



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: Tony Dornbusch, IT Manager
From: Olga Ward/Joi Doi, Classification and Compensation Unit (503/3/300)
Date: 2/1/2011
Subject: Reclassification Request #1666 (vacant OA2)

Olga Ward

Joi E. Doi

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

Request Information:

Date Request Received: 1/27/2011
Current Classification: Admin Analyst Senior
Job Class Number: 9005
Pay Grade: 123

Position Number: 714442
Requested Classification: Office Assistant 2
Job Class Number: 6001
Pay Grade: 9

Request is: ☒ Approved as Requested

Effective Date: February 1, 2011

Allocated Classification: Office Assistant 2
Pay Range: \$30,735.36 - \$37,751.04 Annually

Job Class Number: 6001
Pay Grade: 9

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 ☒ Represented

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 new position is part of the Multnomah County Information Technology group. Its primary purpose is to serve as the front desk receptionist by answering phones and referring calls to appropriate department staff, greeting general public, taking messages, and performing a variety of clerical duties such as faxing and copying. This position is also responsible for receiving and distributing mail to appropriate staff, ordering and maintaining office supplies, calendaring, and timesheet data entering into SAP.

This position differs from the work of the Office Assistant Senior classification in that the latter's work assignments are highly specialized requiring program-specific, technical knowledge and often specific systems knowledge. This position also differs from the work of the Administrative Analyst and Administrative Analyst Senior classifications in that the latter perform a variety of responsible professional, technical, and analytical work in the areas of finance administration, management analysis, training, purchasing and other related functions.

This position requires education equivalent to the completion of the twelfth grade with one year of additional specialized clerical or business/vocational related training desirable and two years of general clerical experience, including experience working with clients and/or the public. The purpose, duties and qualifications as described above are consistent with the Office Assistant 2 (6001) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22747.

cc: Karen Lamberton, HR Manager
Leola Warner & Jaci Burns, HR Maintainer
Local 88
Class Comp File Copy