



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
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To: Cara Fitzpatrick, DCM, Finance - General Ledger
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: August 28, 2009
Subject: Reclassification Request #1294 (Barwick, Michelle)

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

Request Information:

Date Request Received: August 5, 2009
Current Classification: Finance Specialist 1
Job Class Number: 6029
Pay Grade: 17

Position Number: 706633
Requested Classification: Finance Specialist 2
Job Class Number: 6030
Pay Grade: 23

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

Effective Date: February 5, 2009

Allocated Classification: Finance Specialist 2
Pay Range: \$45,539.28 to \$56,000.16 annually

Job Class Number: 6030
Pay Grade: 23

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. 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

Employee Information:

Name of Incumbent Employee: Michelle Barwick
New Job Class Seniority Date: February 5, 2009

Date	Job Class and Number	Grade	Step	Rate	Action
2/4/2009	Finance Specialist 1	17	7	\$21.81	Pre-reclass
2/5/2009	Finance Specialist 2	23	1	\$21.81	Post-reclass

Employees who are reclassified with their position will be placed within the salary range for the new classification. Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 4-10. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 2-80 and 4-10.

Per MC Personnel Rule 5-50-030, 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 maintaining and updating the County's capital asset system to properly account for all capital assets and related activities, including reviewing all capital project WBS elements for proper inclusion/exclusion in monthly settlements of capital costs and auditing

various expense accounts to determine appropriateness. The position participates in the annual financial audit (primarily related to capital assets and inventory) by researching and analyzing information to prepare external audit schedules; performs an analytical review of procedures on balance sheets and income statements to provide the external auditors with a thorough explanation of changes; designs and maintains financial reports in external reporting software, and ensures that existing reports are accurate and complete. The position also audits individual journal entries made in SAP by Department fiscal staff analyzing transactions for compliance with GAAP, county policy, completeness and accuracy, investigating entries as necessary to correct and post them. These duties and responsibilities are consistent with the level of complexity performed by the Finance Specialist 2 (6030) classification.

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: Karin Lamberton, HR Manager
Leola Warner, HR Maintainer
Bryan Lally, Local 88
Class Comp File Copy