



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Central Human Resources  
Multnomah Building -- 501 SE Hawthorne  
Portland, Oregon 97214

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To: Steve Herron, HR Manager Sr. – Labor Relations/Central HR Date: October 12, 2011  
From: Joi Doi, Classification and Compensation Unit (503/4)  
Subj: Reclassification Request #1813 – Office Asst. 2, Non-represented

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

**Request Information:**

Date Request Received: October 11, 2011	Position Number: 712514
Current Classification: Office Asst. 2	Requested Class: Office Asst. 2 (non-represented)
Job Class Number: 6001	Job Class Number: 9011
Pay Grade: 9	Pay Grade: 112
Allocated Classification: OA 2 (non-represented)	Job Class Number: 9011
Pay Range: \$13.50 - \$18.90 Hourly	Pay Grade: 112

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties/work are executed 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 (filled by temporary employee)

**Reason for Classification Decision:**

This position resides in Central Human Resources (CHR) and primarily functioned in the past as the receptionist providing general administrative support for the CHR team and other administrative professional groups such as Finance, Purchasing, and Payroll. The position was represented by Local 88 and formerly reported to an Administrative Analyst Senior – the chief assistant to the HR Director. Based on span of control restructuring, this Central HR administrative/reception position will now directly support and report to Labor Relations. Key duty changes include actively participating in processing, updating and researching issues relating to grievances, discipline and collective bargaining.

Other examples of the new work assignments include: preparing information and data for statistical or confidential reports such as lay-off and "bumping" lists; logging, typing, proofing and processing grievances and employee complaints regarding managers and co-workers; and maintaining a variety of labor relations/bargaining records, drafts, agreements, and documents. Additionally this position will perform a wide variety of clerical and administrative work including filing, billing, reviewing, coding, and recording information and have substantial contact with the public, other agencies, and experts / professionals by phone or mail to give, receive, or confirm often sensitive, confidential, or grievance/labor relations information. These duties are in keeping with the full professional Office Assistant 2 / Non - Represented job class requirements as defined by ORS 240.650.

If you have any questions, please feel free to contact me at 503.988.3241.

cc: Pam Hodge, DCA/DCM HR Manager  
DCM HR Maintainers  
Class Comp File