



Department of County Management
MULTNOMAH COUNTY OREGON
Central Human Resources
Multnomah Building -- 501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: Godwin Nwerem, Manager Senior, DCHS *GN*
From: Olga Ward/Elisabeth Nunes, Classification and Compensation Unit (503/4) *esw*
Date: September 15, 2010
Subject: Reclassification Request # 1601 (new Office Assistant 2)

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

Request Information:

Date Request Received: September 3, 2010	Position Number: TBD
Current Classification: n/a	Requested Classification: Office Assistant 2
Job Class Number: n/a	Job Class Number: 6001
Pay Grade: n/a	Pay Grade: n/a
Request is:	Effective Date: September 15, 2010
<input checked="" type="checkbox"/> Approved as Requested	
<input type="checkbox"/> Approved - Revised	
<input type="checkbox"/> Denied	

Allocated Classification: Office Assistant 2	Job Class Number: 6001
Pay Range: \$30,735.36 - \$37,751.04 Annually	Pay Grade: 9

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
☐ 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.

Reason for Classification Decision:

The Department of County Human Services provides administrative services in support of Wraparound Oregon initiative. The purpose of this new position is to provide clerical support to the Administrative Services Organization (ASO). The key functions will include: calendar maintenance: scheduling meetings, booking conference rooms, preparing agendas and taking meeting minutes; office organization: gathering and distributing mail, ordering and maintaining office supplies; making/designing forms, flyers, and brochures; composing and proofreading a variety of letters, memos, and reports. This position requires education equivalent to the twelfth grade and two years of general clerical experience, including experience working with clients and/or the public. The duties and the minimum requirements as described best fit the Office Assistant 2 (6001) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22747.

cc: Urmila Jhattu, HR Manager
Kim Pasquinelli, HR Analyst
Local 88
Class Comp File Copy