



Department of County Management
MULTNOMAH COUNTY OREGON
Central Human Resources
Multnomah Building -- 501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: Chiquita Rollins, DCHS; Domestic Violence
From: *Olga Ward* Olga Ward/Candace Busby, Classification and Compensation Unit (503/3)
Date: November 5, 2010
Subject: Reclassification Request #1622 (new – vacant part-time)

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

Request Information:

Date Request Received: October 21, 2010	Position Number: new
Current Classification: n/a	Requested Classification: Office Assistant Sr
Job Class Number: n/a	Job Class Number: 6002
Pay Grade: n/a	Pay Grade: 14
Request is: <input checked="" type="checkbox"/> Approved - Revised	Effective Date: November 5, 2010

Allocated Classification: Office Assistant 2	Job Class Number: 6001
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, and so this decision is considered preliminary until such approval is received.

Position Information:

Vacant - see New/Vacant Section Represented

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:

The purpose of this new part-time position is to provide administrative support services to a grant funded community planning project. This position will schedule community planning meetings, committees, and events; take meeting notes, type, proofread and disseminate documents and e-mail communications related to the grant activities; compile information and data for numeric and financial reports; maintain a variety of files and records. This position differs from the Office Assistant Senior classification in that the employees in the latter classification are required to carry out research and analysis of data, maintain complex systems, and frequently lead lower level staff to accomplish work unit goals. Office Assistant 2 is distinguished from Office Assistant 1 with Office Assistant 2s assigned the full range of duties that require knowledge of and the application of general County, department or division procedures and policies. The Office Assistant 2 minimum qualifications are education equivalent to the completion of the twelfth grade; one year of additional specialized clerical or business related training is highly desirable; and two years of general clerical experience, including working with clients and/or the public. The duties, responsibilities, and qualifications as described best fit the Office Assistant 2 (6001) classification.

If you have any questions, please feel free to contact Olga at 503-988-5015 ext. 22747.

cc: Urmila Jhattu, HR Manager
Carolyn Edgett, HR Analyst Sr.
Local 88
Class Comp File Copy