



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

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To: Rich Swift, FREDS Admin., ext. 85353  
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)  
Date: September 29, 2009  
Subject: Reclassification Request #1334 (From Finance Tech. to Finance Specialist 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 24, 2009  
Current Classification: Finance Tech.  
Job Class Number: 6027  
Pay Grade: 14

Position Number: 701915  
Requested Classification: Finance Specialist 1  
Job Class Number: 6029  
Pay Grade: 17

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

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Effective Date: September 29, 2009

Allocated Classification: Finance Specialist 1  
Pay Range: \$38,147.76 - \$46,896.48

Job Class Number: 6029  
Pay Grade: 17

**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:**

A Finance Technician performs a variety of specialized, technical, and paraprofessional accounting support work in the preparation, review and maintenance of financial records. A Finance Specialist 1 performs routine accounting, and/or fiscal management duties.

This position will be responsible for accounts payable, accounts receivable, payroll, fuel usage tracking and reporting, and other miscellaneous administrative support work. These responsibilities are considered routine accounting functions rather than accounting support work. Therefore, this position best fits the Finance Specialist 1 classification.

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  
Local 88  
Class Comp File Copy