



classifications including Office Assistant Senior, Data Technician, Program Communications and Web Specialist and Program Development Technician as summarized below.

Office Assistant Seniors perform a wide variety of responsible and difficult administrative work in support of a function, unit or program; exercise independent judgment in scheduling and accomplishing work, handle difficult human relations situations, analyze alternatives, maintain complex systems, carry out research and analysis of varied data, and originate reports and/or correspondence. The combined work your position performs in preparing a range of documents including contract and permit documents and coordination of digitization of paper files are examples of the types of assignments of the Office Assistant Senior classification. However, the preponderance of your work is not within the Office Assistant Senior classification. Data Technicians perform a variety of basic level technical work involving the maintenance of unique department specific data systems including collection, cleaning, updating, editing, entering and validation of data, and production of routine business and technical reports/documents. The GIS and IRIS responsibilities of your position are examples of the types of assignments Data Technicians perform; however, the preponderance of your work is not consistent with the Data Technician classification. Program Communications and Web Specialists produce web and media based materials to execute public communications plans for a department or large division; support the public relations function as media liaison; write and edit materials to inform clients, employees and the general public about services, procedures and program requirements; manage and present printed, graphic, audio and electronic media; and design and maintain basic web page content and layout for the assigned department or division. The web administration responsibilities of your position are examples of the types of assignments Program Communication and Web Specialists perform, however, the preponderance of your work is not within the Program Communication and Web Specialist classification. As we discussed when we met, your role is diverse and includes responsibilities performed by several different classifications. To be classified into a specific classification the preponderance of your position's purpose and responsibilities must be consistent with that classification.

Program Development Technicians provide technical and administrative assistance in the research, design, development, implementation, monitoring and evaluation of programs, projects, contracts or grants. They develop, maintain, modify and operate computerized management information system(s); and assist in the design, development and implementation of programs. The web administration, GIS, IRIS, and digitization of files responsibilities of your position are examples of the types of responsibilities assigned to Program Development Technicians. While some of your responsibilities are consistent with some of each of the above classifications, the overall purpose of your position and the preponderance of your responsibilities best fits the Program Development Technician (6020) classification.

Class Comp is launching a classification study of all employees in the Program Development Technician, Program Coordinator, Program Development Specialist, and Program Development Specialist Senior classifications. Your position will be reviewed again as part of this study and you are invited to attend a PDS study launch meeting scheduled for Wednesday February 9<sup>th</sup>.

### **Appeal Rights**

The outcome of a reclassification request may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Stuart Farmer, Administrative Services Officer  
Jerry Petty, HR Manager  
Monique Coleman-Riley, HR Maintainer  
Bryan Lally, Local 88  
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