

Reclass #1901 (Debra Myers)
May 17, 2012

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.

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