



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone  
(503) 988-3009 Fax

To: Keith Mitchell, DCHS, Business Services, x29373  
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*  
Date: March 5, 2010  
Subject: Reclassification Request #1409 (From Data Tech to Data Analyst)

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

**Request Information:**

Date Request Received: February 5, 2010  
Current Classification: Data Technician  
Job Class Number: 6074  
Pay Grade: 17

Position Number: 712028  
Requested Classification: Data Analyst  
Job Class Number: 6073  
Pay Grade: 25

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

Effective Date: August 5, 2009

Allocated Classification: Data Analyst  
Pay Range: \$23.16 - \$28.47 hourly

Job Class Number: 6073  
Pay Grade: 25

**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 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  
☒ 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: Chris Rentzel  
New Job Class Seniority Date: August 5, 2009

Date	Job Class and Number	Grade	Step	Rate	Action
August 4, 2009	Data Technician (6074)	17	1	\$18.27	Pre-reclass
August 5, 2009	Data Analyst (6073)	25	1	\$23.16	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 responsible for developing, managing and maintaining small specialty databases and data systems used to produce and analyze complex, key financial reports used by management and other program staff. The essential job functions include developing data entry forms and reports; ensuring data integrity; producing and analyzing regular and ad-hoc queries and reports; and developing evaluation methods for analyzing and assessing program performance.

Data Technician performs a variety of basic level technical work involved in the maintenance of unique data systems utilized by County departments including collection, cleaning, updating, editing, entering and validation of data; produces routine business and technical reports/documents.

Data Analyst designs and creates queries and reports to retrieve data from standalone systems, analyzes the data, and may have full responsibility for the design and implementation of smaller, independent department specific data systems. Data Analyst is the full journey-level professional analyst who performs complex technical and analytical work in the design, development, mining, and maintenance of unique data systems utilized by County departments. At least one of these systems must be a standalone and used by other division or department staff to regularly run reports and access information. Employees in this class are responsible for complex ad-hoc reporting, data integrity, organizing, analyzing, and summarizing data received from a variety of sources.

For this position, the work assignments involving data collection, validation, updating, editing, and reporting are analytical and non-routine. In addition, this position has full responsibility for the design and implementation of at least one standalone data system. Ad-hoc queries and reports are created and run from a variety of different databases. These and other responsibilities as outlined in the position description best fit the criteria for Data Analyst.

**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.22342.

cc: Kathy Tinkle, Acting HR Manager  
Kim Pasquinelli, HR Analyst  
Pauline Reed, HR Maintainer  
Local 88  
Class Comp File Copy