Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
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To: Marcia Morrow, Health Department, ICS, East County Health Center
From: Candace Busby, Classification and Compensation Unit (503/4) C Busby
Date: January 7, 2010
Subject: Reclassification Request # 1379 (Vacant Health Assistant 2)

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

Request Information:

Date Request Received: December 29, 20009
Current Classification: Health Assistant 2

Job Class Number: 6294
Pay Grade: 11

Position Number: TBD
Requested Classification:
Medical Laboratory Technician
Job Class Number: 6333
Pay Grade: 21

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

Effective Date: January 7, 2010

Allocated Classification: Medical Laboratory Technician
Pay Range: $42,929.28 - $52,805.52 Annually

Job Class Number: 6333
Pay Grade: 21

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 reclassed - see Employee Information Section
- ☐ Filled & incumbent not reclassed with position See New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassed with position, position must be filled in accordance with the normal appointment procedures. If position is reclassed 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 position is responsible for procuring and providing results of laboratory tests on various patient specimens to aid in the diagnosis and treatment of medical clients. The incumbent performs phlebotomy procedures and testing in the areas of hematology, bacteriology, clinical chemistry, parasitology, urinalysis, coagulation, and microscopic examination. The position researches and evaluates new technology and equipment to make recommendations regarding usefulness and effectiveness within the clinic; develops, maintains and revises operating procedures for laboratory testing; manages quality assurance; and coordinates and directs the activities of the laboratory within the clinic. Qualifications are an Associates degree in Medical Laboratory Technology, certification as a Medical Laboratory Technician (MLT) through ASCO, with one year of laboratory experience desired. Based on these duties, responsibilities and qualifications the appropriate classification is Medical Laboratory Technician (6333).

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

cc: Kathleen Fuller-Poe, HR Manager
Bryan Lally, Local 88
Joan Sears, HR Maintainer
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