Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To:	Colleen Bowles, FPM, Business Services, ext. 84189
From:	Elisabeth S. Nunes, Classification and Compensation Unit (503/4)
Date:	June 9, 2010
Subject:	Reclassification Request #1448 (Facilities Specialist 1 to Contract Specialist)

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

Request Information:

Date Request Received: April 5, 2010
Current Classification: Facilities Specialist 1
Job Class Number: 6010
Pay Grade: 20

Position Number: 700003
Requested Classification: Contract Specialist
Job Class Number: 6015
Pay Grade: 25

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

Effective Date: April 1, 2010

Allocated Classification: Contract Specialist
Pay Range: $23.16 - $28.47 hourly

Job Class Number: 6015
Pay Grade: 25

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 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
☒ Filled & incumbent reclassed - see Employee Information Section
☐ Filled & incumbent not reclassed with position - see New/Vacant Section

Employee Information:
Name of Incumbent Employee: Jennifer Tomasko
New Job Class Seniority Date: April 1, 2010

Date	Job Class and Number	Grade	Step	Rate	Action
March 31, 2010	Facilities Specialist 1 (6010)	20	8	$24.56	Pre-reclass
April 1, 2010	Contract Specialist (6015)	25	3	$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 provides support for property management activities including contract administration, assisting with day-to-day business operations, organizing meetings, preparing meeting materials, and producing various ad-hoc reports. Primarily this function coordinates, maintains and monitors property management contracts and respective compliance processes for Facilities. Essential job functions include contract administration, property management administrative support, and budget development and monitoring.

Facilities Specialist 1 provides facilities planning, construction, property management and building data management technical and client service support at an entry level which includes performing basic production-oriented computer-aided drafting work; resource center management; archival coordination; conducting building and construction inspections; reviewing and assisting on updating tenant agreements; maintaining a resource center for building plans, equipment files and specifications; and providing programmatic support to other facilities personnel.

Contract Specialist provides contract management coordination between various operating programs to ensure the proper processing, procurement and tracking of contracts for service and supplies; ensures contracts meet all requirements for county standards and that all insurance and bonding mandates are met; guides assigned staff, interns or volunteers; and performs a variety of technical and administrative tasks relative to the assigned area of responsibility.

Contract Technician provides technical and administrative assistance in the development, tracking and monitoring of service and supplies contracts relating to the provision of services within one or more program area; prepares a variety of tracking reports. This class is distinguished by its focus on contract processing, routing and tracking and related data tracking. It is differentiated from the Contract Specialist by performing duties which support and assist in the processing, routing and tracking of contracts including the maintenance of contract files and data bases. Duties are routine in nature within established guidelines.

This position develops, writes, and generates contracts as well as amendments and extensions. Since the majority of the responsibilities go beyond processing and tracking, it best meets the criteria for Contract Specialist (6015).

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
       Dorian Gualotunia, HR Analyst
       Leola Warner & Jacqueline Burns, HR Maintainers
       Local 88
       Class Comp File Copy

PERSONNEL CHANGE ACTION FORM (Form HR 02-16)

Section A is required; other sections are optional as needed. Please forward to your Department Human Resources Staff.

Section A: EMPLOYEE INFORMATION	Effective Date: 4/1/10	SAP Personnel #: 1435
		Social Security/DPSST #:

Name: *(last)* **Tomasko**   *(first)* **Jennifer**   *(initial)*   *(known as)*
(As appears on SSN)

Explain reason for Action: Reclassification	Supervisor: Colleen Bowles

Section B: Change/Job Position   Old Position Vacant ☐ Yes   ☒ No

☐ **Employee Reassignment**
Current position #:
Current job class #:
- ☐ 01 - Promotion
- ☐ 02 - Promotion within MCCOA or DSA
- ☐ 03 - Lateral Transfer
- ☐ 04 - Equivalent Transfer
- ☐ 05 - Demotion - Involuntary
- ☐ 06 - Demotion - Voluntary
- ☐ 07 - Job Rotation
- ☐ 08 - Temporary to Regular
- ☐ 09 - On-Call to Temporary

- ☐ 10 - On-Call to Regular
- ☐ 11 - Temporary to On-Call
- ☐ 12 - Fail. to Complete Probtn/Transfer
- ☐ 13 - Management to Executive
- ☐ 14 - Executive to Management
- ☐ 15 - Limited Duration Appointment
- ☐ 16 - End of Limited Duration Appt
- ☐ 17 - Shift Bidding
- ☐ 20 - Lat Transfer - due to bumping/cuts
- ☐ 21 - Demotion - due to bumping/cuts
- ☐ 22 - Transfer - Dept Reorganization
- ☐ 23 - Chg PA, Org Unit, Other Asgnmt
- ☐ 24 - Recall from demotion/bumping

