



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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To: Terri Baker, IT, Help Desk, x85553
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*
Date: January 26, 2010 (revised w/new position number 1-27-10)
Subject: Reclassification Request #1374 (Desktop Support Specialist to Desk. Supp. Sp. Senior)

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

Request Information:

Date Request Received: December 14, 2009
Current Classification: Desktop Supp. Splst.
Job Class Number: 6403
Pay Grade: 21

Position Number: 710024
Requested Classification: Desk. Supp. Sp. Senior
Job Class Number: 6404
Pay Grade: 26

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

Effective Date: July 14, 2009

Allocated Classification: Desk. Supp. Splst. Sr.
Pay Range: \$23.81 - \$29.30 hourly

Job Class Number: 6404
Pay Grade: 26

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. 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

Employee Information:

Name of Incumbent Employee: Terri Baker
New Job Class Seniority Date: July 14, 2009

Date	Job Class and Number	Grade	Step	Rate	Action
July 13, 2009	Desktop Support Specialist (6403)	21	7	24.56	Pre-reclass
July 14, 2009	Desktop Support Specialist Sr. (6404)	26	2	24.56	Post-reclass

Employees in positions reclassified downward to a classification with a lower salary range will receive no change in pay. If an employee's pay exceeds the maximum of the lower salary range, pay will be frozen at the existing rate until the new salary range is higher than the employee's rate of pay. 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.

Per MC Personnel Rule 5-50-055, when the position is reclassified downward, the employee will be placed on the recall list for reappointment to the higher classification. 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:

This position is responsible for customer support; call documenting and tracking; communication with affiliates; and service level monitoring. Essential job duties include answer phones and troubleshoot "tier one and tier two" issues; provide support to over 200 applications and 50 types of hardware county wide; provide primary support for Department of Community Justice; provide administrative support for VPN access and home software configurations; maintenance of the State Department of Corrections printer queues; enter call activity into Remedy and ensure help tickets are accurate; escalate problems as needed; and communicate with affiliates on common issues.

Desktop Support Specialist (DSS) provides technical support services to internal and/or external users of desktop computer systems, including hardware, software, printers and related peripheral equipment. Desktop Support Specialist Senior (DSS Sr.) provides the same support services but with a higher level of responsibility and problem-solving. DSS identifies and resolves routine first-level problems that are limited in scope with standard or prescribed practices; whereas DSS Sr. identifies and resolves non-routine and second-level problems that are broad in scope. DSS work requires journey-level skills in the area of desktop computing; whereas DSS Sr. work requires senior-level skills in this area. DSS Sr. is distinguished from DSS in that it works more independently and occasionally provides work guidance to less experienced Support Specialists.

(Note: With the absence of any documented definition of "Tier 1 and Tier 2" issues at the County, Class Comp cannot use these terms in determining proper classification of this position.) The work described in this position appears to include problems that are non-routine and of a higher level of responsibility than those experienced at a DSS level. Based on current classification specifications, this position best fits the Desktop Support Specialist Senior (6404) 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. 22342.

cc: Karin Lamberton, HR Manager
Leola Warner & Jacqueline Burns, HR Maintainers
Local 88
Class Comp File Copy