



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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To: Caren Cox, DCM, EBO, ext. 22568
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*
Date: July 12, 2010
Subject: Reclassification Request #1501 (New HR Technician/NR)

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

Request Information:

Date Request Received: June 14, 2010
Current Classification: n/a
Job Class Number: n/a
Pay Grade: n/a

Position Number: TBD
Requested Classification: HR Technician/NR
Job Class Number: 9061
Pay Grade: 118

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

Effective Date: July 12, 2010

Allocated Classification: HR Technician/NR
Pay Range: \$37,845.40 - \$52,984.25 annually

Job Class Number: 9061
Pay Grade: 118

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 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
☐ Filled & incumbent reclassified - see Employee Information Section
☐ Filled & incumbent not reclassified with position - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified 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 Employee Benefits Office will be taking on FMLA/OFLA leave administration from Health, DCM, Non-Dept., and the Library. In order to have capacity to perform these duties, this new position is being created. This position will be responsible for supporting the administration of FMLA/OFLA leave processes for County departments including extraction and interpretation of SAP leave data; timely production of accurate correspondence to employees; recordkeeping; and monthly activity reports for departments. This position will also be the primary support of a HR Analyst 2 who manages the FMLA/OFLA program.

Human Resources Technician/NR provides paraprofessional support in a variety of human resources areas or in a single human resources area within an operating unit or within central human resources; provides technical assistance to human resources staff, applicants and employees in the daily procedural and administrative functions of a human resources program; researches, compiles and summarizes data; initiates and prepares personnel actions; and answers and refers questions and inquiries.

Human Resources Analyst 1/NR provides professional and technical support in a variety of human resources areas and performs the responsibilities of a human resources generalist with broad knowledge or of a human resources specialist with advanced knowledge of a single discipline.

The essential job functions of this new position will include providing highly-confidential paraprofessional support in the employee benefits unit in the area of FMLA/OFLA administration and reporting. The outlined responsibilities best fit the criteria for Human Resources Technician/NR (9061).

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

cc: Karin Lamberton, HR Manager
Leola Warner & Jacqueline Burns, HR Maintainers
Local 88
Class Comp File Copy