



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne Blvd., Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

MEMORANDUM

TO: Maria Rojo de Steffey, Commissioner District 1
Jeff Cogan, Commissioner District 2
Lisa Naito, Commissioner District 3
Lonnie Roberts, Commissioner District 4

CC: Ted Wheeler, Chair
Bill Farver, Chief Operating Officer
Barbara Willer, Deputy Chief Operating Officer
Carol Ford, DCM Department Director

FROM: Travis Graves
Multnomah County HR Director

DATE: July 17, 2007

RE: Classification / Compensation Recommendations

Introduction

Prior to 2003 the Chair had sole responsibility as the Chief Executive Officer and Chief Personnel Officer to adopt executive rules to implement personnel policies as required under the County Charter and Code. In December of 2003 Ordinance 1022 amended the Chair's authority for matters relating to compensation in two ways. First it established that the Chair must seek Board approval for the non-represented compensation plan on an annual basis and secondly it placed limits on the Chair's authority to adopt executive rules for compensation related matters.

Further, Resolution 04-074, adopted June 3, 2004, set guidelines for Board approval of compensation plan changes. This included requiring Board resolution to direct changes which then must be implemented by the Chair through Personnel Rules (executive rules).

In addition, a FY '05 Budget Note required the County to implement a policy of submitting all individual changes to classifications plus any budget modifications

associated with the changes to the Board for consideration through the resolution process. This also included requesting Board approval for changes to the non-represented compensation plan prior to implementation. This budget note expired at the end of FY '05 however it has been followed in practice ever since. In March of this year Commissioner Rojo de Steffey recommended, and it was affirmed by the Board, that approval for classification changes be moved to the consent calendar.

Discussion

The Ordinance adopted in 2003 added the following underlined wording to the County Code and thus limited the Chair's authority accordingly:

The compensation plan includes the following benefits defined by Board resolution and implemented by Chair executive rule:

- (1) Paid holidays;
- (2) Paid leaves;
- (3) Leaves of absence without pay;
- (4) Leave-sharing programs;
- (5) Health and welfare benefits;
- (6) Educational assistance programs;
- (7) Deferred compensation programs;
- (8) Flexible spending accounts;
- (9) Pension programs;
- (10) Workers' compensation and supplemental benefits;
- (11) Other benefits to implement subsection (B); and (12) Other benefits approved by the Board.

The resolution adopted in 2004 further breaks out the individual personnel changes which require Board approval (see attached). It should be noted that neither the 2003 Ordinance nor the Resolution in 2004 make any changes to or curtails the Chair's authority to make adjustments to non-represented salary ranges or his ability to establish new classes. The County Code as amended requires the Chair to bring changes to the compensation plan before to the Board for review and

approval prior to the adoption of the annual County Budget. It was the Budget Note in FY '05, which has since expired, that caused the County to implement a policy of requesting Board approval for all classification plan changes.

However, all changes which directly impact current fiscal year budgets or impact future year's budgets still require Board approval. For example, a recent study conducted by the Classification Compensation Unit which changed the compensation range for the non-represented Surveyor position did not require Board approval as it did not impact the budget.

In addition, the ordinance and resolution requires Board action to implement Personnel Rules that in the past were solely adopted and implemented under the Chair's authority as the Chief Executive Officer and Chief Personnel Officer per the County Charter and Code.

As the Board is aware, bringing the issues listed above in front of the Board has created a significant workload for many across the County and has also taken up valuable Board time. Moving the classification changes to the Consent Calendar for approval is a good beginning, but even with this change the workload for many in the County remains high.

One issue that has been raised in my discussions with Board staff was a concern over the future management of the County's classification and compensation system. Since becoming HR Director in 2005, I redeployed resources into our Classification and Compensation Unit increasing the FTE and hired a permanent full-time Classification and Compensation Manager. In the past year we have experienced a one hundred percent turnover in this unit. The new staff and manager are seasoned professionals with the expertise and experience to provide a better level of oversight over the County's system. In addition, the new Chair and his staff have taken an active interest in the County's human resources functions including a pronounced increase in their desire to manage classification and compensation issues.

