



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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To: Richard Martinez, IT-Nondepartmental, IT Finance Supervisor, ext. 84528
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)
Date: January 14, 2010
Subject: Reclassification Request #1375 (New Contract Specialist Senior)

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

Request Information:

Date Request Received: December 17, 2009
Current Classification: n/a
Job Class Number: n/a
Pay Grade: n/a

Position Number: TBD
Requested Classification: Contract Specialist Senior
Job Class Number: 6031
Pay Grade: 31

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

Effective Date: January 14, 2010

Allocated Classification: Admin. Analyst/Senior
Pay Range: \$47,344.61 - \$66,281.33 annually

Job Class Number: 9005
Pay Grade: 123

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

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.

Reason for Classification Decision:

This new position will oversee the technical procurement for software and hardware products and services for the Information Technology Department. This will include supervising a software Procurement Analyst/Senior; reviewing and negotiating contracts; finalizing technical aspects of software licensing; vendor agreements for hardware and software products and services; and other related administrative contractual or procurement needs. The essential job functions include contract development and coordination; contract monitoring and support; fiscal support of administrative processes; and interdivisional and/or intergovernmental agreements (IGAs).

Contract Specialist Senior is responsible for contract management coordination and development of county-wide policy in the area of procurement and contract management. The Contract Specialist Senior is distinguished from Contract Specialist in that it provides lead direction to other Contract Specialists.

Administrative Analyst/Senior performs a variety of advanced professional administrative and/or technical support activities within a division or department in the areas of contracts management, information management, finance, purchasing, and other related services and functions. This advanced journey-level class is distinguished from other classes by the level of responsibility assumed and the complexity of duties assigned. Administrative Analysts/Senior perform the most difficult and responsible types of duties including exercising direct supervision over professional and/or technical staff.

This new position will be responsible for advanced professional administrative and technical activities involved with procurement of hardware and software products and services for the IT Department. The responsibilities will include contracts management, information management, purchasing and other related areas. It will supervise one technical position (Procurement Analyst/Senior). These tasks and functions best fit the Administrative Analyst/Senior (9005) classification.

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

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