Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone

To: Gerard Welch, DCJ - DUII enhanced Bench Probation
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: July 1, 2010
Subject: Reclassification Request #1496 (702823)

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

Request Information:

Date Request Received: June 9, 2010
Current Classification: Program Development Specialist
Job Class Number: 6021
Pay Grade: 25

Position Number: 702823
Requested Classification: Corrections Technician
Job Class Number: 6266
Pay Grade: 17

Request is: ☒ Approved as Requested

Effective Date: July 1, 2010

Allocated Classification: Corrections Technician
Pay Range: $18.64 to $22.91 per hour

Job Class Number: 6266
Pay Grade: 17

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 ☒ Represented

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:

The request is to convert this vacant PDS position back to Correction Technician as the systems and procedures have been addressed, established and refined. The change will result in the unit being staffed with 1 Records Technician and 2 Corrections Technicians, one with lead responsibilities. This position is the lead who will perform work relating to determining if offenders are eligible for the program, notification of judges when DUII offenders on Enhanced Bench Probation have law enforcement contacts that reveal alcohol use, illegal driving, new criminal charges, or which appear to constitute a significant danger to public safety. Responsibilities include monitoring the computer billing system, LEDS monitoring, tracking offenders, providing information, and functioning as the Lead Corrections Technician by providing technical and administrative assistance in laying out the work, balancing and reviewing work of other program staff, compile and report Enhanced Bench data and information as directed by the CJM. Qualifications include a high school diploma with coursework in criminal justice, psychology, sociology or related field desired and two years of relevant experience. The qualifications, duties and responsibilities are consistent with the corrections Technician (6266) classification.

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

cc: James Opoka, HR Manager
Bryan Lally, Local 88
Lorraine Newell, HR Maintainer
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