



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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To: Terry Rudd, Non-Departmental, IT/SAP, ext. 28735
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*
Date: November 19, 2010
Subject: Reclassification Request #1619 (Business Analyst/Senior to TBD)

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

Request Information:

Date Request Received: October 14, 2010
Current Classification: Bus. Analyst/Senior
Job Class Number: 6055
Pay Grade: 36

Position Number: 708328
Requested Classification: TBD
Job Class Number: TBD
Pay Grade: TBD

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

Effective Date: November 19, 2010

Allocated Classification: Information Specialist 1
Pay Range: \$20.97 - \$25.80 hourly

Job Class Number: 6415
Pay Grade: 21

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.

Employee Information:

Name of Incumbent Employee: Terry Rudd
New Job Class Seniority Date: November 19, 2010

Date	Job Class and Number	Grade	Step	Rate	Action
November 18, 2010	Business Analyst/Sr. (6055)	36	8	\$40.21/hr.	Pre-reclass
November 19, 2010	Information Specialist 1 (6415)	21	n/a	\$40.21/hr.	Post-reclass

Employees in positions reclassified downward to a classification with a lower salary range will **receive no change in pay**. If an employee's pay exceeds the maximum of the lower salary range, pay will be frozen at the existing rate until the new salary range is higher than the employee's rate of pay. 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.

Per MC Personnel Rule 5-50-055, when the position is reclassified downward, the employee will be placed on the recall list for reappointment to the higher classification. 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:

This position is responsible for providing access and security for 1250 SAP users. This work includes receiving access requests; processing, explaining, and enabling access in SAP; and managing system roles.

Business Analyst/Senior performs a variety of complex and often unique Enterprise Resource Planning (ERP) system analysis; and provides expertise in the design, development, and implementation of ERP system responses to County business needs in a functional area. This classification exercises judgment within broadly defined limits in the management of projects, assignment of work and performance measures and the facilitation/coordination of multiple groups, including outside consultants, business process owners, end-users and management to identify and resolve business process issues.

Systems Administrator provides systems administration and programming support for County enterprise system infrastructure applications, utilities and programs that manage hardware and software resources; or provides systems administration and programming support for stand-alone, department-centric system infrastructure functions, and manages department hardware and software resources.

Information Specialist (IS) 1 supports operations, maintenance, and installation of computer-based systems used to transmit, gather and analyze information. The IS series captures work assignments performed by staff that install or configure new and/or enhance existing systems and who perform a wide variety of maintenance and support duties. The IS series differs from other IT job classes in that the latter is responsible for designing and developing applications and databases, or designing complex computer networks that include management and administration of enterprise systems. IS 1 work is performed under general supervision and follow existing standards, known solutions, policies and procedures. Incumbents at this level are expected to be proficient in performing one or two infrastructure functions providing customer support in voice and data communications, software, *internal applications*, hardware, or operations. IS 2 work requires more technical analysis and independent decision-making and problems encountered typically involve complex integrated systems affecting significant numbers of users and the resolution of problems require significant coordination and involvement with other IT staff or users.

This position does require advanced, complex, high-level knowledge of SAP user access. However, since it provides support in only one functional area (user access & security) of one internal application (SAP) and does not get involved in any other major functional area of IT, the position best fits the criteria for Information Specialist 1 (6415).

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.22342.

cc: Chris Clancy, IT
Karin Lamberton, HR Manager
Leola Warner & Jacqueline Burns, HR Maintainers
Local 88
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