



MULTNOMAH COUNTY OREGON

DEPARTMENT OF BUSINESS
& COMMUNITY SERVICES
HUMAN RESOURCES
CLASS/COMP UNIT

MULTNOMAH BUILDING
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TO: Susan M. Dunaway, Assistant County Attorney, Senior
FROM: Dave Bower, Assistant Class/Comp Manager
DATE: June 3, 2005
RE: Reclassification Decision

Decision:

Class/Comp received a request to reclassify your position on June 2, 2005. After reviewing the documentation provided and the class specifications for Assistant County Attorney 2 and Assistant County Attorney, Senior; and, meeting with Agnes Sowle, we have determined that, subject to Board of County Commissioner approval, position #706153 will be reclassified from Assistant County Attorney 2 to Assistant County Attorney, Senior.

The incumbent's assigned responsibilities have increased gradually and the incumbent has been doing the work of the higher classification for at least 12 months. Under County Personnel Rule 5-050-30, the incumbent will be reclassified with the position.

Facts:

This position performs a variety of the most advance and complex legal work done by the County Attorney's Office, representing the County in litigation in Federal District Court, State Circuit Court, State and Federal Court of Appeals, and administrative tribunals. The position provides legal advice to the County Board and other officials on questions of law that arise in the course of managing county government.

Review of class specification:

The definition of a Assistant County Attorney 2 is:

To perform a variety of professional legal services on behalf of Multnomah County, including advising County Officials on questions of civil law which arise in the course of managing County government; to represent the County in

litigation initiated on the County's behalf and in cases where the County or it's employees are named as defendants.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Assistant County Counsel series.

Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Senior Assistant County Counsel in that the latter provides advanced and specialized professional legal work, advice and assistance.

The County Attorney 2 classification "assists attorneys with case preparation and advises county employees on legal matters.

Position 706153 operates at a more advanced level of performance. Assistant County Attorney 2 is not the best available classification fit.

The definition of Assistant County Attorney, Senior is:

To perform a variety of advanced and specialized professional legal work on behalf of Multnomah County, including advising the Board of County Commissioners and other officials on questions of law which arise in the course of managing County government, representing the County's interest in litigation initiated on the County's behalf and in cases where the County or it's employees are named as defendants.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Assistant County Counsel series.

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned.

Employees perform the most difficult and responsible types of duties assigned to classes within this series including litigation supervision, claims supervision, risk management, and consultation. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

This position performs at the level defined for the Class of Assistant County Attorney, Senior. The position is reclassified to that class.

Allocation/Reclassification of Position:

The effective date of the reclass is December 2, 2004. Your seniority date (time in class) is December 2, 2004, the effective date of the reclassification.

	Date	Class	JCN	Pay Scale Group	Pay Range
Old	12/2/04	Assistant County Attorney 2	9190	128	\$54,186 – \$75,861
New	12/2/04	Assistant County Attorney, Senior	9440	132	\$65,871 – \$92,219

Reclassifications within the County are typically done on a least-cost basis. However, according to Personnel Rule 4-10-010, G, "Employees in positions reclassified upward will be brought up to the minimum of the range if they are currently being paid below the minimum. If an employee is paid within the reclassified range, pay may be adjusted but not to exceed the maximum of the new salary range." Your current annualized rate of pay as of December 2, 2004 was \$74,663. No salary action is necessary to implement this reclassification.

If you have any questions, please feel free to contact me at ext - 24827.

cc: Agnes Sowle
Patti Hollaman
Jaci Burns
File Copy