



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

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To: Madeleine Mader, Non-Departmental, IT, PPM, 503-793-0020  
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)  
Date: October 7, 2010  
Subject: Reclassification Request #1611 (Prog. Comm. & Web Spec/Sr. to IT Project Mgr. 1)

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

**Request Information:**

Date Request Received: September 30, 2010	Position Number: 706627
Current Classification: Prog. Comm. & Web Splst./Sr.	Requested Classification: IT Project Mgr. 1
Job Class Number: 6200	Job Class Number: 9458
Pay Grade: 32	Pay Grade: 228

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Request is:	<input checked="" type="checkbox"/> Approved as Requested	Effective Date: October 15, 2010
	<input type="checkbox"/> Approved - Revised	
	<input type="checkbox"/> Denied	

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Allocated Classification: IT Project Manager 1	Job Class Number: 9458
Pay Range: \$63,223.00 - \$94,834.00 annually	Pay Grade: 228

**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 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  
☐ 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:**

An existing vacant position needs to be reclassified to meet the IT organization's need for project management services to lead high priority projects such as SAP Procurement for the Public Sector. The new responsibilities will include customer interface, project management, and development of communication and training plans.

IT Project Manager 1 manages tasks, scope, resources, issues and risks for customized or in-house application implementation or enhancement project(s); creates and maintains all project management deliverables; ensures all project tasks are completed on schedule and within budget; and communicates the status of the project throughout the entire organization. The primary focus is to manage projects of small to medium team size that are low to moderate in complexity due to technical, business or departmental requirements. Project team size, complexity level, and budget parameters are what differentiate this position from the IT Project Manager 2.

The projects for which this position will be responsible will be of small to medium team size and low to moderate complexity. These factors, in addition to the overall scope and responsibilities of the position, are consistent with IT Project Manager 1 (9458).

If you have any questions, please feel free to contact me at 503-988-5015 ext.22342.

cc: Karin Lamberton, HR Manager  
Leola Warner & Jacqueline Burns, HR Maintainers  
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