



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

Multnomah Building  
501 SE Hawthorne, Suite 300  
Portland, Oregon 97214  
(503) 988-5015 Phone

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To: David Brown, WIC, Health *DB*  
From: Olga Ward/Candace Busby, Classification and Compensation Unit (503/3/300) *CB*  
Date: December 9, 2010  
Subject: Reclassification Request #1641 (Office Assistant 2 - two positions)

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

**Request Information:**

Date Request Received: December 7, 2010  
Current Classification: n/a  
Job Class Number: n/a  
Pay Grade: n/a

Position Number: TBD – 2 positions (1 Bilingual Spanish)  
Requested Classification: Office Assistant 2  
Job Class Number: 6001  
Pay Grade: 9

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

Effective Date: December 9, 2010

Allocated Classification: Office Assistant 2  
Pay Range: \$30,735.36 - \$37,751.04 Annually

Job Class Number: 6001  
Pay Grade: 9

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 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:**

These two new positions are part of the WIC prevention program; where they will be located at the East County and Gateway Clinics. The purpose of these positions is to serve as receptionists: greet clients at the front desk, answer phones, verify client eligibility in the program, schedule appointments, issue food vouchers, explain services and route clients to the providers. These positions will screen clients for identification, residency and income based on State WIC Policy and Procedures manual, offer explanation to clients of WIC's function and purpose, and ensure clients understand and sign WIC Rights and Responsibility declaration. These positions require two years of general clerical experience to include strong customer service and experience working with the public and education equivalent to completion of the twelfth grade with additional specialized training in Business or related field desirable. The duties and qualifications as described above are consistent with the Office Assistant 2 (6001) classification.

If you have any questions, please feel free to contact Olga Ward at 503-988-5015 ext. 22747.

cc: Kathleen Fuller-Poe, HR Manager  
Melissa Dailey, HR Analyst  
Joan Sears, HR Maintainer  
Bryan Lally, Local 88  
Class Comp File Copy