



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
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To: Richard Martinez, Non-Dept., x84528 503/4
From: Elisabeth Nunes, Classification & Compensation Unit 503/4
Date: August 3, 2009
Subject: Reclassification Request #1292 (From Data Analyst to Procurement Analyst, Sr.)

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

Request Information:

Date Request Received: July 30, 2009
Current Classification: Data Analyst
Job Class Number: 6414
Pay Grade: 25

Position Number: 706210
Requested Classification: Procurement Analyst, Sr.
Job Class Number: 6412
Pay Grade: 28

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

Effective Date: January 30, 2009

Allocated Classification: Procurement Analyst, Sr.
Pay Range: \$52,805.52 - \$64,957.68 annually

Job Class Number: 6412
Pay Grade: 28

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: Carrie White
New Job Class Seniority Date: January 30, 2009

Date	Job Class and Number	Grade	Step	Rate	Action	Class Status
Jan. 29, 2009	Data Analyst (6414)	25	8	\$28.47	Pre-reclassification	Represented
Jan. 30, 2009	Procurement Analyst, Sr. (6412)	28	5	\$28.47	Reclass	Represented

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 has not been responsible for Data Analyst functions for more than a year. Due to management and supervisory movement, no exact time of change in duties can be determined. The current position is (and has been for years) responsible for providing coordination and oversight of purchasing and procurement services and support for Information Technology software licensing. These responsibilities best fit the Procurement Analyst, Senior classification. The incumbent has been performing these duties for more than six months and will be reclassified with the position.

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. 27305.

cc: Dorian Gualotunia, HR Analyst
Leola Warner & Jacqueline Burns, HR Maintainers
Local 88
Class Comp File Copy