- ☐ 25 - Promotional probation - Layoff
- ☐ 26 - Correct Record - see Text Note
- ☐ 27 - Promotion / FTE Change
- ☐ 28 - Lateral Transfer / FTE Change
- ☐ 29 - Equivalent Transfer / FTE Change
- ☐ 30 - Demotion - Invol / FTE Change
- ☐ 31 - Demotion - Vol / FTE Change
- ☐ 32 - Lateral Trans / Bumping/ FTE Chg
- ☐ 33 - Demotion/Bumping / FTE Chg
- ☐ 34 - Recall Demo/Bump-g/FTE Chg
- ☐ 35 - Prom Probation - Layoff/FTE Chg
- ☐ 36 - Direct Appointment

☒ **Reclassification**
- ☐ 01 - Employee Request-upward result
- ☐ 02 - Supervisor Request-upward result
- ☐ 03 - Employee Request-downward result
- ☐ 04 - Supervisor Request-downward result
- ☐ 05 - Employee Request-lateral result
- ☒ 06 - Supervisor Request-lateral result
- ☐ 07 - Classification Study
- ☐ 08 - Compensation Study
- ☐ 09 - Class/Comp Study
- ☐ 10 - Other (see maintain text)
- ☐ 15 - Reclass Denied

☐ **Temp Appoint/ Work-out-of- class**
- ☐ 01 - Temp Appt
- ☐ 02 - Work-out-of-class

☐ Is employee receiving lead/premium pay?

☐ **End of Temp Appt/ Work-out-of- class**
- ☐ 01 - End Temp Appt
- ☐ 02 - End Work-out-of-class
- ☐ 03 - End due to Promotion
- ☐ 04 - End due to Promotion MCCOA/DSA

Expected End Date:
- ☐ Restart Lead / Premium Pay?

☐ **Change in F.T.E.**
- ☐ 01 - FTE Change only
- ☐ 02 - FTE, FT to PT
- ☐ 03 - FTE, PT to FT
- ☐ 04 - FTE, FT to PT, Furlough
- ☐ 05 - FTE Change only, Furlough

Employee Group:
- ☐ 1 - Reg -- Represented
- ☐ 2 - Reg - Non-Represented
- ☐ 3 - Temp - No Benefits
- ☐ 4 - Temp - Benefits
- ☐ 5 - On-call
- ☐ 6 - FLSA Exempt (Pros. Atty's)

Employee SubGroup:
- ☐ 01 - Full Time Hourly
- ☐ 02 - Part Time Hourly (Do Not use for 0088/0086)
- ☐ 03 - Full Time Salaried no OT
- ☐ 04 - Part Time Salaried no OT
- ☐ 05 - On-Call Variable Hourly
- ☐ 06 - Full Time Salaried w/O
- ☐ 07 - Part Time Salaried w/OT
- ☐ 08 - Half Time Hourly (Only for 0088/0086)
- ☐ 09 - Three Qtr Time Hourly (Only for 0088/0086)

Personnel SubArea:	Time Admin. Group E30	Work Schedule: M-F	FTE%: From:	Annual Salary:
Position #: 700003			To:	
Job #: 6015	Limited Duration End Date:	Hourly Rate: 24.56	Level (Step): 3	Semi-Monthly Salary:

Section C: Leaves/Suspensions

☐ **LOA-Paid**
- ☐ 01 - FMLA & OFLA
- ☐ 02 - OFLA only
- ☐ 03 - Educational Leave
- ☐ 04 - Medical
- ☐ 05 - Military Leave (Active Duty)
- ☐ 06 - Other
- ☐ 07 - Workers Comp-Elig for Supp Pay
- ☐ 08 - Workers Comp FMLA Only
- ☐ 09 - WC-Not Elig FMLA/Suppl(Active)
- ☐ 10 - Intermittent FMLA & OFLA
- ☐ 11 - Intermittent OFLA only

☐ **LOA-FMLA/OFLA Unpaid**
- ☐ 01 - FMLA & OFLA
- ☐ 02 - OFLA Only
- ☐ 03 - Workers Comp FMLA Only
- ☐ 04 - Workers Comp FMLA & OFLA
- ☐ 05 - Workers Comp OFLA Only

☐ **Disciplinary Suspension**
- ☐ 01 - Without pay pending dismissal
- ☐ 02 - Without pay not pending dismissal

☐ **LOA-Unpaid**
- ☐ 01 - Educational Leave
- ☐ 02 - Medical
- ☐ 03 - Military Leave
- ☐ 04 - WC-Not Eilg FMLA/Supl(Inactive)
- ☐ 05 - Other

