



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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

To: Gayle Burrow, Director of Corrections Health - Health Department
From: Candace Busby, Classification and Compensation Unit (503/3/300)
Date: July 8, 2011
Subject: Reclassification Request # 1724 (703195 - vacant)

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

Request Information:

Date Request Received: June 7, 2011
Current Classification: Administrative Services Officer
Job Class Number: 9607
Pay Grade: 126

Position Number: 703195
Requested Classification: Operations Administrator
Job Class Number: 9720
Pay Grade: 123

Request is: ☒ Approved as Requested
Allocated Classification: Operations Administrator
Pay Range: \$48,291.50 to \$67,606.96 annually

Effective Date: July 8, 2011
Job Class Number: 9720
Pay Grade: 123

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:

☒ Vacant - see New/Vacant Section ☒ Management/Classified

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. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

This position utilizes subordinate supervisory staff to plan, direct and review the activities of Corrections Health support functions in MCDC, Inverness and the Juvenile Detention Center. The position manages the central functions of Corrections Health through the Central Support Unit; oversees policies and procedures and assigns work for staffing, payroll, claims and bill processing, personnel tracking and accountability, medical record management, and contract tracking functions. This position is a member of the Corrections Health Management Team assisting in decision making, budget development, personnel management, and program monitoring and change implementation. Administrative Service Officers plan, direct and review the administrative support services activities of a major division where they provide a variety of management services such as finance administration, personnel administration, management analysis, policy analysis, strategic planning, purchasing, contracting, property management, information management and other related services and functions. The scope of this position no longer fits the purpose of the Administrative Services Officer classification. Operations Administrators plan, direct and review the activities of multiple operations or locations and coordinate several different functions, work units, work locations, or shifts. Qualifications from the position description include equivalent to completion of the 12th grade supplemented by specialized management or supervisory training and five (5) years increasingly responsible administrative and operations experience including two (2) years of lead or supervisory experience. The essential functions, level of responsibility, and qualifications for this position are consistent with the Operations Administrator (9720) classification.

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

cc: Kathleen Fuller-Poe, HR Manager
Joan Sears, HR Maintainer

Melissa Dailey, HR Analyst
Class Comp File Copy