



Department of County Management
MULTNOMAH COUNTY OREGON

Human Resources
Multnomah Building -- 501 SE Hawthorne, Suite 300
Portland, Oregon 97214

To: Dan Haynes, Department of County Human Services: DDSD
From: Joi Doi/Karie Miller Classification and Compensation Unit (503/3)
Date: October 4, 2012
Subject: Classification Request #2029 (updated from 1936, Admin Analyst)

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

Request Information:

Date Request Received: September 28, 2012	Position Number: 715303
Current Classification: N/A	Requested Classification: Administrative Analyst
Job Class Number: N/A	Job Class Number: 6033
Pay Grade: N/A	Pay Grade: 26
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: October 4, 2012
Allocated Classification: Administrative Analyst	Job Class Number: 6033
Pay Range: \$51,323.04 - \$63,162.00 Annually	Pay Grade: 26

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 the position, the position must be filled in accordance with normal appointment procedures. If a position is reclassified due to reorganization, a limited recruitment may be conducted. Please consult your Dept. Human Resources Unit for assistance.

Reason for Classification Decision:

This is a new position is in the Developmental Disabilities Services Division (DDSD) and is being established to address the significant increase of clients entering In-Home Support along with additional state requirements. It is designed to partner with other department, DDSD program, administrative and Finance staff to ensure In Home Services comply with Oregon Admin. Rules (OARs) for each of 12 developmental disability services funded by the State. This new position will help ensure pass-through service contracts and service providers meet OARs program instructions with regards to service level and quality. Other duties include providing timely reports to the State on expenditures; assisting with contract coordination in terms of rates and contract changes; developing and maintaining spreadsheets to track funds/hours for individual plans; working with DCHS Business Services verifying expenditures and managing on-going support services funding and expenditures; and authoring/providing on-going reports to managers and executives. Additionally this position will work with DDSD's Sr. Program Specialist to provide support during the annual budgeting process for DCHS Business Services and as required by the County's Budget Office. Lastly, this position will review, analyze, track and recommend changes to division policies.

Based upon a revised position description submitted in late September, consideration was given to the Administrative Assistant, Administrative Analyst and Finance Specialist 1 classifications during the review of this position.

- The *Administrative Assistant (6054)* class provides administrative and staff assistance to a department or division director in typically a 1 to 1 basis. This class is distinguished from other administrative classifications by less than 20 percent of the workload is focused on clerical duties, and it is expected to independently perform critical and often confidential research tasks on behalf of the director. Work assignments in this classification consist of paraprofessional administrative duties that are broad in scope, and incumbents have significant involvement on behalf of the director with the budget. Positions in this classification assist in the development of parts of the budget, including drafting budget narrative, estimating funds needed, projecting revenues and expenditures, preparing reports, coordinating accounts receivable and accounts payable functions, and reconciling expenditure and revenue reports. Qualifications for this class are the equivalent to completion of high school and four years of increasingly responsible secretarial or technical administrative support experience.

This new position in DDS has broader duties, does not directly support one director, and has more program interface.

- The *Administrative Analyst (6033)* class provides professional, technical, and analytical work in the areas of finance administration, personnel administration, management analysis, training, purchasing, contract management, property management, public information, data processing, office support, and other related services and functions. Positions in this classification coordinate the development of the budget including gathering data and preparing budget forms; projecting revenues and expenditures; monitoring the budget and assisting in identifying, preparing, and processing budget modifications; preparing revenue and expenditure reports; and coordinating accounts receivable and accounts payable functions. Incumbents will review, analyze, and recommend improvements and modifications to department or division policies and procedures. Qualifications for this class are the equivalent to an Associate of Arts degree with two years of increasingly responsible secretarial and administrative support experience.
- The *Finance Specialist 1 (6029)* provides regular and ongoing analysis, interpretation, and some independent action with regards to financial operations and transactions. Finance Specialist [FS] 1 conducted out limited analyses of accounts, funds, systems and/or other information to process payments, billing, or accounts receivables. Work is subject to review by higher-level accounting, Finance or management staff. Positions in this classification perform routine account reconciliation, and prepare deposits, invoices, payments, work sheets, and schedules. Incumbents will analyze data and prepare reports regarding periodic or annual expenditures, revenue statements, budget, projections, and other fiscal reports. FS 1s assist in the preparation of annual financial statements; monitor expenditures for budget compliance; and may provide functional and/or technical guidance to other staff.

This new position as defined is more focused on program compliance, analysis of services, and the coordination of changes to contracts and rate changes, versus an emphasis on fiscal duties.

Given the level of autonomy needed, types and focus of work assignments, policy analysis, research, and evaluation duties, and qualifications as described, best fit the represented Administrative Analyst (6033) classification.

Thank you, Dan for your patience on this request, and also for meeting/working with Kathy Tinkle, DCHS Deputy Director who also oversees DCHS' Business Services to clarify the duties of this new position and how it fits with Business Services. If you have any questions, please feel free to contact Karie Miller at 503-988-5015 ext. 22342, or me at ext. 24422.

cc: Urmila Jhattu, HR Manager
Jacob Schiffer, HR Analyst
Gary Miguel, HR Maintainer
Kathy Tinkle, Deputy Director
Bryan Lally, Local 88
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