



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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To: Michelle Cross, DCM, Finance/Risk Management x85190
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*
Jude Tennant, Consultant, CWI Business Solutions
Date: April 16, 2010
Subject: Reclassification Request #1415 (HR Analyst 2 to HR Analyst Senior)

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

Request Information:

Date Request Received: February 17, 2010
Current Classification: HR Analyst 2
Job Class Number: 9670
Pay Grade: 124

Position Number: 704130
Requested Classification: HR Analyst Senior
Job Class Number: 9748
Pay Grade: 126

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

Effective Date: August 17, 2009

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: Amber McMurry
New Job Class Seniority Date: August 17, 2009

Date	Job Class and Number	Grade	Rate	Action
August 16, 2009	HR Analyst 2 NR (9670)	124	\$64,148/yr.	Pre-reclass
August 17, 2009	HR Analyst Senior (9748)	126	\$64,148/yr.	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.

Reason for Classification Decision:

Human Resources Analyst 2 provides professional and technical support as an HR generalist in a variety of human resources areas or in a single human resources area within an operating unit or within central human resources as a human resources specialist with advanced knowledge of a single discipline. Functional areas include risk management and safety. This is the full journey level class within the Human Resources Analyst series. Employees at this level are distinguished by the performance of work with frequent variations that is of moderate to high level of complexity, including interpreting and administering policies and procedures and consultation with employees, managers, and others to identify and resolve issues and problems.

Human Resources Analyst Senior provides advanced professional and technical support and serves as a subject matter expert with in-depth knowledge of one or more human resources functional areas. This is the advanced journey level of the Human Resources Analyst classification series. Work is performed independently, governed by general objectives and broad policy guidelines. Work situations are varied and involve a high degree of complexity. Incumbents are considered subject matter experts and provide advice and counsel to department human resources managers, managers of operating departments and central human resources managers; HR Analysts Senior serve as top advisors within assigned area of responsibility. Decisions made or actions taken typically affect the entire county in the assigned area of responsibility.

This position serves as a specialist and subject matter expert providing advanced professional and technical support in the area of Workers' Compensation. The essential job functions include working with injured workers and others covered by the County's workers' compensation program and physicians to ensure employees return to work as soon as possible either part-time or full-time. This role serves as a liaison to all involved in the workers' compensation program (employees, managers, HR, inmates, TPAs, state of Oregon, etc.) as both a legal representative and County advocate. Other job duties include claims processing, OSHA 300 log record keeping, documentation for EAIP auditors, creation of temporary position descriptions, job analyses, and updating of Administrative Procedures related to workers' compensation. The supervisor of this position describes a new role that has evolved—that is, being a "process expert." In this new role the incumbent can authorize funds for WC related equipment purchases and product trials; she oversees the TAWA process; and independently processes claims. These duties and responsibilities are consistent with the Human Resources Analyst Senior (9748) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext.22342.

cc: Karin Lamberton, HR Manager
Susan Giesbrecht, HR Analyst
Leola Warner & Jacqueline Burns, HR Maintainers
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