



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) *ABusby*
 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	Position Number: 704812
Current Classification: Records Technician	Requested Classification: Administrative Analyst
Job Class Number: 6157	Job Class Number: 6033
Pay Grade: 14	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 10th 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,

