, finance or the equivalent and two years of progressively responsible accounting or fiscal management experience. The described responsibilities and qualifications are consistent with the Finance Specialist 2 (6030) 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: James Opoka, HR Manager  
Lorraine Newell, HR Maintainer  
Bryan Lally, Local 88  
Class Comp File Copy