It is also my understanding that the Board would like to maintain its awareness of the classification and compensation changes that are occurring throughout the County. I have attached a few reports as samples which HR can provide to all commissioners on a monthly or quarterly basis which will detail pending and completed classification and compensation changes. In addition, I would propose that all future Personnel Rules pertaining to compensation be sent to the Board for review prior to their adoption by the Chair.

Recommendation

At the request of the Chair, repeal Ordinance 1022 and Resolution 04-074 to return executive authority for compensation matters to the Chief Executive with the reporting mechanisms detailed above and maintain the requirement for yearly Board approval of the compensation plan before the adoption of the annual County Budget.

Attachments

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-074

Establishing Approval Process for Management Service Benefits and Compensation Plan Changes

The Multnomah County Board of Commissioners Finds:

- a. On December 11, 2003, the Board adopted Ordinance No. 1022 requiring Board approval of the compensation plan by resolution prior to adoption of the annual County budget.
- b. A staff committee was asked to review the approval process and make recommendations for establishing an efficient approval process.
- c. The committee has completed its review and makes the following recommendations as more fully described in the attached Table:
 - delegating approval authority for certain changes, such as those mandated by federal or state laws or regulations, and those with minimal fiscal impact to the Chair, such as:
 - o the basis for or use of paid leaves;
 - o administrative changes to leave-sharing, health plan drug coverage, educational assistance, deferred comp, bus pass and flexible spending programs; or
 - o mandated changes to health and welfare plans, pension programs, and workers' compensation;
 - setting guidelines for Board approval of other compensation plan changes

The Multnomah County Board of Commissioners Resolves:

1. The Board establishes the approval process contained in the attached Table dated March 4, 2004.

ADOPTED this 3rd day of June, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Agnes Sowle, County Attorney

Page 1 of 5 - Resolution Establishing Compensation Plan Change Approval Process

March 4, 2004

RECOMMENDED APPROVAL FOR MANAGEMENT SERVICE BENEFITS AND COMPENSATION CHANGES

Formatted: Left: 0.4", Right: 0.46", Top: 1", Bottom: 1", Width: 11"

| Type of Benefit | Current Approval Process - Non-Represented | Recommended Approval Process - Delegated Authority | Recommended Approval Process - Consent Calendar | Recommended Approval Process - Board Resolution |
|--|--|--|---|---|
| Paid holidays | Personnel Rules | Changes with no fiscal impact, such as use of holidays, saved holidays, etc. approved by Chair | | Current MCPR 4-30-030 lists paid holidays for non-represented employees, and also requires BCC approval for any additional holidays. |
| Paid leaves – Vacation Leave | Personnel Rules | Changes with no fiscal impact, such as use of leave, sequencing of leave, etc. approved by Chair | | Changes affecting accrual amounts or limits, or payoff amounts would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution (County Attorney reviews Personnel Rules for consistency with Board Resolutions prior to approval by the Chair). |
| Paid Leaves – Sick Leave | Personnel Rules | Changes with no fiscal impact, such as use of leave, sequencing of leave, etc. approved by Chair | | Changes affecting accrual amounts or limits, or adding any payment provisions would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution. |
| Paid Leaves – Recognition Leave | Personnel Rules | Changes affecting basis for leave, eligibility, approval authority - approved by Chair | | Changes affecting amounts of leave would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution. |
| Paid Leaves – Other (Judicial, Military, Bereavement, Leave for Exams, Training Leave) | Personnel Rules | Changes affecting basis for leave, eligibility, approval authority - approved by Chair | | Changes affecting amounts of leave would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution. |
| Leaves of absence without pay | Personnel Rules | No fiscal impact – approved by Chair | | |

