



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

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

To: Kara Hill, DCJ - MTDV Unit  
From: Candace Busby, Classification and Compensation Unit (503/4)  
Date: June 24, 2010  
Subject: Reclassification Request #1451 (704812)

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

**Request Information:**

Date Request Received: April 7, 2010  
Current Classification: Records Technician  
Job Class Number: 6157  
Pay Grade: 14

Position Number: 704812  
Requested Classification: Administrative Analyst  
Job Class Number: 6033  
Pay Grade: 19

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

Effective Date: October 7, 2009

Allocated Classification: Office Assistant Senior  
Pay Range: \$34,869.60 to \$42,929.28 annually

Job Class Number: 6002  
Pay Grade: 14

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:**

☒ Filled & incumbent reclassified - see Employee Information Section

**Employee Information:**

Name of Incumbent Employee: Kara Hill  
New Job Class Seniority Date: October 7, 2009

Date	Job Class and Number	Grade	Step	Rate	Action
October 6, 2009	Records Technician (6157)	14	8	\$20.56	Pre-reclass
October 7, 2009	Office Assistant Senior (6002)	14	8	\$20.56	Post-reclass

**Reason for Classification Decision:**

Your duties and responsibilities have changed significantly since the decision to classify this position as a Records Technician. Records Technicians perform a variety of complex records research, analysis and data management to create and maintain data for juvenile and/or adult law enforcement and community justice records. Records Technicians review and research various judicial and legal documents to ensure data accuracy, and to comply with confidential law enforcement, and criminal justice security procedures. In early 2009 your responsibilities began to change to include: oversight and coordination of Sex Offender subsidy requests for all DCJ adult services units; additions, changes and removal of sex offenders from the Multnomah County sex offender web page; fleet custodian including working with fleet services and tracking usage; Pac-Set (radio) Custodian to maintain the inventory and operating condition of all DCJ radios; property and evidence procedure and custodian for all DCJ; and oversight and coordination of the Domestic Violence subsidy request process for DV offenders. In addition to these responsibilities this position is the building coordinator for the building located at SE 10<sup>th</sup> and Stark, and is the lead worker for an Office Assistant Senior and Records Technician located in the building. The vast majority of these duties and responsibilities are not Records Technician responsibilities although you provide some records support. The purpose of Administrative Analyst is to perform a variety of professional, technical, and analytical work in providing administrative support services within a division or department; and to provide a variety of administrative services in the areas of finance administration,

personnel administration, management analysis, training, purchasing, contract administration, property management, public information, data processing, office support and other related services and functions. The purpose of this position as described on your position description states: "The position provides a variety of administrative services to include: management analysis, training, purchasing, timekeeping, budgets, accounts payable and receivable, public information, data processing, property, evidence and equipment, and office management." However, the responsibilities described in your position description, reviewed during the desk interview and subsequent meeting with your manager are inconsistent with Administrative Analyst. That class primarily provides budget and finance administrative support to a department or division director rather than general administrative support to a unit. The breakdown of essential job functions from your position description is as follows:

- 25% **Management Assistance** including research and decisions regarding office operations, equipment purchases and space utilization; coordinate and assist in the development of the Domestic Violence Unit budget and monitoring the budget; coordination of accounts payable and receivable; review, analyze and revise policies and procedures; run monthly stats; review analyze and monitor Batters Intervention Program.
- 20% **Property and Evidence Controller** including the creation, maintenance and oversight of the new property and evidence practices and guidelines; and your ongoing responsibility for chain of custody according to the guidelines.
- 15% **Building Coordinator** including building access codes, keys, space movement and utilization charges, building maintenance and repairs, UA liaison with contracted lab.
- 15% **Subsidy Coordinator** including the review of all subsidy requests (Sex Offender Subsidy and Domestic Violence Subsidy) to ensure the offender is not over budget and qualifies for the subsidy; chrono (enter) information into DOC AS400 to document the events; review and approve monthly billing statements.
- 10% **Equipment Liaison** including telecommunications equipment, computers and software, fleet to ensure maintenance and regular servicing of vehicles; Pac-Set (radio) coordinator to ensure radios are charged and ready for use.
- 10% **Lead** including to enter and track time entry, apply payroll rules and interpret contracts (Local 88 and FOPPO); process schedule changes and similar actions; maintain department copies of employee records; allocate workload, oversee daily work processes, review work for accuracy and prioritize work assignments to meet deadlines; educate staff on LEDS and AS400; open and modify Adult files or records in AS400 and LEDS; close, transfer adult files in AS400; run criminal records using LEDS, ESWIS and EPPDS.

Your duties and responsibilities represent responsible and difficult work supporting several units within DCJ. Office Assistant Seniors exercise independent judgment in scheduling and accomplishing work, analyze alternatives, maintain complex systems, carry out research and analysis of varied data and originate reports/correspondence. This position spends a significant amount of time providing management assistance (25%), building coordination (15%), subsidy coordination (15%), equipment liaison (10%), and lead/administrative (10%) functions which are consistent with Office Assistant Senior work. Developing and managing the property and evidence control procedure is also within the scope of the Office Assistant Senior classification, as Office Assistant Seniors initiate and maintain a variety of files and records; maintain manuals and resource materials; prepare and revise operating procedures rules and regulations. The purpose, scope, duties and responsibilities of your position are consistent with the Office Assistant Senior (6002) 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. 24422.

cc: James Opoka, HR Manager      HR Maintainer  
Local 88                              Class Comp File Copy