



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Randy Walruff, DART
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: July 21, 2009
Subject: Reclassification Request #1283 (Vacant)

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

Request Information:

Date Request Received: July 17, 2009
Current Classification: A&T Technician 3
Job Class Number: 6452
Pay Grade: 20

Position Number: 705169
Requested Classification: Tax Exemption Splst
Job Class Number: 6045
Pay Grade: 26

Request is: Approved as Requested
 Approved - Revised
 Denied

Effective Date: July 21, 2009

Allocated Classification: Tax Exemption Specialist Job Class Number: 6045
Pay Range: \$49,715.28 to \$61,178.40 annually Pay Grade: 26

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. 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 Department Human Resources Unit for assistance.

Reason for Classification Decision:

This position will be responsible for reviewing and processing property tax exemption applications; determining eligibility for programs and notifying applicants of the outcome; conferring with property owners in resolving exemption or special assessment problems and other related legal issues. The incumbent will initiate, review and approve changes to the Assessment roll as needed; research and review county records relating to properties specially assessed, properties leased by government agencies to taxable parties, and properties with exemptions to determine continuing qualification for the special assessment program. These examples of responsibilities are consistent with the Tax Exemption Specialist (6045) classification.

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

cc: Elisabeth Nunes, HR Manager
Leola Warner, HR Maintainer
Bryan Lally, Local 88
Class Comp File Copy