March 4, 2004

| Type of Benefit | Current Approval Process - Non-Represented | Recommended Approval Process - Delegated Authority | Recommended Approval Process - Consent Calendar | Recommended Approval Process - Board Resolution |
|---|---|--|---|---|
| Leave-sharing programs – Catastrophic Leave | Personnel Rules | Administrative changes in operation of the program that do not affect eligibility for benefits or level of benefits approved by Chair | | Changes affecting level of benefits or adding new programs would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution. |
| Leave-sharing programs – Military Leave Donation | Personnel Rules | Administrative changes in operation of the program that do not affect eligibility for benefits or level of benefits approved by Chair | | Changes affecting level of benefits or adding new programs would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution. |
| Health and welfare benefits – changes in plan design, such as options, plan offerings, copays, employee premium sharing | Employee Benefits Board recommendation to BCC in March of each year | | | <u>NO CHANGE</u> Board approval already required; process in place. |
| Health and welfare benefits – Mandated changes in plan coverage for drugs | Plan Documents | FDA approval of new prescription drugs requires coverage by plan if the drug is used to treat a covered condition. Removal from coverage of a prescription drug that has been approved by the FDA for OTC is automatic under Kaiser plan, and fiscally prudent under ODS. Approved by Central HR/LR Director | | |

March 4, 2004

| Type of Benefit | Current Approval Process - Non-Represented | Recommended Approval Process - Delegated Authority | Recommended Approval Process - Consent Calendar | Recommended Approval Process - Board Resolution |
|---|--|--|---|--|
| Health and welfare benefits – Changes in plan coverage-provider types and/or medical procedures | Plan Documents | Typically mandated by state or federal agencies – examples include mental health coverage requirements, additional treatment options or services, or alternative providers. Approved by Central HR/LR Director | | |
| Educational assistance programs | Personnel Rules | Administrative changes in operation of the program that do not affect eligibility for benefits or level of benefits. Approved by Chair | | Changes affecting level of benefits or adding new programs would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution. |
| Deferred compensation programs | Plan documents | No fiscal impact to the County – employee funded, County costs are administrative only – mandated and administrative changes approved by Chief Financial Officer. | | <u>NO CHANGE TO CURRENT PROCESS</u> Changes that materially impact the deferred compensation plan require Board approval. |
| Bus Pass Program | Personnel Rules | Changes in administration of the program | | Changes in benefit level – e.g., reduction in County contribution (currently 100%). |
| Flexible spending accounts | Plan documents | No fiscal impact to the County – employee funded, County costs are administrative only. Administrative changes approved by Central HR/LR Director | | |
| Pension programs | Personnel Rules | Mandated Changes – approved by Central HR/LR Director or Chief Financial Officer, as appropriate | | <u>NO CHANGE TO CURRENT PROCESS</u> Changes affecting participation in PERS, other retiree benefits, County contributions, establishment of separate accounts, etc. (already subject to Board approval) |

March 4, 2004

| Type of Benefit | Current Approval Process - Non-Represented | Recommended Approval Process - Delegated Authority | Recommended Approval Process - Consent Calendar | Recommended Approval Process - Board Resolution |
|---|--|---|---|---|
| Workers' compensation and supplemental benefits | State law and Personnel Rules | Basic requirements are mandated – administrative changes approved by Central HR/LR Director | | |
| Compensation – Special Pay Provisions | Personnel Rules | Changes affecting basis for payment, eligibility, approval authority - approved by Chair | | Changes affecting amounts of payment in existing rules or adding additional special pay provisions or incentives would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution. |
| Class/Comp Plan Changes – Abolishing Classes | Personnel Rules | No fiscal impact- changes approved by Central HR/LR Director | | |
| Class/Comp Plan Changes – Changing salary ranges or establishing new classes. | Personnel Rules | | | Changes which directly impact current fiscal year budgets (already required by current personnel rules) and changes which increase budgets for later fiscal years require Board approval. |

