



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources  
Multnomah Building  
501 SE Hawthorne, Suite 300  
Portland, Oregon 97214

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Date: November 6, 2014  
To: Yvonne Myette, Health Department: Integrated Clinical Services (Quality Services)  
From: Karie Miller, Classification and Compensation Unit (503/3/300)  
Request #: 2689  
Position Number: 714426

*Karie Miller*

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

**Request Information:**

Date Received: November 6, 2014	Effective Date: November 6, 2014
Current Classification: Program Specialist	Allocated Classification: Data Analyst Senior
Job Class Number: 6021	Job Class Number: 6456
Pay Grade: 25	Pay Grade: 32
	Pay Range: \$29.92 - \$36.79 Hourly

**Position Information:**

☒ Classified Represented  
☒ Vacant - see New/Vacant Section

**New/Vacant Position Information:**

If the position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with the normal appointment procedures. If the position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult your Department Human Resources Unit for assistance.

**Reason for Classification Decision:**

This vacant position within the Health Department's Integrated Clinical Services (Quality Services) division is requested for reclassification from a Program Specialist to a Data Analyst Senior as a result of the increase in primary care reporting needs and the need to begin succession planning for complex work that is done from EPIC. The primary purpose of this reclassified position will be to provide advanced level data analysis and report writing from EPIC for eight primary care health centers, thirteen school-based health centers, six dental clinics, and two corrections health clinics. This position will be responsible for collecting, compiling, extracting, and organizing complex information and data from multiple systems into a variety of summary and detailed reports and/or presentations; developing tools to present data in a useful format to meet business needs; making recommendations to providers, program managers/directors, and senior/executive management; preparing required reports for internal and external users and/or to meet statutory requirements; designing, developing, and maintaining relevant dashboards and other quality assurance management reports; analyzing, evaluating, and modifying operating methods and procedures; making recommendations based on research and analysis; investigating and resolving data and calculation errors or inconsistencies; creating and maintaining database tables; serving as a key partner within specific program areas to develop performance management and reporting strategies to evaluate potential areas of risk and address areas for improvement; interviewing users to determine information needs and priorities; determining needs and designing reports or other methods to meet those needs; providing expert technical assistance to outside agencies/contractors on automated data systems; and provide training, technical support, and consultation for staff. Qualifications include the equivalent to a bachelor's degree with major course work in statistics, computer science, business, or a related field; and five (5) years of increasingly responsible work experience in statistics, operational analysis, or related field that including performing analysis, statistical evaluation, database design, maintenance, administration, and statistical reporting. One of the five years of experience must be in the assigned program area.

An analysis of the Data Analyst, Data Analyst Senior, and the Business Analyst and IT series of classifications was performed before making an allocation decision:

The *Data Analyst (6073)* is a full professional-level classification with responsibility for performing complex technical and analytical work in the design and creation of queries and reports in order to extract data from the County's unique, non-enterprise, business data application systems. This classification is responsible for designing, implementing, and maintaining smaller, independent, department-specific, data application systems, and for complex ad-hoc reporting, data mining, data integrity, organizing, analyzing, and summarizing data received from a variety of sources. Qualifications include the equivalent to a bachelor's degree with major course work in math, computer science, business, or a related field, and two (2) years of work experience in statistics, operational analysis or related field that included performing analysis, statistical evaluation or database design, maintenance, administration, and statistical reporting. While some of the duties and responsibilities of the reorganized position will fall within this classification, other duties such as providing advanced-level data analysis and report writing and extracting data from multiple systems and databases fall outside the scope of this classification; therefore, this classification is not a good match.

The *Data Analyst Senior (6456)* is the advanced professional-level classification responsible for the data design, organization, administration, support, and maintenance of the County's unique, non-enterprise, business data application systems. This classification is responsible for designing, implementing, and maintaining smaller, independent, department-specific, data application systems; providing a variety of advanced-level professional data analysis and report writing; creating, managing, and overseeing sophisticated databases/data systems by extracting data from multiple information systems and databases; and providing complex ad-hoc reporting or studies to assist users and senior/executive managers with business operations and/or policy issues. Qualifications include the equivalent to a bachelor's degree with major course work in statistics, computer science, business, or a related field, and five (5) years of increasingly responsible work experience in statistics, operational analysis, or related field that included performing analysis, statistical evaluation, database design, maintenance, administration, and statistical reporting. One of the five years of experience must be in the assigned program area.

Positions in the *Business Analyst* classification typically are responsible for assisting system users in the analysis and timely resolution of business process or configuration problems in Enterprise Resource Planning (ERP) systems. Positions in the professional *Information Technology* classifications are assigned to the Central IT organization, support a variety of customers around the County, and work on enterprise-wide applications. Given that the reorganized position will not be responsible for work with ERP systems and will not be assigned to the Central IT department, these classifications are not a good match.

The duties, responsibilities and qualifications support the position is allocated to Data Analyst Senior (6456).

**Rules and Rights:**

This classification decision is subject to all applicable requirements stated in Multnomah County 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. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Previously approved specialized KSAs for a position do not transfer with a reclassification. If the position requires specialized KSAs, please submit a request for approval through Labor Relations.

If you have any questions, please feel free to contact me at 503.988.7603.