☐ **Administrative Leave**
- ☐ 01 - Pending results investigation
- ☐ 02 - In Lieu of Overtime
- ☐ 03 - Schedule Change
- ☐ 04 - Furlough
- ☐ 10 - Other (See Text Message)

☐ **Return Leave or Disciplinary Suspension**
- ☐ 04 - Return from Paid Leave
- ☐ 05 - Return from Unpaid Leave
- ☐ 06 - Return from Paid Admin Leave
- ☐ 07 - Return from Paid Discp Leave
- ☐ 08 - Return from Unpaid Discp Leave

Medical Cert Rec'd:

Expected LOA Return Date:

Name (as appears on Soc.): (last)	Present: (first)	Center: (initial)	(known as)

Section D: Pay Changes

☐ **Changes in Pay**	☐ **COLA & Merit Increase**
☐ 01 - Special Pay Adjustment ☐ 02 - Disciplinary Reduction in Pay ☐ 03 - Disciplinary Reduction - Pay Reversed ☐ 04 - Designated Lead/Premium ☐ 05 - Designated Lead/Premium - Removed ☐ 06 - COLA Increase during WOC ☐ 07 - Step Increase during WOC	☐ 01 - Goals Met On Annual Evaluation ☐ 02 - Goals Met on Re-Evaluation ☐ 03 - Goals Not Met - COLA Only ☐ 04 - Goals Not Met - Partial Merit ☐ 05 - No Annual Evaluation - COLA only

		COLA%:	Merit Increase %:

Special Pay Adjustment:	Lead / Premium Pay %: Add %: End: ☐	Annual Salary w/ COLA & Merit Increase:

Mileage Start date:	End date:	

Section E: Termination ~ Last Day Worked: Position Vacant ☐ Yes   ☐ No

☐ **Termination -- Voluntary**		☐ **Termination -- Involuntary**
☐ 01 - Other Employment ☐ 02 - Permanent Disability ☐ 03 - Retirement (reg. or disability) ☐ 04 - Family Demands -- Staying Home ☐ 05 - Insufficient Pay ☐ 06 - Issues with Manager ☐ 07 - Issues with Peers ☐ 08 - Job Abandonment ☐ 09 - Death ☐ 10 - Personal Health	☐ 11 - School ☐ 12 - Transportation/Commute ☐ 13 - Working Hours ☐ 14 - Other Voluntary Resignation ☐ 15 -- Voluntary Layoff	☐ 20 - Attendance Unacceptable ☐ 21 - Probationary Dismissal, Discharge or Invol Resignation **Probationary Dismissal reason:** _____ ☐ 22 - End of Temp. or On-Call or Limited Duration ☐ 23 - Failed Background Check ☐ 24 - Layoff/Position Eliminated ☐ 25 - Performance Exp. Not Met ☐ 26 - Policy Violation ☐ 27 - Other Involuntary Resignation ☐ 28 - Look in File -- Further Information ☐ 29 - End of Apptmt Elected Official Staff ☐ 30 - Probationary - Layoff

Section F: Cost / WBS Element Distribution -- Long-Term Employee Cost Changes (IT0027)

CCtr/WBS Element: 902900	%	CCtr/WBS Element:	%
CCtr/WBS Element:	%	CCtr/WBS Element:	%
CCtr/WBS Element:	%	CCtr/WBS Element:	%

Section G: Date Specification (IT 0041) *(HR UNIT USE ONLY)*

01 -- Original Hire Date:	A5 -- Step Increase Date:	Z1 -- Benefit Eligibility:
07 -- Current Hire Date:	AD -- Application Date:	Z2 -- Countywide Seniority:
	U3 -- Est. Retirement Date:	
25 -- Vacation Eligible:	ZO -- Accrual Base Start:	Z3 -- Class Seniority:

Section H: Objects on Loan (IT0040)

ID Badge	☐ received	☐ returned	Long Distance Access	☐ received	☐ returned
Cellular Phone	☐ received	☐ returned	Pager	☐ received	☐ returned
Access Code (s)	☐ received	☐ returned	Photo I.D.	☐ received	☐ returned
I-Disc	☐ received	☐ returned	Palm Pilot	☐ received	☐ returned
Key(s)	☐ received	☐ returned	Procurement Card	☐ received	☐ returned
Lab Coat	☐ received	☐ returned	Travel Charge Card	☐ received	☐ returned
Laptop Computer	☐ received	☐ returned	Bus Pass	☐ received	☐ returned

Section I: Interoffice Communication & Work Location (IT9010)

Building #:	Floor:	Room #:	Work Phone:	Extension:
Work Cell:	Work Pager:	Work Fax:	Work Location Bldg/ Floor:	Room #:

Section J: Approval Signatures

Manager/Supervisor: Date: 8/11/10	Director (if applicable): Date:
Department HR Unit: Date:	Date of SAP Entry: