



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Robin Holm, Health Department, Emergency Preparedness, ext. 24426
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)
Date: August 19, 2010
Subject: Reclassification Request #1474 (From PDS to PDS Senior)

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

Request Information:

Date Request Received: May 6, 2010
Current Classification: PDS
Job Class Number: 6021
Pay Grade: 25

Position Number: 709865
Requested Classification: PDS Senior
Job Class Number: 6088
Pay Grade: 31

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

Effective Date: November 6, 2009

Allocated Classification: PDS Senior
Pay Range: \$58,818.96 - \$72,411.84 annually

Job Class Number: 6088
Pay Grade: 31

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: Robin Holm
New Job Class Seniority Date: November 6, 2009

Date	Job Class and Number	Grade	Step	Rate	Action
Nov. 5, 2009	Program Development Specialist (6021)	25	6	\$26.82	Pre-reclass
Nov. 6, 2009	Program Dev. Specialist Senior (6088)	31	1	\$27.62	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 project management in the area of emergency preparedness and response operations; planning and analysis; design and evaluation of preparedness and response exercises; and administration of communications, record keeping, inventory and role directory for emergencies.

Program Development Specialist Senior (PDS Sr.) provides organizational policy, program analysis, planning and development efforts at the department level; coordinates major, highly complex interdivisional and interagency strategic programs and projects; performs the most difficult, highly visible, and responsible types of duties/work assignments that include major work at the department level. Programs and budgets assigned to PDS Sr. are significant, extremely complex in nature, and require astute, often sensitive/delicate coordination of interdivisional and interagency agreements.

Program Development Specialist provides research, planning, design, development, implementation, monitoring and evaluation of programs, projects or grants; performs the full range of duties; and receives only occasional instruction or assistance as new or unusual situations arise.

Although this position has no budget authority, it does provide organizational policy, program analysis, planning and development County-wide in the area of emergency preparedness; coordinates complex interdivisional and interagency programs and projects; and works in a highly visible role representing the Health Department. The level of work, scope and depth of responsibilities are consistent with Program Development Specialist, Senior (6088).

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: Kathleen Fuller-Poe, HR Manager
Joan Sears, HR Maintainer
Local 88
Class Comp File Copy



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources -- Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
503.988-5015 (Phone)

To: Sonia Manhas, Health Dept.
From: Joi Doi, Classification and Compensation Unit (503/4)

Date: July 27, 2010

Subj: Reclassification Request #1522 (Vacant – new position)

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

Request Information:

Date Request Received: June 24, 2010
Current Job Class: Management Asst. (in SAP)
Job Class Number: 9710
Pay Grade: 127

Position Number: 713709 (currently vacant)
Requested Job Class: Program Dev. Specialist Sr.
Job Class Number: 6088
Pay Grade: 31
Effective Date: July 27, 2010

Request is: ☒ Approved
☐ Denied

Allocated Class: Program Dev. Specialist Sr.
Pay Range: \$58,818.96 - \$72,411.84 Annually

Job Class Number: 6088
Pay Grade: 31

This decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision 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
☐ 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 is not reclassified with position, the position must be filled in accordance with normal appointment procedures. If the position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources team for assistance.

Reason for Classification Decision:

This new position resides in the Health Dept. Director's Office in the new program, Office of Public Health Policy & Advocacy. The purpose of this job is to develop and promote effective public health advocacy and to shape, advance Department-wide strategies for good health and health equity through laws and regulations. In concert with Dept. staff from other programs (e.g. ICS, Clinical Services, and Health Assessment/Evaluation), this position will help shape, define, and craft new/evolving policy directions and serve as a policy content/legislative analysis expert for the Director and her leadership team.

The Program Development Specialist (PDS) series consists of broad job classes used to describe a variety of complex professional roles in the County. PDS is the full professional level and typically is assigned more tactical functions in ongoing programs that are managed by an exempt supervisor or manager. PDS positions function as an administrator, program monitor/evaluator, implementer, facilitator and coordinator of services. PDS Senior is more strategic, functioning at the highest levels of policy and are viewed as "drivers" and knowledge leaders in their assigned program areas. The duties and responsibilities as described for this new function are consistent with Program Development Specialist Sr.

If you have any questions, please feel free to contact me at 503-988-3241.

