



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: Lee Burleson, Office Assistant 2 - DCHS
From: John Kaneski, Classification and Compensation Unit (503/3/300) *John Kaneski*
Date: July 18, 2011
Subject: Reclassification Request #1750 (Office Assistant 2 to Administrative Specialist)

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

Request Information:

Date Request Received: July 5, 2011	Position Number: 713687
Current Classification: Office Assistant 2	Requested Classification: Administrative Specialist
Job Class Number: 6001	Job Class Number: 6005
Pay Grade: 9	Pay Grade: 15

Request is: ☒ Approved as Requested Effective Date: January 5, 2011

Allocated Classification: Administrative Specialist	Job Class Number: 6005
Pay Range: \$36,644.40 - \$45,121.68 Annually	Pay Grade: 15

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:

☒ Represented
☒ Filled & incumbent reclassified - see Employee Information Section

Employee Information:

Name of Incumbent Employee: Lee Burleson (SAP # 12264)
New Job Class Seniority Date: January 5, 2011

Date	Job Class and Number	Grade	Step	Rate	Action
January 4, 2011	Office Assistant 2 - 6001	9	2	\$15.15	Pre-reclass
January 5, 2011	Administrative Specialist - 6005	15	1	\$17.55	Post-reclass

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.

Reason for Classification Decision:

Your position responsibilities now include providing administrative support to the Developmental Disabilities Services Division senior management team, including 2 Manager, Senior (executive-level) positions. These duties involve maintaining executive management appointment schedules and calendars with broad latitude and discretion in scheduling and rearranging managers' time, prioritizing appointments, and planning activities; planning and coordinating meetings, conferences and training; creating, proofreading and compiling reports, charts and other documents; responding for managers to general inquiries of a sensitive nature or regarding department/division policies; revising policies, procedures, forms and other documents; and a variety of other office administrative support functions.

Office Assistant 2

Office Assistant 2's perform moderately complex general administrative, secretarial/clerical support functions and tasks in a department, division, program, or business operation. Incumbents are assigned the full range of duties that require knowledge of and the application of general County, department or division procedures and policies. Office Assistant 2's do not primarily support executive or senior management.

Office Assistant Senior

Office Assistant Senior is an appropriate class allocation when support responsibilities are highly specialized, focused on performing responsible and difficult administrative assignments, and require program-specific, technical knowledge. Additionally, incumbents often lead, train and coordinate the work flow of office support staff, sometimes including managing volunteers. Office Assistant Senior positions are typically operations oriented and do not principally support an executive or senior manager who leads a department or division.

Administrative Specialist

Administrative Specialists perform work assignments involving a variety of highly responsible, confidential and complex administrative, secretarial, and program duties to support a County department or division director/executive manager. Administrative Specialists are given broad latitude and discretion in scheduling/rearranging the executive manager/director's time in terms of prioritizing appointments, events and planning activities, researching, compiling and summarizing data for projects, and compiling reports for the manager.

Since you spend a significant amount of your time managing the calendars, contacts and correspondence for 2 executive-level managers, as well as providing them with direct administrative, secretarial, and program support, the best fit for your position is the Administrative Specialist (6005) classification.

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.

copy: Lois Bailor, Administrative Analyst Senior
Urmila Jhattu, HR Manager
Carolyn Edgett, HR Analyst Senior
Heather Garrett, HR Analyst Senior
Gary Miguel, HR Maintainer
Bryan Lally, Local 88
Class Comp File Copy