



Department of County Management
MULTNOMAH COUNTY OREGON
Central Human Resources
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(503) 988-5015 Phone

To: Judith Uhreen/Pamela Hyde, Mental Health and Addictions Services, DCHS
From: Olga Ward/Joi Doi, Classification and Compensation Unit (503/3)
Date: May 17, 2012
Subject: Reclassification Request #1901 (Position # 711968)

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

Request Information:

Date Request Received: April 6, 2012	Position Number: 711968
Current Classification: Office Assistant Sr	Requested Classification: Office Assistant 2
Job Class Number: 6002	Job Class Number: 6001
Pay Grade: 14	Pay Grade: 9
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: October 6, 2011

Allocated Classification: Office Assistant 2 Job Class Number: 6001

Pay Range: \$31,111.20 - \$38,210.40 Annually Pay Grade: 9

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 reclassified - see Employee Information Section

Employee Information:

Name of Incumbent Employee: Debra Myers (SAP #2645)
New Job Class Seniority Date: 10/6/2010 (adjusted to include prior service)

Date	Job Class and Number	Grade	Step	Rate	Action
10/5/2011	Office Assistant Senior (6002)	14	8	\$ 21.22	Pre-reclass
10/6/2011	Office Assistant 2 (6001)	9	99	\$ 21.22	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 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40.

Per MC Personnel Rule 5-50-055, 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 part of the Clinical Records Unit in the Mental Health and Addictions Services Division (MHASD). Over the past few years some duties of this position changed or were eliminated due to automation and operational process improvement. Subsequently, management requested this position be evaluated for proper classification. On May 4, 2012 I met with the employee in this position, Debra Myers, and the manager of the unit, Pamela Hyde, to review and clarify the duties and responsibilities performed. The summary of findings, based on the position description and desk interviews, are as follows:

The primary focus of this position is the assembly, retrieval, filing and archiving of MHASD clinical records. Duties involve creating client charts, filing documents into said charts, and filing charts in the file room. This position collects and organizes daily notices of Mental Illness (NMI) and court numbers assigned to each NMI; compiles a daily log; verifies client information for accuracy and makes corrections as needed; and performs data entry into Access database. Other duties include preparing the client State history report, requesting charts from the Archives and sending charts to the Archives, as well as providing basic administrative support functions for the ICP Supervisor and ICP staff.

The following two classifications were considered for this position: Office Assistant 2 (6001) and Office Assistant Senior (6002).

Office Assistant 2

Office Assistant 2 is the full journey-level class within the Office Assistant series. Office Assistant 2s perform moderately complex general administrative, secretarial/clerical support functions and tasks within a program. Incumbents are assigned duties that require knowledge and the application of County, department and division procedures and policies. Office Assistant 2s perform office support tasks, such as: maintaining files and records; preparing information and data for statistical and financial reports; maintaining, updating, and verifying the accuracy of a variety of statistical records, client files; tabulating numerical data and preparing reports utilizing computer applications including word processing, spreadsheets, and databases applications.

Office Assistant Senior

Office Assistant Senior is the advanced journey level class in the Office Assistant series and incumbents perform highly specialized, responsible and difficult administrative assignments using program-specific, technical knowledge with the requirement to exercise independent judgment to schedule and accomplish work. Office Assistant Seniors maintain complex systems; carry out research and analysis of varied data; and handle difficult human relations situations. Additionally, incumbents often lead, train and coordinate the work flow of office support staff, sometimes including managing volunteers.

Technology and process improvements over the past years have taken removed the business need for advanced, technical specialization that is required of Office Assistant Senior positions. Additionally, this position does not lead the Clinical Records team, nor does it have critical human relations issues or situation to handle on a regular basis which are standard duties of Office Assistant Seniors. With the implementation of the new automated records system the manager has designed the Clinical Records positions to be more interchangeable, and, as now defined, Office Assistant 2 (6001) best fits this position as now structured.

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 Olga Ward (or Joi Doi) at 503-988-5015 ext. 22747.

cc: Urmila Jhattu, HR Manager
Gary Miguel, HR Maintainer
Class Comp File Copy

Heather Garrett, HR Analyst
Bryan Lally, Local 88