



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

To: Joi E. Doi, DCM/Classification & Compensation Date: October 13, 2011  
 From: Jude Tennant, Consultant, CWI Business Solutions  
 Melissa Dailey, Health Human Resources (acting on behalf of Class/Comp)  
 Subject: Reclassification Request # 1801 (Incumbent: Olga Ward)

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

**Request Information:**

Date Request Received: October 3, 2011 Position Number: 713282  
 Current Classification: HR Technician/NR Requested Classification: HR Analyst 1/NR  
 Job Class Number: 9061 Job Class Number: 9080  
 Pay Grade: 118 Pay Grade: 222  
 Request is:  Approved as Requested Effective Date: May 1, 2011  
 Approved – Revised  Denied  
 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: Olga Ward  
 New Job Class Seniority Date: 5/1/2011

Date	Job Class and Number	Grade	Rate	Action
4/30/2011	HR Technician/NR (9061)	118	\$46,418/yr (95%)	Pre-Reclass
5/1/2011	HR Analyst 1/NR (9080)	222	TBD (95%)	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:**

Over the past year, this position has assumed more responsibility for a variety of projects within the Classification & Compensation unit. This position provides professional and technical support to the Class Comp team. Essential functions include: collect and review position descriptions for content/accuracy; conduct desk audits/interviews with study participant and supervisors and document findings; draft allocation letters; respond to questions pertaining to compensation policies, classification process, grievance/appeals procedures and pay; respond to salary and benefits surveys; determine appropriate matches for jobs surveyed; participate in AFSCME/Local 88 wage bargaining process; summarize and organize job class data for bargaining meetings; review reclassification requests for new or existing positions; select, review and document analysis of classifications considered to determine best classification option; and co-lead position description training. Classification work is routine in nature and is performed on simpler, vacant positions.

Required qualifications for an HR Analyst 1 are equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, human resources administration, business administration or a related field OR four years of increasingly responsible administrative support experience in a human resources function at a level equivalent to a Senior Office Assistant or above. The essential functions, level of responsibility, and qualifications for this position are consistent with the HR Analyst 1/NR (9080) classification. It is also consistent with other internal HR Analyst 1/NR allocations regarding confidential employee/labor relations, staffing/recruiting functions and work assignments.

If you have any questions, please feel free to contact Melissa Dailey at 503-988-3663 ext. 22595.

Copy:

Leola Warner, HR Maintainer  
Class Comp File Copy