



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources -- Multnomah Building
501 SE Hawthorne
Portland, Oregon 97214

To: Sherry Swackhamer, CIO Date: December 13, 2010
From: Jude Tennant, Consultant, CWI Business Solutions
Subject: Joi Doi, Classification and Compensation Unit (503/4)
Reclassification Request # 1637 (Vacant)

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

Request Information:

Date Request Received: November 12, 2010 Position Number: 706626
Current Classification: Development Analyst Sr Requested Classification: HR Manager 2
Job Class Number: 6406 Job Class Number: 9621
Pay Grade: 37 Pay Grade: 230
Request is: Approved as Requested Effective Date: December 13, 2010

Allocated Classification: HR Manager 2 Job Class Number: 9621
Pay Range: Min \$73,060/yr Max \$109,590/yr Pay Grade: 230

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the issue date to ensure duties and work are implemented as originally described. This allocation may also 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:

This position is responsible for all aspects of Human Resources Administration within the Office of Information Technology and Non-Departmental Organizations HR Unit. The position works closely with the unit management teams to provide HR support, anticipate employee and organizational issues, and make policy modifications/recommendations as needed to attract, motivate and retain employees.

Essential functions include: develop, recommend, and assist management with implementing appropriate human resources strategies; provide direction and set performance standards for the assigned unit to achieve department goals; manage IT/Non-Departmental HR section operations including budget, administrative compliance, service level agreements, and strategic workforce planning; participate in Countywide HR Managers Team; coordinate with senior managers on executive recruitment and selection processes; provide consulting services to department employees on a wide range of complex HR and employee relations issues; serve on or provide departmental support to a variety of committees, task forces, and advisory groups; provide direction to professional staff to ensure County/Department goals and objectives are met; initiate review/implementation of department specific HR programs and activities; and serve as project manager for various HR program activities, as needed.

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This is the top HR Management position for the department; as a result, the position holds ultimate responsibility for development and administration of policies/activities within the assigned unit. The diversity and countywide impact of the Non-Departmental organizations increases the complexity of overall function and responsibility for this position. In addition, this position coordinates activities and policy development with other departments through its participation in the Countywide HR Managers Team. This level of responsibility is consistent with the distinguishing characteristics and internal allocation of the HR Manager 2 (9621) classification.

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

Copy:

Travis Graves, HR Director
Leola Warner, HR Maintainer
Class Comp File Copy