| ACCEPTED LOCAL 88 STUDIES FOR 2007-2008 | | | |
|---|------|---|------------------------|
| Final Priority 5-1-07 | JCN | JCN Title | Total EE's (4-4-07) |
| 1 | 6266 | Corrections Tech | 55 |
| | | GROUP TOTAL | 55 |
| 2 | 6333 | Laboratory Technician | 7 |
| | 6335 | Laboratory Specialist | 6 |
| | 6286 | Pathologist Assistant | 2 |
| | 6282 | Deputy Medical Examiner | 6 |
| | | GROUP TOTAL | 21 |
| 3 | 6268 | Corrections Counselor | 45 |
| | 6272 | Juvenile Counselor | 52 |
| | 6254 | Corrections Hearings Officer | 2 |
| | | GROUP TOTAL | 99 |
| 4 | 6062 | Animal Care Aide | 4 |
| | 6065 | Animal Care Technician | 7 |
| | 6069 | Animal Control Aide | 3 |
| | 6067 | Animal Control Officer | 11 |
| | 6066 | Animal Health Technician | 3 |
| | | GROUP TOTAL | 28 |
| 5 | 6027 | Finance Technician | 17 |
| | 6029 | Finance Specialist 1 | 30 |
| | 6030 | Finance Specialist 2 | 29 |
| | 6032 | Finance Specialist Sr | 11 |
| | | GROUP TOTAL | 87 |
| 6 | 6365 | Mental Health Consultants | 110 |
| | 6295 | Social Worker | 18 |
| | | GROUP TOTAL | 128 |
| 7 | 6403 | Desktop Support Specialist | 10 |
| | 6404 | Desktop Support Specialist SR | 13 |
| | 6401 | Systems Operator | 6 |
| | 6402 | Systems Operator SR | 3 |
| | | GROUP TOTAL | 32 |
| | | GROUP TOTAL | 450 |
| | | | |
| | | | |
| | | Other Management Studies in process: | |
| | | Health Mgmt. Professionals | |
| | | Operations Supervisors/Administrators | |
| | | Command Staff -- MCSO | |
| | | | |

Projected Start and End Date for Studies 2006-07

| Project | Team Lead | Other Resources | Sponsor | Begin Date | Comments | End Date | Pay effective | Comments |
|--------------------------------------|------------|----------------------|--|------------|---|-----------|--|--|
| Auditors | Joi | Tami Boedigheimer | Suzanne Flynn, Lavonne Griffin- Valade | July, 2006 | 3 positions. Study was completed in Sept. 2006 | TBD | changes are effective on the date the study is approved | The new 2007 Auditor is revising the job classes and has requested the study be revised. (Updated Oct. 1, 2006) |
| County Attorney | Ruth | Tami Boedigheimer | Agnes Sowles | 30-Aug-06 | 14 positions | Dec. 2006 | changes are effective on the date the study is approved | |
| Buyer | Ruth | Ross Ardrey, Joi | Mindy Harris | 20-Sep-06 | 17 positions | Dec. 2006 | changes are effective on the date the study is approved | |
| Counselor Study | Travis/Joi | TBD | Local 88 | FY 2005-06 | Study was completed by Sikorra & Associates and was rejected by the Class Comp Committee | TBD | 1-Jul-06 | Class Comp & Advisory committee meeting on Nov. 20 will review comparables used by Sikorra to determine if job content is a reasonable 65-75% match with Multco job classes. |
| Study #1 Business/Data Analyst | Candy | | Local 88 | Oct. 2006 | 21 positions | Mar. 2007 | 1-Jul-06 | |
| Study #2 Legal Asst/LA Sr/OA Sr | Candy | | Local 88 | Nov. 2006 | 61 positions | Apr. 2007 | 1-Jul-06 | |
| Study #3 Trades Positions | Ruth | | Local 88 | Jan. 2007 | 28 positions | Mar. 2007 | 1-Jul-06 | |
| Study #4 Public Relations Positions | Candy | | Local 88 | Jan. 2007 | 15 positions | Apr. 2007 | 1-Jul-06 | |
| Study #5 Housing/Community positions | Ruth | | Local 88 | Feb. 2007 | 22 positions | May. 2007 | 1-Jul-06 | |
| Study #6 OA2's (DCJ/ASD) | Candy | Consultant if needed | Local 88 | Mar. 2007 | 76 positions | Aug. 2007 | 1-Jul-06 | |
| | | | | | | | | |
| | | | | | | | | |

