



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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To: Dan Gorton, IT NonD, Infrastructure, ext. 85564
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*
Date: March 26, 2010
Subject: Reclassification Request #1438 (from Network Administrator Sr. to IT Supervisor)

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

Request Information:

Date Request Received: March 16, 2010	Position Number: 702093
Current Classification: Network Administrator Sr.	Requested Classification: IT Supervisor
Job Class Number: 6410	Job Class Number: 9451
Pay Grade: 37	Pay Grade: 130

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

Effective Date: April 1, 2010

Allocated Classification: IT Supervisor	Job Class Number: 9451
Pay Range: \$66,604.55 - \$93,244.81 annually	Pay Grade: 130

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:

The Help Desk staff along with the Help Desk/Operations Manager will soon be moving from the Kelly building to the Multnomah building. This will leave the Operations staff without full time supervision and guidance, thus necessitating the creation of a new position to supervise the Operations staff and provide back-up for the Help Desk/Operations Manager. The new position will supervise the monitoring of environmental equipment in the Data Center and oversee the work of the Operations team which includes monitoring scheduled jobs, monitoring servers and assisting with Help Desk calls. It will be responsible for planning, organizing and supervising the day-to-day activities of the Information Technology Operations team which provides 24/7 365 support for the County data center; act as the liaison for all County Facilities work performed in the data center; function as the building security administrator; and fill in for staff absences.

The IT Supervisor classification supervises IT staff and coordinates IT projects. It is responsible for direct supervision of employees who have similar technical or functional responsibilities in one or more of the following areas: computer operations and support, applications development, voice & data networking, database development, operating system software. It provides daily, direct supervision for assigned area of (typically) represented employees.

This new position will be responsible for directly supervising the day-to-day services and activities of the operations employees and the County Data Center. These responsibilities best fit the criteria for the IT Supervisor (9451) classification.

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

cc: Karin Lamberton, HR Manager
Dorian Gualotunia, HR Analyst
Leola Warner & Jacqueline Burns, HR Maintainers
Local 88
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