



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

Multnomah Building  
501 SE Hawthorne, Suite 300  
Portland, Oregon 97214  
(503) 988-5015 Phone

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To: Janice Garceau, DCJ – Family Court Services  
From: Candace Busby, Classification and Compensation Unit (503/3/300)  
Date: May 2, 2011  
Subject: Reclassification Request #1698 (Mitchell - 704640)

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

**Request Information:**

Date Request Received: April 12, 2011  
Current Classification: Office Assistant 2  
Job Class Number: 6001  
Pay Grade: 9

Position Number: 704640  
Requested Classification: Office Assistant SR  
Job Class Number: 6002  
Pay Grade: 14

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Request is: ☒ Approved as Requested

Effective Date: October 1, 2010

Allocated Classification: Office Assistant SR  
Pay Range: \$35,558.64 to \$43,785.36 annually

Job Class Number: 6002  
Pay Grade: 14

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 up to one year from the date of issue 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:**

☒ Filled & incumbent reclassified - see Employee Information Section ☒ Represented

**Employee Information:**

Name of Incumbent Employee: Hannah Mitchell (SAP# 10635)  
New Job Class Seniority Date: October 1, 2010

Date	Job Class and Number	Grade	Step	Rate	Action
9/30/2010	Office Assistant 2 (6001)	9	4	\$16.05	Pre-reclass
10/01/2010	Office Assistant Senior (6002)	14	1	\$17.03	Post-reclass
04/21/2011			2	\$17.55	Step Increase

Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40. 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:**

The Parent Education Program provides parent education classes for approximately 2,500 adults with minor children seeking divorce or custody per year. When the Program Coordinator for this program retired in 2010, responsibility for curriculum development and oversight of parent education contractors (instructors) were assumed by the manager. Over time Ms. Mitchell has become responsible for administrative oversight of the program and for liaison with the instructors. In this capacity she assists in the recruitment of instructors and ensures they have signed contracts, maintains the parent education class schedule, coordinates parent education classes and instructor schedules; and oversees class registration, contract expenditures, program materials & supplies. The incumbent maintains parent education files, records, and certificates of completion; compiles, analyzes and maintains program statistical and financial reports; and communicates with/responds to inquiries from other DCJ employees, family law attorneys, judges and court staff. The incumbent oversees the Office Assistant 2's work relating to parent education course registration; makes

decisions regarding client requests for exceptions to policy, and determines whether safety concerns require rescheduling of a parent to different session of the class.

Office Assistant 2s (OA2s) perform a wide variety of moderately complex general administrative, secretarial/clerical support functions and tasks. OA2s create and proofread a variety of documents, perform a wide variety of clerical and general administrative work such as filing, billing and recording information, act as receptionist for a department/division, prepare information and data for statistical and financial reports. OA2s perform recordkeeping for various funds and expenditures, operate a variety of office equipment, file and maintain documents, receive and distribute incoming documents, schedule meetings, trainings and conferences; order office supplies and process payroll and purchasing information and documents. Qualifications are equivalent to a high school diploma and three (3) years of specialized increasingly responsible clerical experience in the area of assignment. Office Assistant Seniors (OA SRs) perform a wide variety of responsible and difficult administrative work in support of the function, unit or program to which assigned. OA SRs exercise independent judgment to schedule and accomplish work, to handle difficult human relations situations, to analyze alternatives, to maintain complex systems, to carry out research and analysis of varied data, and to originate reports and/or correspondence. OA SRs perform a wide variety of administrative work including the maintenance of detailed records; apply departmental policies and procedures in determining completeness of applications, records and reports; assist the public and other staff in interpreting and applying policies and procedures; contact the public and outside agencies to acquire and provide information and referrals; research, analyze, complete, and summarize data for special projects and comprehensive reports. OA SRs maintain calendars, coordinate activities with other departments/agencies/the public; assist with a variety of program duties such as training on systems, procedures and program operations; initiate a variety of files and records, maintain manuals and resource materials; may direct the work activities of assigned clerical personnel.

Ms. Mitchell exercises independent judgment to ensure Parent Education classes and instructors are scheduled, course registration runs smoothly, course materials have been ordered and are current for each class, to adjust parent education instructor contracts, and has the authority to make exceptions to parent education admission criteria. Based on the information provided in the position description and the qualifications required, this position best meets the criteria for the Office Assistant Senior (6002) 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.

Copy: James Opoka, HR Manager  
Joanne Campbell, HR Maintainer  
Bryan Lally, Local 88  
Class Comp File Copy