



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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

To: KaRin Johnson, Health Department - Deputy Director
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: September 15, 2010
Subject: Reclassification Request # 1546 (713877 - Charboneau)

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

Request Information:

Date Request Received: July 19, 2010
Current Classification: Office Assistant Senior
Job Class Number: 6002
Pay Grade: 14

Position Number: 713877
Requested Classification: Administrative Specialist
Job Class Number: 6005
Pay Grade: 15

Request is: ☒ Approved as Requested

Effective Date: January 19, 2010

Allocated Classification: Administrative Specialist
Pay Range: \$36,644.40 - \$45,121.68 Annually

Job Class Number: 6005
Pay Grade: 15

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:

☒ Represented

☒ Filled & incumbent reclassified - see Employee Information Section

Employee Information:

Name of Incumbent Employee: Terry Charboneau - SAP #10133

New Job Class Seniority Date: 01/19/2010

Date	Job Class and Number	Grade	Step	Rate	Action
1/18/2010	Office Assistant Senior (6002)	14	1	\$16.70	Pre-reclass
1/19/2010	Administrative Specialist (6005)	15	1	\$17.21	Post-reclass

Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40. Contact your Department HR Unit for additional information.

Reason for Classification Decision:

This position serves as a key assistant to the Deputy Director spending a majority of the time in four key areas: 1) responds to email, phone and in-person requests, understanding who or what should be addressed based on business or political needs; tracks projects on behalf of the manager, represents the manager to internal and external customers, and manages information flow between the manager and other health department senior leaders, staff and external agencies. 2) Has access, authority and broad latitude and discretion to review the manager's schedule and sets, changes or accepts meeting invitations on the manager's behalf. Schedules appointments and rearranges the manager's calendar prioritizing appointments, events and planning activities. Independently prioritizes appointments based on knowledge of the manager's requirements and needs, contacting her as appropriate. 3) Screens and prioritizes calls, visitors and email/mail; responds to sensitive requests for information and assistance on behalf of the manager's to optimize her schedule and efficiency. 4) Researches, compiles, analyzes and summarizes data and creates reports as directed by the manager's (such as budget and expense reviews of the manager's or

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direct reports cost centers). Contacts County or Health Department staff or outside agencies as needed to gather information to complete, analyze, and summarize data for special projects and comprehensive reports. This position also meets with unhappy members of the public who want to meet with the manager to determine the urgency of the issue prior to scheduling a meeting with the Deputy Director. Qualifications are equivalent to high school graduation with an Associates degree desirable, and 3 years of increasingly responsible administrative, secretarial and/or office management experience is required. The purpose, responsibilities and qualifications as described for this position are consistent with the Administrative Specialist (6005) 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. 24422.

copy: Kathleen Fuller- Poe, HR Manager
Melissa Dailey, HR Analyst
Joan Sears, HR Maintainer
Bryan Lally, Local 88
Class Comp File Copy



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To: Larry Howlett, Human Resources – Health Dept.

Date: September 29, 2010

From: Joi Doi, Class/Comp Unit

Subject: **Reclass Request #1536 – Replaces Aug. 3, 2010 and Sept. 13, 2010 prior allocations**

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

Request Information:

Date Request Received: July 7, 2010

Current Classification: NA

Job Class Number: NA

Pay Grade: NA

Request is: ☒ Approved

Allocated Classification: Nursing Dev. Consultant

Pay Range: \$55,221 – \$82,832 Annually

Position Number: TBD

Requested Classification: TBD

Job Class Number: NA

Pay Grade: NA

Effective Date: September 29, 2010

Job Class Number: 9518

Pay Grade: 226

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 date of issue to ensure duties/work are executed 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 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.

Position Information and Reason for Classification Decision:

The purpose of this position in Health Human Resources is to develop, deliver, and evaluate: public health and clinical training/education programs for staff development purposes; ensure compliance with regulatory/accreditation continuing education requirements for staff; and conduct competency assessment of staff for succession, recruiting, and retention planning purposes. This new position has no direct supervisory responsibilities but a major function is to assist, guide the HR team and nursing supervisors in disciplinary procedures involving nurses and other related healthcare staff. The Nursing Development Consultant will help HR staff and nursing supervisors assess technical/professional competency, recommend remedial actions, and address other performance issues of healthcare staff that impact service delivery or quality. In addition to desired work experience in adult education/training in a public health setting, the base requirements for this position includes: 5 years of community health nursing, current Oregon license as an RN and a BS in Nursing with a Masters in Nursing preferred. Given there is no current job class that meets this specialized role, Class Comp developed the Nurse Development Consultant job class that will be utilized in the Health Dept.'s HR group.

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

cc: Kathleen Fuller Poe, Melissa Dailey -- HD Human Resources
Joan Sears, HR Maintainer
Candy Busby, Class Comp
Jim Younger, Labor Relations
Jude Tennant, CWI Business Solutions
Class Comp File Copy