| Req # | Position Number | Dept | Unit | Employee | Supervisor | Union | Old Class | New Classification | Submitted By | Recd | Due | C/C Staff | Comments |
|-------|-----------------|---------|-------------------------------|--------------------------|-------------------|-----------|---------------------------------------|-----------------------------|--------------|-----------|-----------|------------|--|
| 766 | New | DCHS | Develop Disab/Region 1 Crisis | Vacant | Markins, Karen | 88 | new | OA Sr./6002 | Mgmt | 7/13/2007 | 9/13/2007 | Doi, J | Needs org chart and Joi's signature on paperwork. KS |
| 765 | 7 New | Health | Medicaid | Vacant | Sugarman, Marcy | 88 | New | Eligibility Specialist/6300 | Mgmt | 7/13/2007 | 9/13/2007 | Busby, C | One entry for 7 new identical positions. KS |
| 764 | New | Health | ICS Administration | Vacant | Kirchoff, Susan | Non | New | Project Manager/9063 | Mgmt | 7/13/2007 | 9/13/2007 | Busby, C | |
| 763 | New | Health | HIV/HVC Prevention Unit | Vacant | Tillman, Laticia | 88 | New | PDS/6021 | Mgmt | 7/13/2007 | 9/13/2007 | Busby, C | |
| 762 | 713121 | Library | Interlibrary Loan | Vacant | Bertelson, Candy | 88 | new | Library Assistant/7211 | Mgmt | 7/13/2007 | 9/13/2007 | Busby, C | |
| 761 | 705754 | Health | ICS Mid County Health Center | Vacant | Cockrell, Deborah | 88 | OA2/6001 | Health Assistant 2/6294 | Mgmt | 7/13/2007 | 9/13/2007 | Busby, C | |
| 760 | 703084 | Health | Business Svcs | Stone, Jennifer | Newton, Debra | 88 | Fin Spec 1/6029 | Fin Spec 2/6030 | Mgmt | 7/13/2007 | 9/13/2007 | Busby, C | |
| 759 | 705128 | Health | Dental Admin | Olbrich, Pam | Kirchoff, Susan | Non | Program Supv/9361 | Program Mgr/9615 | Mgmt | 7/13/2007 | 9/13/2007 | Busby, C | |
| 758 | 711811 | Health | Integrated Clinical Services | Vacant | Loos, Mary | Non | Proj Mgr/9063 | Prog Mgr/9615 | Mgmt | 7/13/2007 | 9/13/2007 | Busby, C | |
| 757 | New | Health | ICS Admin-CareOre Grant | Vacant | Loos, Mary | Non | New | Program Supervisor/9361 | Mgmt | 7/13/2007 | 9/13/2007 | Busby, C | |
| 756 | 708731 | Health | HIV/HCV Community Programs | Guernsey, Jessica | Nichols, Loreen | 88 to Non | Prog Sup/9361 (temp) was Hlth Ed/6352 | Prog Supv/9361 | Mgmt | 7/13/2007 | 9/13/2007 | Busby, C | |
| 755 | 706609 | Health | ICS Administration | Marquardt, Jon (Interim) | Loos, Mary | 88 to Non | Admin Analyst/6033 | Op Sup/9025 | Mgmt | 7/13/2007 | 9/13/2007 | Busby, C | |
| 754 | New | DCJ | ASD/PSP | Vacant | Eville, Lori | 88 | | Corr Tech/6033 | Mgmt | 7/10/2007 | 9/10/2007 | Nutting, R | |