Copy: Kathleen Fuller Poe, HR Manager
Melissa Dailey, HR
Bryan Lally, Local 88
Class Comp File Copy



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MULTNOMAH COUNTY OREGON
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(503) 988-5015 Phone

To: Candace Hjort, Health Department - Vector Control/Code Enforcement
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: June 30, 2010
Subject: Reclassification Request #1460 (Hjort)

On May 26, 2010, Olga Ward and I met with you for a desk interview where we reviewed your position description and other aspects of your work. After the desk interview Olga and I also met with your manager, Chris Wirth, to review what we'd learned and gather additional information. I returned to your office on June 22 to meet with you and Chris because I had some additional questions. We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: April 23, 2010
Current Classification: Office Assistant 2
Job Class Number: 6001
Pay Grade: 9

Position Number: 711775
Requested Classification: Office Assistant SR
Job Class Number: 6002
Pay Grade: 14

Request is: ☒ Denied

Reason for Classification Decision:

Your position provides administrative support to the County Vector/Nuisance Control and Code Enforcement programs located on the City of Portland Columbia Wastewater Treatment Plant site in North Portland. Historically this location has been staffed by an Office Assistant Senior and an Office Assistant 2 (OA2); however the Office Assistant Senior (OA/SR) position was eliminated July 1, 2009. Since that time some assignments previously performed by the OA/SR have been reassigned to this position, some have been eliminated, and some have been assigned to field personnel.

The purpose of OA/SR is to perform a wide variety of responsible and difficult administrative work in support of the function, unit or program to which assigned. OA/SRs exercise independent judgment in scheduling and accomplishing work, handling difficult human relations situations, analyzing alternatives, maintaining complex systems, carrying out research and analysis of varied data, and originating reports of correspondence. OA/SRs frequently lead lower level staff to accomplish work.

The purpose of OA2 is to perform a wide variety of general clerical duties as required by the assigned department. OA2s perform duties requiring the application of general County procedures as well as application of department policies and procedures. OA2's receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of operating procedures and policies of the work unit.

Determining the classification of a position requires an analysis of the purpose of the work and qualifications required, then the typical duties. The analysis below is based on your position description and information gathered during our meetings.

Your position responds to daily information requests from the public and supports the field staff by providing supplemental information to support their continuation of daily duties; works independently to address daily issues; and works with the manager when issues have a political or policy component. In analyzing the Essential Job Functions from your position description some functions are consistent with OA/SR functions and some with OA2 functions as follows:

Function 1: maintain detailed records, make referrals, switchboard operator, customer service, information triage, and research discrepancies in information, accounting and other data including making appropriate corrections or recommending correction to the manager, and contact with the public and outside agencies to exchange information. These duties are

consistent with several of the example duties on the OA2 classification; researching discrepancies is consistent with both OA/SR and OA2 duties.

Function 2: data entry, design and maintenance of detailed and linked Access databases which you explained were designed and built/modified by IT staff; research, analyze, complete and summarize data for special projects and comprehensive reports by manager(s) and other staff. You explained that you pulled/analyzed/summarized data using standard reports from these databases and files. These duties are consistent with the OA2 classification.

Function 3: Accounts payable and receivable for Health Department and other external vendors and customers, order and inventory supplies, independently resolve associated problems. Your accounts payable and receivable work is an OA/SR duty which is also often performed by OA2s; your ordering and inventory work including problem resolution is typical of OA2 duties.

Function 4: Time Attendance records maintenance via SAP, distribution, processing and reporting on time data to manager as requested. This is a function typically performed across the County by OA2's.

Function 5: report preparation and analysis; compile information and data for numeric and financial reports; maintain a variety of statistical records; check and tabulate statistical data; review and correct data requiring analysis and coordination of several data sources and interpretation of policy. These duties and responsibilities are included in the OA/SR class specification.

Function 6: initiate a variety of files and records, maintain manuals and update resource material (your resource contact list), order and maintain office supplies, process and maintain personnel, payroll, accounting and purchasing information; prepare and revise various operating procedures; develop and revise various office forms. Direct the work of on-call clerical personnel; type and proofread a variety of documents and general correspondence; independently compose correspondence and memoranda; on-site liaison for Telecom, facilities, etc. These duties and responsibilities are included in the OA/SR class specification; however, OA2s also perform some of these functions. You verified the use of letter templates for the various standard letters you send and there is not the need for you to compose other correspondence. If other letters are needed someone else composes them.

Summary:

I also looked at the OA/SRs within Environmental Health and noted that they each regularly lead at least two OA2's. You lead an on-call clerical worker on an infrequent basis which is different than leading others on a daily basis. Although you are located in an outlying office with no other clerical support, your assignments consist of a wide variety of general clerical/administrative duties requiring the application of general County procedures and department policies and procedures. While you have a variety of assignments, the majority are not the difficult administrative work described in the OA/SR job class. You may recall, when we reviewed your duties during our second meeting I shared with you that some of your duties were OA/SR duties but others were within the OA2 classification. My analysis is that more than 75% of your duties are within the OA2 classification; therefore you are appropriately classified as an Office Assistant 2 (6001).

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.

I appreciate your patience as I analyzed your duties and also your willingness to grant the extension until July 9th for the result. If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager
Melissa Dailey, HR Analyst
Bryan Lally, Local 88

Larry Brown, HR Manager
Joan Sears, HR Maintainer
Class Comp File Copy