



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: Susan Kirchoff, ICS Director – Health Dept. Date: May 26, 2009
 From: Joi Doi, Class/Comp Unit *Joi E. Doi*
 Subject: Reclassification Request #1235 (Vacant position)

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

Request Information:

Date Request Received: April 3, 2009	Position Number: TBD
Current Classification: NA	Requested Classification: Project Manager
Job Class Number: NA	Job Class Number: 9063 (exempt)
Pay Grade: NA	Pay Grade: 127

Request is: Approved as Requested Effective Date: May 22, 2009
 Approved - Revised

Allocated Classification: <i>Project Mgr. (represented)</i>	Job Class Number: 6063
Pay Range: \$62,994.96 - \$77,569.20 annually	Pay Grade: 34

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:

This is a new position that will be responsible for developing and managing a variety of projects and assigned project teams whose goals are creating and implementing more effective, innovative service delivery methods in the Health Dept. The position has no direct reports. Nor does it have authority to: hire, transfer, suspend, lay off, recall, promote, discharge or discipline assigned employees; adjust labor grievances, or effectively recommend such action as stated by Oregon statutes which define managers and supervisors for public sector employers. Subsequently, this new vacancy is allocated to the represented Project Manager. Additionally, the new position requires PMP (Project Management Professional) certification which justifies use of the Project Manager job class versus Program Coordinator, job code 6022 and grade 25.

Reason for Classification Decision:

With the PMP (Project Management Professional) certification requirement and description of duties, this new position best fits the represented Project Manager job class. Absent the PMP certification, Class Comp will re-evaluate this position once filled.

If you have any questions, please feel free to contact Joi Doi at 503-988-3241.

cc: Larry Brown, HD Human Resources
 Joan Sears, HR Maintainer
 Class Comp File Copy
 Local 88 Representative, B. Lally



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To: Susan Kirchoff, PM Senior – Health Dept. Date: May 27, 2009
 From: Joi Doi, Class/Comp Unit *Joi E. Doi*
 Subject: Reclassification Request #1206 (Vacant new position)

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

Request Information:

Date Request Received: March 17, 2009	Position Number: TBD
Current Classification: NA	Requested Classification: Case Manager 2
Job Class Number: NA	Job Class Number: 6297
Pay Grade: NA	Pay Grade: 21

Request is:	<input type="checkbox"/> Approved as Requested	Effective Date: May 27, 2009
	<input checked="" type="checkbox"/> Approved - Revised	
Allocated Classification:	Community Information Specialist	Job Class Number: 6013
Pay Range:	\$ 38,147.76 - \$46,896.48 annually	Pay Grade: 17

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:

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:

This is a new position in the Health Dept. and will be responsible for interviewing, assessment of client needs, determining program eligibility for various services, client advocacy, limited client follow-through/follow-up, brokering services, and case documentation. As this position will not have an ongoing/permanently and significantly large assigned caseload, the Community Information Specialist is a better match for the work performed than Case Manager 1 or 2. A key determining factor for utilization of the Case Manager series is the assignment of a large (50-70+ client cases) which require ongoing client/case management and follow-up for a period spanning several years. CIS employees focus on getting clients into the system, assessment of their needs, triage, determining eligibility for various programs, and arrangement for/referral to services.

If you have any questions, please feel free to contact Joi Doi at 503-988-3241.

cc: Larry Brown, HD Human Resources
 Joan Sears, HR Maintainer
 Class Comp File Copy
 Local 88 representative



MULTNOMAH COUNTY, OREGON

DEPARTMENT OF COUNTY MANAGEMENT
CENTRAL HUMAN RESOURCES DIV
Classification/Compensation Unit

MULTNOMAH BUILDING
501 SE HAWTHORNE BLVD, Ste 400
PORTLAND OR 97293-0700

PHONE: (503) 988-5015
FAX: (503) 988-3009
TDD: (503) 988-5170

TO: Jonathan Potkin, (SAP# 7644), Health
FROM: Candace Busby, Joi Doi - Central HR -- Classification/Compensation
DATE: August 12, 2009 -- Replaces earlier letter of August 10, 2009
SUBJECT: Corrected Administrative Secretary Study Implementation and Allocation Notice

The Classification/Compensation Unit completed a management sponsored study for the job classes, Administrative Secretary (6005) and Administrative Secretary/Non Represented (9634) in August 2009. This study primarily addressed classification and whether or not positions should be represented (Local 88) or classified as non-represented (management); no compensation survey was conducted.

