



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone

To: Jon Marquardt, ICS - Health Department
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: March 18, 2010
Subject: Reclassification Request #1398 (713004)

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

Request Information:

Date Request Received: January 20, 2010
Current Classification: Office Assistant SR
Job Class Number: 6002
Pay Grade: 14

Position Number: 713004
Requested Classification: Administrative Specialist
Job Class Number: 6005
Pay Grade: 15

Request is: ☒ Approved as Requested

Effective Date: March 18, 2010

Allocated Classification: Administrative Specialist
Pay Range: \$35,934.48 - \$44,244.72 Annually

Job Class Number: 6005
Pay Grade: 15

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 & position not reclassified with position See New/Vacant Section

New/Vacant Position Information:

If the position is vacant or position 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 work of this position is being redesigned under the reorganization rule to more appropriately meet the needs of the Health Center Operations Director. As reorganized, the position will provide support by exercising a high degree of initiative, independent judgment and discretion. In addition to a variety of responsible and difficult administrative work, the reorganized position has broad latitude in scheduling/ rearranging the Health Center Operations Director's time in terms of scheduling appointments, events, and planning activities. The position has authority to review the director's schedule and set, change or accept appointments on the director's behalf. The position independently prioritizes appointments based on knowledge of primary stakeholders, contacting the director as appropriate. In the director's absence, ensures that requests for action and information are furnished in a timely manner, responds to and prioritizes items. Email responsibilities include confidentially reading, prioritizing and responding to communications on the director's behalf with/without prior approval; determining when to bring an email message to the director's attention; and who to include when responding or forwarding emails. The position tracks and manages consultant contracts for the director; reads publications, regulations and directives and takes action or refers important matters to supervisory staff; provides support for director level recruitments; and may coordinate or oversee the work of students, on-call or temporary staff. The position is the point person for budget information and makes budget recommendations to the director based on input from multiple parties. The position tracks projects on behalf of the director, and manages information flow between the director and other Health Department senior leaders, staff, and external agencies. The overall scope and responsibility of this position best fits the criteria for the Administrative Specialist (6005) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager
Melissa Dailey, HR Analyst
Bryan Lally, Local 88

Larry Brown, HR Manager
Joan Sears, HR Maintainer
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