

MULTNOMAH COUNTY
LIBRARY



205 N.E. Russell Street • Portland, OR 97212-3796 • PHONE: 503.988.5402 • FAX: 503.988.5441 Vailey Gehlke, Director of Libraries

To: Renea Arnold, Early Childhood Services
From: Shelly Kent, Human Resources Manager, Department of Libraries *Shelly Kent*
Date: January 20, 2011
Subject: Classification Request – Library Clerk (7202)

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

Request Information:

Date Request Received: 12/9/10	Position Number: 713348
Current Classification: Library Outreach Specialist	Requested Classification: Library Clerk
Job Class Number: 7223	Job Class Number: 7202
Pay Grade: 1	Pay Grade: 9
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: 1/20/11

Allocated Classification: Library Clerk	Job Class Number: 7202
Pay Range: \$30,735.36 - \$37,751.04 Annually	Pay Grade: 9

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 up to one year from the date of issue to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, 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 Library Human Resources Unit for assistance.

Reason for Classification Decision:

The overall scope and responsibilities outlined in this position are consistent with the duties performed by other Library Clerks. The purpose of the position is to perform a variety of general clerical duties to support the delivery of library services. The duties include issuing library cards, order and maintain office supplies and library supplies, maintain library materials and records, process books for distribution to patrons, and provide related clerical duties. The purpose of the Library Outreach Specialist classification is to develop, plan, and implement outreach programs. The duties and responsibilities of this position have been changed and no longer include these Library Outreach Specialist tasks and best fit the criteria of the Library Clerk (7202) classification.

If you have any questions, please feel free to contact me at 503-988-3908.

cc: Olga Ward, Class Comp
Vicki Cornwell, HR Maintainer
Bryan Lally, Local 88