You are receiving this second letter because the Class Comp team found a minor grammatical error. The error has no impact on the information contained in your first notice; all pay data, the effective date of the study, and the classification information were correct. We apologize for any confusion.

In addition to updating the job class specifications, members of the study recommended changing the classification title from Administrative Secretary to Administrative Specialist. Because the functionality of the classification remains the same, Class Comp has determined that Administrative Specialist is equivalent to Administrative Secretary; and Administrative Specialist N/R is equivalent to Administrative Secretary N/R. Therefore, the former titles are eliminated and replaced with Administrative Specialist (6005) and Administrative Specialist N/R (9634).

Your individual results from this study are as follows:

Date	Position Number	Classification	Grade	Step	Rate	Class Seniority	Action
8/15/09	706520	Administrative Secretary (6005)	15	8	\$ 21.19	4/11/2001	Pre-Study
8/16/09		Office Assistant Sr. (6002)	14	99	\$ 21.19	8/16/2009	Study Result

These changes will be implemented effective 8/16/2009. Employees who are reclassified with their positions will be placed within the pay range for the new classification. Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 4-10. Your classification outcome may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of the original notification letter, dated August 10, 2009.

If there is a change to your pay rate as a result of this study, pay adjustments will be implemented as soon as possible. For a more exact date when pay adjustments might be reflected on your actual paycheck, please contact your local/department HR representative, or HR Maintainer. Please note that this allocation notice reflects the study's impact on your base classification.

If you have additional questions regarding this second notice, please feel free to contact Candace Busby at ext. 24422 or Joi Doi at ext. 83241.

Copy: Local 88

Department HR Maintainer

Class Comp file



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CENTRAL HUMAN RESOURCES DIV
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PORTLAND OR 97293-0700

PHONE: (503) 988-5015
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TDD: (503) 988-5170

TO: Yolanda Reyes-De-Oehler, (SAP# 2622), Health
FROM: Candace Busby, Joi Doi - Central HR -- Classification/Compensation
DATE: August 26, 2009 - Replaces the letter of August 12, 2009
SUBJECT: Corrected Administrative Secretary Study Implementation and Allocation Notice

This letter revises your class seniority date to include previous time spent in the Office Assistant Sr. (6002) classification. Your revised class seniority date is July 20, 2007. Thank you for bringing this issue to our attention and accept our apology for any inconvenience.

The Classification/Compensation Unit completed a management sponsored study for the job classes, Administrative Secretary (6005) and Administrative Secretary/Non Represented (9634) in August 2009. This study primarily addressed classification and whether or not positions should be represented (Local 88) or classified as non-represented (management); no compensation survey was conducted.

In addition to updating the job class specifications, members of the study recommended changing the classification title from Administrative Secretary to Administrative Specialist. Because the functionality of the classification remains the same, Class Comp has determined that Administrative Specialist is equivalent to Administrative Secretary; and Administrative Specialist N/R is equivalent to Administrative Secretary N/R. Therefore, the former titles are eliminated and replaced with Administrative Specialist (6005) and Administrative Specialist N/R (9634).

Your individual results from this study are as follows:

Date	Position Number	Classification	Grade	Step	Rate	Class Seniority*	Action
8/15/09	706236	Administrative Secretary (6005)	15	8	\$ 21.19	7/27/1992	Pre-Study
8/16/09		Office Assistant Sr. (6002)	14	99	\$ 21.19	7/20/2007*	Study Result

These changes will be implemented effective 8/16/2009. Employees who are reclassified with their positions will be placed within the pay range for the new classification. Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 4-10. Your classification outcome may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of the original notification letter, dated August 10, 2009.

If there is a change to your pay rate as a result of this study, pay adjustments will be implemented as soon as possible. For a more exact date when pay adjustments might be reflected on your actual paycheck, please contact your local/department HR representative, or HR Maintainer. Please note that this allocation notice reflects the study's impact on your base classification.

If you have additional questions regarding this second notice, please feel free to contact Candace Busby at ext. 24422 or Joi Doi at ext. 83241.

*Revised date

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Department HR Maintainer
Class Comp file