



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: John McVay, DCJ - MTEA
From: Candace Busby, Classification and Compensation Unit (503/3300)
Date: February 28, 2011
Subject: Reclassification Request # 1674 (vacant - 705268)

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

Request Information:

Date Request Received: February 18, 2011	Position Number: 705268
Current Classification: Office Assistant SR	Requested Classification: Records Technician
Job Class Number: 6002	Job Class Number: 6157
Pay Grade: 14	Pay Grade: 14

Request is: Approved as Requested Effective Date: February 28, 2011

Allocated Classification: Records Technician	Job Class Number: 6157
Pay Range: \$35,558.64 - \$43,785.36 Annually	Pay Grade: 14

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:

The focus of this vacant position is shifting from general administrative support to be primarily responsible for record maintenance, while still providing some daily support to Probation Officers, Corrections Technicians, and the Community Justice Manager in the MTEA office. Records maintenance includes to verify, research, document and monitor data utilized by staff for facilitating supervision of community corrections clients. Qualifications are equivalent to completion of the 12th grade; additional training in law enforcement, criminal justice, records management, or social services related fields is highly desirable. Two years of progressively responsible specialized office and data systems records experience, preferably in law enforcement and/or criminal justice, including six months of related/relevant records or equivalent database knowledge, including researching and evaluating records, AND must become LEADS certified within 3 months of hire. The purpose, responsibilities and qualifications of this position are consistent with the Records Technician (6157) classification.

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

cc: James Opoka, HR Manager Joanne Campbell, HR Maintainer
Bryan Lally, Local 88 Class Comp File Copy