| | | | | | | | | | | | | | |
|-----|--------|------|-----------------------------|----------------|---------------------|-----------|---------------------|-------------------------|------|-----------|-----------|------------|---|
| 753 | New | DCJ | ASD/PSP | Vacant | Eville, Lori | 88 | | Office Asst 2/6001 | Mgmt | 7/10/2007 | 9/10/2007 | Nutting, R | |
| 752 | 703991 | DCS | LUT | Vacant | Hovden, Robert | 88 | 6231/Eng Tech 1 | Eng Tech 3/6232 | Mgmt | 7/10/2007 | 9/10/2007 | Busby, C | |
| 751 | 708312 | DCM | FPM/Capital Program | Vacant | Lindenthal, John | 88 | 6016/Fac Spec 3 | Fac Spec 2/6017 | Mgmt | 7/10/2007 | 9/10/2007 | Nutting, R | |
| 750 | New | DCS | Land Use/ Transportation | Vacant | Schilling, Karen | 88 | | PDS/6021 | Mgmt | 7/9/2007 | 9/9/2007 | Busby, C | |
| 749 | 713124 | DCHS | Business Svcs | New | Tinkle, Kathy | Non Rep | n/a | Finance Supv/9335 | Mgmt | 7/5/2007 | 9/5/2007 | Tennant, J | See below - Approved request with 7/9/07 effective date. 7/9/07 JT Re-opened request; need more clarificaton from Kathy. 7/10/07 JT |
| 748 | 713123 | DCHS | Business Svcs | New | Tinkle, Kathy | Non Rep | n/a | Finance Supv/9335 | Mgmt | 7/5/2007 | 9/5/2007 | Tennant, J | See below - Approved request with 7/9/07 effective date. 7/9/07 JT Re-opened request; need more clarification from Kathy. 7/10/07 JT |
| 747 | 703869 | DCJ | ECCS/HR | Vacant | Opoka, James | 88 to Non | 6021/PDS | HR Tech/9061 | Mgmt | 7/5/2007 | 9/5/2007 | Nutting, R | |
| 746 | 701260 | DCS | Road Mnt, Surv & Eng | People, Kim | Johnson, Cecelia | Non-Rep | 9360/Prg Mgr 2 | Prg Mgr Sr/9362 | Mgmt | 6/29/2007 | 8/29/2007 | Busby, C | Call to Dept HRM - reclass or re- org ee promoted 12/1/06 - CJB 7/3/07 |
| 745 | 701829 | DCM | A&T | Grier, Rene | Walruff, Randy | 88 | 6079/A&T Analyst Sr | 6456/Data Analyst Sr | Mgmt | 6/27/2007 | 8/27/2007 | Nutting, R | |
| 744 | 701190 | DCM | A&T | Sellars, James | Tilgner, June | 88 | 6079/A&T Analyst Sr | 6456/Data Analyst Sr | Mgmt | 6/27/2007 | 8/27/2007 | Nutting, R | |
| 743 | 707630 | DCM | A&T | Howard, Dan | Tilgner, June | 88 | 6079/A&T Analyst Sr | 6456/Data Analyst Sr | Mgmt | 6/27/2007 | 8/27/2007 | Nutting, R | |
| 742 | 704457 | DCM | A&T | Vacant | Walruff, Randy | 88 | 6079/A&T Analyst Sr | 6456/Data Analyst Sr | Mgmt | 6/27/2007 | 8/27/2007 | Nutting, R | |

