



Department of County Management
MULTNOMAH COUNTY OREGON

Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: June 25, 2013
To: Shelly Kent, Library: Human Resources
From: Karie Miller, Classification and Compensation Unit (503/3/300)
Request #: 2249
Position Number: 705321

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

Request Information:

Date Received: June 25, 2013	Effective Date: July 1, 2013 (as requested)
Current Classification: Program Coordinator	Allocated Classification: HR Technician
Job Class Number: 6022	Job Class Number: 9061
Pay Grade: 25	Pay Grade: 118
	Pay Range: \$39,094.30 - \$54,732.73 Annually

Position Information:

- Management/Classified
- Filled & incumbent not reclassified with position - 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 reclassification request is the result of the elimination of a Program Coordinator position that previously reported to the Human Resources (HR) Manager and supported employee and public training. In 2012, the public training duties were removed and as such HR now has a need for more of a generalist focus. The reclassified position will be responsible for serving as the primary contact/coordinator for library staff learning courses and events; maintaining the class training schedule calendar; monitoring training course requests and preparing them for approval; preparing the system-wide training annual plan; assisting managers and employees in identifying and recommending training solutions; researching, contacting, and interviewing prospective instructors/facilitators; assisting in the drafting of course descriptions and announcing upcoming events; serving as the administrator for Multco Learns and SAP's Training and Events module; and maintaining data and generating training reports and statistics. In addition, the position will serve as the lead recruiter for Pages, which includes posting recruitments on NEOGOV, conducting outreach to applicants, screening applications for minimum qualifications, setting up interviews, conducting skills assessments and reference checks, and coordinating job offers with hiring managers. Qualifications include three (3) years of increasingly responsible administrative support experience preferably in a human resources function.

An analysis of the Human Resources Technician, Human Resources Analyst 1, and Program Coordinator classifications was performed before making an allocation decision:

The *HR Technician (9061)* is responsible for providing paraprofessional support in a variety of human resources programs or in a single human resources functional area in an operating unit or within central human resources; providing technical assistance to HR staff, applicants, and employees in the daily procedural and administrative functions of a human resources program; researching, compiling, and summarizing data; initiating and preparing personnel actions; and answering and/or referring questions and inquires. This classification performs routine tasks and

duties, including the administration of established policy, HRIS maintenance, records management, and routine contacts with employees, managers, and job applicants. Work is recurring and guided by established policies and procedures, involving low to moderate levels of complexity. Qualifications include three (3) years of increasingly responsible administrative support experience in a human resources function, or the equivalent to an Associate's degree with major course work in public administration, human resources administration, business administration or related field, and one (1) year of related work experience.

The *HR Analyst 1 (9080)* is responsible for providing professional and technical support in a variety of human resources areas or in a single human resources area within an operating unit or within central human resources; performing the responsibilities of a human resources generalist with broad knowledge or of a human resources specialist with advanced knowledge of a single discipline. Positions in this classification perform routine tasks and duties, including administration of established policy, records management, and routine contacts with employee, managers, and job applicants. Work is recurring of moderate complexity and limited impact. Decisions made or actions taken that require policy interpretation or variation from established policies and procedures typically require higher level review prior to being acted upon. Qualifications include the equivalent to a Bachelor's degree with major coursework in public administration, human resources administration, business administration or a related field; or four (4) years of increasingly responsible administrative support experience in a human resources function at a level equivalent to Senior Office Assistant or above. The position under review will be responsible for providing paraprofessional support for work tasks and duties of low to moderate levels of complexity that are routine in nature and which are guided by established policies and procedures; therefore, this classification is not a good match for the position.

The *Program Coordinator (6022)* classification is assigned to planning, administering, and participating in small to moderately sized ongoing programs and is tasked with leading daily program operations by providing technical supervision of staff and/or volunteers engaged in program services. Qualifications include the equivalent to a Bachelor's Degree with major course work in public administration, social work, or a related field, and two (2) years of responsible program coordination, and/or outreach experience. The position under review will no longer be responsible for providing lead supervision and program administration of a small to medium sized program; therefore, this classification is not a good match for the position.

The duties, responsibilities and qualifications support that this position is allocated to HR Technician (9061).

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 503-988-5015 ext. 22342.