



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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

To: Greg Mullen, DCS – Land Use & Transportation
From: Candace Busby, Classification and Compensation Unit (503/3/300)
Date: January 26, 2011
Subject: Reclassification Request #1653 (Mullen, Greg)

Thank you for meeting with me on January 6, 2011 for a desk interview where you shared examples and explained the responsibilities of your job. We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: December 22, 1010
Current Classification: Office Assistant, SR

Position Number: 700893
Requested Classification: Program Communication
& Web Specialist
Job Class Number: 6178
Pay Grade: 25

Job Class Number: 6002
Pay Grade: 14

Request is: ☒ Approved - Revised

Effective Date: June 22, 2010

Allocated Classification: Program Development Technician
Pay Range: \$36,644.40

Job Class Number: 6020
Pay Grade: 15

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:

☒ Filled & incumbent reclassified - see Employee Information Section ☒ Represented

Employee Information:

Name of Incumbent Employee: Greg Mullen (SAP# 8001)
New Job Class Seniority Date: June 22, 2010

Date	Job Class and Number	Grade	Step	Rate*	Action
6/21/2010	Office Assistant, Senior (6002)	14	3	\$17.73	Pre-reclass
6/22/2010	Program Development Technician	15	2	\$17.73	Post-reclass

Note: *Rate is hourly rate prior to 7/1/2010 COLA.

Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40. The employee's Department Human Resource Unit will originate and process required documentation. Contact your Department HR Unit for additional information.

Reason for Classification Decision:

Your position is responsible to develop and maintain web sites for Road Services and Transportation Planning; to organize, clean-up and utilize databases to create maps in GIS for Road Services; to administer the Integrated Road Inventory System (IRIS) service request system; to prepare a range of documents including contracts and permits; and to coordinate digitization of paper files. Your position has been evolving over the past three years and has continued to be involved in the development and maintenance of the aforementioned department web sites. In conducting this classification review the purpose and responsibilities of your position were analyzed against several

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 9th.

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
Class Comp File Copy