



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: <input checked="" type="checkbox"/> Approved as Requested       | Effective Date: May 1, 2011               |
| <input type="checkbox"/> Approved – Revised <input type="checkbox"/> 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<br>(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