



Department of County Management
MULTNOMAH COUNTY OREGON
 Human Resources -- Multnomah Building
 501 SE Hawthorne
 Portland, Oregon 97214
 (503) 988-5015 Phone

To: Urmila Jhattu, HR Manager - DCHS Date: May 31, 2011
 From: Jude Tennant, Consultant, CWI Business Solutions
 Joi Doi, Classification and Compensation Unit (503/4)
 Subject: **Replacement Notice for** Reclass # 1717 (HR Analyst 2/NR to HR Analyst 1/NR)

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

Request Information:

Date Request Received: May 13, 2011	Position Number: 706410
Current Classification: HR Analyst 2/NR	Requested Classification: HR Analyst 1/NR
Job Class Number: 9670	Job Class Number: 9080
Pay Grade: 224	Pay Grade: 222
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: May 13, 2011
Allocated Classification: HR Analyst 1/NR	Job Class Number: 9080
Pay Range: Min \$43,883/yr Max \$61,437/yr	Pay Grade: 222

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the issue date to ensure duties and work are implemented as originally described. This allocation may also 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

Employee Information:

Name of Incumbent Employee: Gary Miguel
 New Job Class Seniority Date: September 24, 2005

Date	Job Class and Number	Grade	Step	Rate	Action
5/12/2011	HR Analyst 2/NR	224	NA	61,794/yr	Pre-Reclass
5/13/2011	HR Analyst 1/NR	222	NA	61,794/yr	Reclass

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

Reason for Classification Decision:

Due to a shift in business needs, an extensive leave and then the eventual retirement of an employee within DCHS Human Resources, the duties and responsibilities for this position changed beginning in the summer of 2010. This position provides oversight of DCHS' volunteer and internship programs and performs HR generalist, HR maintainer and payroll functions for DCHS. Essential functions of this position include: coordinate department-wide internship and volunteer program for recruitment outreach; establish and maintain department-wide programs that focus on bringing in new talent for potential future hires; develop and facilitate new employee/volunteer and intern orientation; coach and work with managers to ensure internships and volunteer roles are solid placements; perform/facilitate

payroll, interview panel and time-keeping training; represent DCHS at community outreach events, job fairs and trade shows; oversee the assessment of volunteers and interns; serve as department HR maintainer in HRIS/SAP; implement class/comp information; assist staff in responding to seniority dates, running special SAP reports, and grievance process; train managers, supervisors and time-keepers on completion of SAP personnel forms; identify key functions in SAP for role access; provide back-up recruitment support; and maintain organizational charts for the department.

This position is no longer responsible for all aspects of the recruitment and selection process for the department, which is an essential function of the HR Analyst 2 classification. Instead, it has been assigned more HR administrative, tactical and procedural work, a portion of which normally falls within HR Technician responsibility. However, because this position develops and facilitates administrative/technical training and continues to provide program support to the HR team, managers, applicants, and to DCHS as an entity with its volunteer and intern program administration, the duties are beyond the scope of the HR Technician classification. The essential functions and level of responsibility for this position are consistent with other internal Human Resources Analyst 1/NR (9080) allocations regarding confidential employee/labor relations, level of staffing/recruiting support and other general work assignments.

If you have any questions, please feel free to contact Joi Doi at 503-988-3241.

Copy:

Leola Warner, DCM HR Maintainer
Gary Miguel, DCHS HR Analyst/Maintainer (Incumbent)
Class Comp File Copy
Ron Shaw, Budget Analyst -- DCHS