



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
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(503) 988-5015 Phone

To: Leslie Goodlow-Baldwin, DCHS - DDSD
From: Candace Busby, Classification and Compensation Unit (503/3/300)
Date: January 31, 2011
Subject: Reclassification Request #1667 (Alvarez, Pedro)

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

Request Information:

Date Request Received: January 28, 2011	Position Number: 714013
Current Classification: Program Development Specialist	Requested Classification: Data Analyst or Data Analyst Senior
Job Class Number: 6021	Job Class Number: 6073/6456
Pay Grade: 24	Pay Grade: 25/32

Request is: ☒ Approved as Requested

Effective Date: July 27, 2010

Allocated Classification: Data Analyst
Pay Range: \$49,318.56 to \$60,635.52 annually

Job Class Number: 6073
Pay Grade: 25

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, and so this decision is considered preliminary until such approval is received.

☒ Filled & incumbent reclassified - see Employee Information Section ☒ Represented

Employee Information:

Name of Incumbent Employee: Pedro Alvarez (SAP# 12169)
New Job Class Seniority Date: July 28, 2010 (may be adjusted by Dept HR)

Date	Job Class and Number	Grade	Step*	Rate	Action
7/27/2010	Program Development Specialist	25	1	\$23.62	Pre-reclass
7/28/2010	Data Analyst	25	1	\$23.62	Post-reclass

Note: Rate is prior to 8/1/2010 step increase

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. Contact your Department HR Unit for additional information.

Reason for Classification Decision:

This position provides comprehensive data and software support to the division and is the liaison between DD and IT for the LUCI data system, and with the State on other DD database related matters. Essential functions include: primary responder for user support issues with LUCI; development and maintenance of several databases utilized by division staff for monitoring, eligibility and provider payments; analysis of data and tracking/reporting of expenditures and provider problem payment resolution; design and test queries to Access databases; prepare complex ad hoc reports; research and resolve provider payment issues; evaluate data, provide updates and reconcile transactions.

Program Development Specialists provide research, planning, design, development, implementation, monitoring and evaluation of programs projects or grants. Data Analysts perform complex technical and analytical work in the design, development, mining and maintenance of unique (stand-alone) data systems utilized by county departments. Data Analysts design and create queries and reports to retrieve data from stand-alone systems, analyze the data, and may have full responsibility for the design and implementation of smaller independent department specific data systems. Data Analyst Seniors are responsible for the design and maintenance of unique and complex data systems utilized by county departments. They create sophisticated databases/data systems by extracting data from multiple other information systems and databases which are used for complex ad-hoc reporting or studies to assist users in their analysis and resolution of business operations and/or policy issues.

This position no longer fits with the Program Development Specialist classification as the focus has shifted away from program planning, design and implementation. The focus of the position is to analyze data, prepare complex ad hoc reports, research and resolve issues, evaluate data, provide updates and reconcile transactions; and manage, design, develop, maintain and train users for a variety of smaller complex databases in the division. These databases fit the criteria for types of databases typical of Data Analyst responsibility, and the scope of analysis, report writing and research is consistent with Data Analyst. The systems and databases do not meet the criteria for a Data Analyst Senior. Qualifications are equivalent to a Bachelor's degree with major coursework in math computer science business or related field; and two years of work experience in statistics, operational analysis or related field. Qualifications of the incumbent are deemed equivalent when he was hired as a Data Analyst in 2008. Based on the qualifications, position purpose and major responsibilities this position is consistent with the Data Analyst (6073) classification.

Appeal Rights

The outcome of a reclassification request may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Urmila Jhattu, HR Manager
Heather Garrett, HR Analyst
Bryan Lally, Local 88
Class Comp File Copy