



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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To: Karin Lamberton, DCM, Central HR (IT), ext. 83102
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*
Date: March 29, 2010
Subject: Reclassification Request #1439 (from Development Analyst Sr. to HR Analyst Sr.)

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

Request Information:

Date Request Received: March 16, 2010	Position Number: 700500
Current Classification: Development Analyst Sr.	Requested Classification: HR Analyst Senior
Job Class Number: 6406	Job Class Number: 9748
Pay Grade: 37	Pay Grade: 126

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

Effective Date: March 29, 2010

Allocated Classification: HR Analyst Senior	Job Class Number: 9748
Pay Range: \$54,778.43 - \$76,692.02 annually	Pay Grade: 126

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.

Reason for Classification Decision:

The Information Technology Department is moving a vacant IT position to DCM HR to provide recruiting services exclusively to IT. This new position will be responsible for full-cycle technical recruiting and sourcing of applicants through hire offer; managing technical recruitments from opening to closure and taking responsibility to ensure successful completion; ensuring the Office of Information Technology's recruitment efforts and examination processes follow the Civil Service Process guidelines; provide managers a pool of qualified candidates in filling positions, accurate and timely information on recruitments, selection and personnel issues; and provide technical support to managers in meeting the Department Mission and County benchmarks with regard to recruitment and selection of candidates. Provide advanced technical support and serve as subject matter expert with in-depth knowledge of recruitment and selection processes. This position will be the lead for staffing, sourcing, recruiting and selecting IT employees; and it will provide senior level HR support and consulting services to the assigned customers in the Office of Information Technology.

Human Resources Analyst/Senior provides advanced professional and technical support and serves as a subject matter expert with in-depth knowledge of one or more human resources functional areas. Functional areas include, but are not limited to: affirmative action, benefits, classification, compensation, human resources information systems, employee relations/complaint investigation, labor relations, general human resources administration, organizational development, recruitment and selection, training, unemployment insurance claims, records management, risk management, and safety. Work in this classification is performed independently, governed by general objectives and broad policy guidelines; work situations are varied and involve a high degree of complexity; incumbents are considered subject matter experts and provide advice and counsel to department human resources managers, managers of operating departments and central human resources managers; serve as top advisor within assigned area of responsibility; decisions made or actions taken typically affect the entire county in the assigned area of responsibility.

Since this new position will be independently providing senior level human resources support and consulting services, the responsibilities as outlined in the position description best fit the HR Analyst/Senior (9748) classification.

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

cc: Sherry Swackhamer, CIO
Leola Warner & Jacqueline Burns, HR Maintainers
Local 88
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