



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

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

To: Kathy Tinkle, Interim Director - DCHS  
From: John Kaneski, Classification and Compensation Unit (503/3/300)  
Date: July 18, 2011  
Subject: Reclassification Request #1743 (Manager 2 to Manager, Senior)

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

**Request Information:**

Date Request Received: June 23, 2011  
Current Classification: Manager 2  
Job Class Number: 9364  
Pay Grade: 228

Position Number: 700171  
Requested Classification: Manager, Senior  
Job Class Number: 9365  
Pay Grade: 229

Request is: ☒ Approved as Requested

Effective Date: July 1, 2011

Allocated Classification: Manager, Senior  
Pay Range: \$67,648.00 - \$101,473.00 Annually

Job Class Number: 9365  
Pay Grade: 229

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:**

- ☒ Executive/Unclassified
- ☒ Filled & incumbent reclassified - see Employee Information Section

**Employee Information:**

Name of Incumbent Employee: Lee Girard (SAP# 11708)

Date	Job Class and Number	Grade	Rate	Status	Action
June 30, 2011	Manager 2 (9364)	228	\$3,884.53*	Executive	Pre-reclass
July 1, 2011	Manager, Senior (9365)	229	TBD	Executive	Post-reclass

\*semi-monthly pay rate

Compensation will be determined in accordance with MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with MC Personnel Rule 5-50 and 2-40.

**Reason for Classification Decision:**

This position is responsible for managing the Community Services Unit within the Aging and Disability Services Division. This unit is the single point of County contact for approximately 200,000 seniors, people with disabilities, veterans and their families and support networks. Community Services provides information and assistance (including a 24/7 Helpline), as well as a variety of in-home, community and emergency services that support independence and prevent homelessness and institutionalization.

Manager, Seniors are responsible for implementing direction for assigned program(s), including the supervision of staff assigned to such programs, and are accountable for program outcomes that contain supervisory, professional and technical staff.

The position under review has grown in the last year with the addition of direct management reports, expansion of services, and increased budget responsibility and FTE headcount; and now meets the criteria for Manager, Senior. Given the increased responsibilities and broader program scope, plus budget, FTE headcount and number of supervisors now reporting to the incumbent, this position is better classified as Manager, Senior (9365).

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22342.

copy: Catherine Clay-Eckton, Interim ADS Director  
Urmila Jhattu, HR Manager  
Carolyn Edgett, HR Analyst Senior  
Heather Garrett, HR Analyst Senior  
Gary Miguel, HR Maintainer  
Class Comp File Copy