| | | | | | | | | | | | | | |
|-----|--------|---------|----------------------------|-----------------|--------------------|---------|-----------------------------|-----------------------------------|------|-----------|-----------|------------|---|
| 741 | 705655 | DCM | A&T | Holland, Darryl | Tilgner, June | 88 | 6079/A&T Analyst Sr | 6456/Data Analyst Sr | Mgmt | 6/27/2007 | 8/27/2007 | Nutting, R | |
| 740 | New | DCM | Risk Management | None | Anderson, Marc | 88? | None | Looking for best fit | Mgmt | 6/26/2007 | 8/26/2007 | Nutting, R | Request submitted to determine best fit before soliciting funding for new position. 6-26-07 KS |
| 738 | 705587 | Health | CD/OHO/Travel | vacant | Warren, Arlene | 88 | new | 6294/Health Asst 2 | Mgmt | 6/25/2007 | 8/25/2007 | Tennant, J | Prelim decision is to class as HA 1, sent email to supv for clarification. 7/9/07 JT Revised position description justifies class to HA2; waiting for signed copy of revision before finalizing the approval. 7/11/07 JT |
| 737 | 706822 | DCM | Fac & Prop Mgmt | vacant | Schrotzberger, Jon | 701 | 6121/HVAC Engineer | ????/HVAC Eng Asst | Mgmt | 6/25/2007 | 8/25/2007 | Busby, C | Multi position class study to create new class - CJB |
| 736 | 702389 | DCM | Fac & Prop Mgmt | vacant | Schrotzberger, Jon | 701 | 6121/HVAC Engineer | ????/HVAC Eng Asst | Mgmt | 6/25/2007 | 8/25/2007 | Busby, C | Multi position class study to create new class - CJB |
| 735 | 703063 | DCM | Fac & Prop Mgmt | vacant | Schrotzberger, Jon | 701 | 6121/HVAC Engineer | ????/HVAC Eng Asst | Mgmt | 6/25/2007 | 8/25/2007 | Busby, C | Multi position class study to create new class - CJB |
| 734 | 707686 | DCS | Bridge Engineering | Knieriem, Mark | Henricksen, Jon | 88 | 6232/Eng Tech 2 | 6233/Eng Tech 3 | EE | 6/25/2007 | 8/25/2007 | Busby, C | Employee LD as ET3 - not eligible for reclass - call in to Dept HRM - CJB 7/3/07 |
| 732 | 704373 | Library | Sellwood-Moreland | Bart, Sharon | Jiminez, Rita | Non-Rep | 9784/Library Supervisor | 9776/Library Administrator-Branch | EE | 6/21/2007 | 8/21/2007 | Busby, C | Message to/from Leila re: we plan to study these classes in the fall. I am holding pending discussion with Leila and Joi - CJB 6/21/07 |
| 728 | 706329 | DCHS | Developmental Disabilities | Markins, Karen | Botsford, Patrice | Non Rep | 9361/Prog Supv | 9615/ Prog Mgr 1 | EE | 6/18/2007 | 8/18/2007 | Doi, J | |
| 713 | 700776 | Library | Neighborhood Libraries | Uhte, Carol | Jiminez, Rita | Non-Rep | 9784/Library Manager/Branch | 9776/Library Administrator/Branch | EE | 6/15/2007 | 8/15/2007 | Busby, C | Message to/from Leila re: we plan to study these classes in the fall. I am holding pending discussion with Leila and Joi - CJB 6/15/07 |

