



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
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To: Christina Kenney -- DCHS
From: Joi Doi, Class/Comp Unit
Date: March 13, 2009
Subject: Reclassification Request #1187 (Vacant – 2 new positions)

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

Request Information:

Date Request Received: March 5, 2009
Current Classification: Vacant/new (2 FTE)
Job Class Number: NA
Pay Grade: NA

Position Number: TBD
Requested Classification: Office Assistant 2
Job Class Number: 6001
Pay Grade: 9

Request is: ☒ Approved as Requested
☐ Approved - Revised
☐ Denied

Effective Date: March 13, 2009

Allocated Classification: Office Assistant 2
Pay Range: \$30,129.84 - \$37,020.24 annually

Job Class Number: 6001
Pay Grade: 9

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 is 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:

DCHS will be receiving stimulus funding from the American Recovery & Reinvestment Act this Spring to increase its Weatherization services. With the level of services being expanded to County citizens, more applications for Weatherization services will be filed, requested, and require assistance in distributing, logging and processing applications and related documents. 2 new clerical positions are being added to process, maintain, and review said applications and related files, as well as work with the public, provide support at meetings, perform reception duties, and do other general clerical, basic bookkeeping functions. Such duties align well with Office Assistant 2.

If you have any questions, please feel free to contact Joi Doi at 503-988-3241.

cc: Kim Pasquinelli, HR Analyst
Elisabeth Nunes, Class Comp
Class Comp File Copy