# ❖ MULTNOMAH COUNTY OREGON

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| Date: | May 1, 2015 |
| To: | Peggy Samolinski, Manager Senior |
| | Dept. of County Human Services, Sun Services System |
| From: | Susan Mullett, Classification and Compensation Unit (503/3/300) |
| Request #: | 2887 |
| Position Number: | 716594 |

## Request Information:

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| Date Received: 04/24/2015 | Effective Date: 10/24/2014 |
| Current Classification: Research Evaluation Analyst 2 | Allocated Classification: Research Evaluation Analyst Senior |
| Job Class Number: 6086 | Job Class Number: 6087 |
| Pay Grade: 26 | Pay Grade: 34 |
| | Pay Range: $32.56 - $40.08 Hourly |
| | $67,985.28 - $83,687.04 Annually |

## Position Information:
☒ Classified Represented
☒ Filled & incumbent reclassed - see Employee Information Section

## Employee Information:
Name of Incumbent Employee: Caroline Fitz (SAP#16009)
New Job Class Seniority Date: 10/24/2014

| Date | Job Class and Number | Grade | Step | Rate | Action |
|---|---|---|---|---|---|
| 10/23/2014 | Research Evaluation Analyst 2 | 26 | 3 | $27.30 | Pre-Reclass |
| 10/24/2015 | Research Evaluation Analyst Senior | 34 | 1 | $32.56 | Post-Reclass |

## Reason for Classification Decision:

This reclassification within the Sun Service System division in DCHS is requested for reclassification from a Research Evaluation Analyst 2 to a Research Evaluation Analyst Senior. This position was created last Spring with the expectation that the new work team of two (2) evaluators would consist of a Research Evaluation Analyst 2 supporting a Research Evaluation Analyst Senior. However, now that the position has been filled, the work assignments along with the employee's expertise support two (2) Research Evaluation Analyst Senior positions. The employee has been initiating and conducting research and evaluation projects, performing advanced data analysis, producing written reports based on her analysis, acting as subject matter expert on cross-jurisdictional work teams and project groups, and providing lead direction to others regarding research and analysis use in work assignments. Other duties include designing collection tools and overseeing data collection, and engaging in interviews and field research; and maintaining inventory and data for annual performance measures. The incumbent's qualifications include a PhD in Applied Social Psychology and nine (9) years of experience formulating, executing, analyzing, and writing and presenting evaluation projects.

An analysis of Research Evaluation Analyst 2, Research Evaluation Analyst Senior, and Research Evaluation Senior (Non-Represented) was performed before making an allocation decision:

The *Research Evaluation Analyst 2 (6086)* classification is responsible for performing professional and technical applied research or program evaluation work that relies on data-driven policy analysis, program evaluation, and/or quality management. This is the fully proficient, journey-level job class in the Research

Evaluation Analyst series and the focus of work assignments is on applied research or surveillance projects utilizing research methodology, qualitative analysis, and quantitative statistics. Responsibilities may include oversight of surveillance studies, data management, and data transformation. Minimum qualifications include the equivalent to a Master's degree in public administration, public health, or social sciences with course work in applied research, statistics, or formal assessment/evaluation subjects; and three (3) years of increasingly responsible professional applied research or formal program evaluation experience desired. The level of work assignments for the position under review require advanced subject matter expertise and significant research and project management experience, and have significant impact on a broad range of services, operations and/or policy decisions; therefore, this classification is no longer a good match.

The *Research Evaluation Analyst Senior (6087)* classification is responsible for leading and providing advanced professional/master level applied research or evaluation services for projects without clearly established models and often with multi-year duration, cross department issues and multiple variables. Incumbents perform in-depth qualitative or quantitative analysis, complex program evaluation and policy analysis, and quality assessment/improvement efforts; recommends data-driven improvement of services and programs; collaborates on research/evaluation strategic planning, standards, grant activities, and budgets. Minimum qualifications include the equivalent to a Master's degree with course work in public administration, health administration, business, or social sciences including studies in applied research or evaluation subjects; and four (4) years of increasingly responsible applied research and/or evaluation experience, including experience leading research or evaluation projects. This classification is a good match as the work assignments require leading projects that require advanced professional and master level applied research and evaluation knowledge and skills.

The *Research Evaluation Analyst Senior – Non Represented (9043)* classification is responsible for leading and providing advanced professional/master level applied research or evaluation services for projects without clearly established models and often with multi-year duration, cross department issues and multiple variables. Incumbents perform in-depth qualitative or quantitative analysis, complex program evaluation and policy analysis, and quality assessment/improvement efforts; recommends data-driven improvement of services and programs; collaborates on research/evaluation strategic planning, standards, grant activities, and budgets. Qualifications include the equivalent to a Master's degree with course work in public administration, health administration, business, or social sciences including studies in applied research or evaluation subjects; and four (4) years of increasingly responsible applied research and/or evaluation experience, including experience leading research or evaluation projects. The major distinguishing characteristic between the represented classification (6087) and the non represented classification is the requirement to meet the standards for supervisory or confidential exemption as defined by Oregon's Public Employees Collective Bargaining Act, or under the terms of Article 3 – Recognition of the AFSCME Local 88 Collective Bargaining Agreement. The position under review does not meet the standards for supervisory or confidential exemption; therefore, this classification is not a good match.

The duties, responsibilities and qualifications support this position is allocated to Research Evaluation Analyst Senior (6087).

**Rules and Rights:**
This classification decision is subject to all applicable requirements stated in Multnomah County Personnel Rule 5-50 including the provision that 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. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Previously approved specialized KSAs for a position do not transfer with a reclassification. If the position requires specialized KSAs, please submit a request for approval through Labor Relations.

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