| | | | | | | | | | | | | | |
|-----|--------|-------------|------------------------|----------------------|--------------------|---------|--------------------------------|--|------|------------|-----------|------------|--|
| 711 | New | County Atty | | Vacant | Sowle, Agnes | Non-Rep | 9190/Asst Cty Atty 2 | 9440/Asst Cty Atty Sr. | Mgmt | 6/15/2007 | 8/15/2007 | Nutting, R | |
| 709 | | DCM | Fac Prop Mgmt | n/a | Schrotzberger, Jon | 701 | 6121/HVAC Engineer | 6121/HVAC Engineer | Mgmt | 6/13/2007 | 8/13/2007 | Busby, C | Request for review of 13 positions for updating class spec and wage study prior to contract negotiation. KS |
| 707 | 702681 | DCM | CPCA | Vacant | Smith, Brian | 88 | 6002/ OA Sr | 6112/ Procurement Assoc. | Mgmt | 6/12/2007 | 8/12/2007 | Tennant, J | Prelim decision is to deny request; email to mgr for chance to clarify 7/3/07. JT Ruth, Brian, Jude to meet on 7/10 to discuss. JT |
| 693 | 705471 | DCM | Fleet | None listed | Gardner, Michelle | 88 | 6181 / Body & Fender Mechanic | Add lead designation | Mgmt | 5/1/2007 | 7/1/2007 | Busby, C | Denial pending - 7/3/07 - CJB |
| 690 | Series | DCHS | | Unspecified | | 88 | Case Manager 1, 2, Sr. | | | 4/23/2007 | | Doi, J | This is a request to look at the Case Manager series as a whole. Due date is not applicable. |
| 673 | 701587 | MCSO | CHL | Smith, Lana | Walliker, Kathy | 88 | OA Sr / 6002 | Background Investigator / 6248 | EE | 3/26/2007 | 5/26/2007 | Nutting, R | |
| 672 | 703655 | MCSO | Concealed Permit Unit | McSweeney, Linda | Walliker, Kathy | 88 | OA Sr / 6002 | Background Investigator / 6248 | EE | 3/26/2007 | 5/26/2007 | Nutting, R | |
| 671 | 703943 | MCSO | CHL | Brown, Mary (Jeanne) | Walliker, Kathy | 88 | OA Sr/ 6002 | Background Investigator / 6248 | EE | 3/26/2007 | 5/26/2007 | Nutting, R | |
| 651 | None | MCSO | Facility Security Unit | Vacant | Daily, Elizabeth | Non-Rep | None | Operations Supervisor / 9025 | Mgmt | 2/16/2007 | | Nutting, R | This is part of the reorganization including requests numbered 628 and 627. Due date not applicable |
| 628 | 701018 | MCSO | Facility Security Unit | | Daily, Elizabeth | 88 | Facility Security Officer/6258 | Proposed: Facility Security Operational Supervisor | Mgmt | 11/30/2006 | | Nutting, R | There is an incumbent in this position, but this is NOT a reclass. This is a reorganization, and the position will be opened. Due date is not applicable |

| Req # | Position Number | Recd | Dept | Unit | Employee | Supervisor | Union | Old Class | New Classification | Submitted By | Outcome | Days in process | C/C Staff |
|-------|-----------------|-----------|------|-------------------------------|----------|-------------------|-------|-----------------------------------|------------------------------|--------------|----------|-----------------|------------|
| 708 | New | 6/12/2007 | DCM | IT | Vacant | Hastings, Chuck | 88 | N/A | 6405/ Dev Anal | Mgmt | Approved | 24 | Tennant, J |
| 729 | 712523 | 6/18/2007 | DCHS | DV | Vacant | Rollins, Chiquita | 88 | 6063/Proj Mgr Rep | 6087/Res Eval Analyst/Sr | Mgmt | Approved | 18 | Tennant, J |
| 730 | New | 6/18/2007 | DCHS | MHASD-Commitment Monitor Unit | Vacant | Haffey, Sandy | 88 | new | 6001/OA 2 | Mgmt | Approved | 18 | Tennant, J |
| 731 | New | 6/18/2007 | DCHS | Commitment Monitors/MHASD | Vacant | Haffey, Sandy | 88 | new | 6365/Ment Hlth Coun | Mgmt | Approved | 18 | Tennant, J |
| 739 | 705796 | 6/26/2007 | DCM | Fin & Risk, SAP Support | Vacant | Nath, Satish | 88 | 6056/ Learning Systems Analyst Sr | 6413/SAP NetWeaver Architect | Mgmt | Approved | 13 | Tennant, J |