



Department of County Management
MULTNOMAH COUNTY OREGON

Central Human Resources
Multnomah Building -- 501 SE Hawthorne
Portland, Oregon 97214

To: Dana Lloyd, Lars Fujisato – DCHS, Aging & Disability Services Div. Date: March 22, 2011
From: Joi Doi, Classification and Compensation Unit (503/4)
Subj: Reclassification Request #1664

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

Request Information:

Date Request Received: January 25, 2011	Position Number: 706811
Current Classification: OA Senior	Requested Classification: Administrative Analyst
Job Class Number: 6002	Job Class Number: 6033
Pay Grade: 14	Pay Grade: 26
Allocated Classification: Administrative Assistant	Job Class Number: 6054
Pay Range: \$41,321.52 - \$50,717.52 Annually	Pay Grade: 19

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 date of issue to ensure duties/work are executed 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.

Position Information:

☒ Filled & incumbent reclassified - see Employee Information Section

Employee Information:

Name of Incumbent Employee: Lars Fujisato
New Job Class Seniority Date: August 25, 2010

Date	Job Class and Number	Grade	Step	Rate	Action
Aug. 24, 2010	Office Asst. Senior 6002	14	5	19.20	Pre-reclass
Aug. 25, 2010	Administrative Assistant 6054	19	1	19.79	Post-reclass

Compensation is 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. The employee's Department HR Unit will originate and process required documentation. Contact DCHS HR for additional information.

Reason for Classification Decision:

Additional duties have been added to this position in the last few years. The significant duties beyond the current OA Senior classification functions include: administrative research for grant applications and assisting in final grant submittals; compiling, producing and coordinating media, marketing and graphics materials used for advocacy functions and presentations at the County, city and State legislative hearings and meetings; functioning as Aging & Disability Services' (ADS) primary administrative focal point as Logistics Chief in the event of a major disaster/emergency; and serving as the division's administrative clearing house for implementing County policies and division procedures. The latter includes: researching/recommending the purchase of office equipment; overseeing the time-keeping function and performing related training for ADS; and serving as the division's focal point for travel coordination, expense review and training; and planning/coordinating major events for the division. These duties along with Mr. Fujisato's general responsibilities best fit the Administrative Assistant classification where assignments are less clerical with the majority of duties focus on budget preparation/monitoring and performing critical research tasks that assist and extend the capabilities of their manager. Administrative Assistants also explain laws, rules, and procedures for employment, personnel, purchasing, contract and other financial matters, and they review the effectiveness and efficiency of organization procedures and revise them as needed.

In contrast, Administrative Analysts perform more complex professional, technical, and analytical work within a division or department in the areas of finance administration, personnel administration, management

analysis, purchasing, contract management, property management, public information, data processing, and other related functions. ADS currently has an Administrative Analyst who is responsible for reviewing, analyzing, and interpreting legislative, policy and budget decisions and then distilling and communicating her analysis to key stakeholders and ADS leadership. On the director's behalf, she functions as the division liaison coordinating and directing the division's public information plan; overseeing and directing/facilitating the efforts of various councils; performing community outreach and education regarding the services and needs of seniors and of the disabled; tracking related bills during the legislative session and alerting ADS executives about trends and implications; and representing ADS on numerous inter/intra-governmental and citizen committees. The duties assigned to the position under review are very robust and important but still more administratively oriented versus analytical, technical and directly focused on program services.

Currently as the job is designed, the position needs more budget involvement than it currently has to sustain the Administrative Assistant classification. Budget responsibility is a key determining factor for the Administrative Assistant job class and in speaking with ADS management, this function will be expanded. Presently, Mr. Fujisato is responsible for tracking travel and training for the division as well as training other administrative support staff on policies and procedures relating to travel and training. While very important to the division, broader budget duties will need to be added to support the position's reclassification to Administrative Assistant.

Other classifications considered included Program Development Technician (PDT) and Program Development Specialist (PDS). However PDTs provide technical and administrative support in the research, design, development, implementation, monitoring, and evaluation of programs, projects, contracts, or grants, and this position is more of an administrative generalist. PDS positions are full journey level professional jobs responsible for extensive research, program design, development and outreach in the community, as well as implementation, monitoring and evaluation of programs, projects and grants. At this time, Mr. Fujisato's work assignments are generally less technical, have less direct program service or evaluation focus, and are more internally directed to enhance general administrative and operations functions.

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 503.988.3241.

cc: HR Manager
HR Maintainer

Class Comp File
Local 88