Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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

To:	Larry Brown, Health Department Human Resources
From:	Jude Tennant, Consultant, CWI Business Solutions
	Candace Busby, Classification and Compensation Unit (503/4)
Date:	February 9, 2010
Subject:	Reclassification Request #1395 (Larry Brown)

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

Request Information:

Date Request Received: January 20, 2010
Current Classification: HR Analyst Senior
Job Class Number: 9748
Pay Grade: 126

Position Number: 702654
Requested Classification: HR Manager 1
Job Class Number: 9715
Pay Grade: 128

Request is: ☒ Approved as Requested

Effective Date: July 20, 2009

Allocated Classification: HR Manager 1
Pay Range: Min $60,391.12/yr Max $84,548.25/yr

Job Class Number: 9715
Pay Grade: 128

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.

Position Information:

☒ Filled & incumbent reclassed - see Employee Information Section

Employee Information:

Name of Incumbent Employee: **Larry Brown**
New Job Class Seniority Date: **7/20/2009**

Date	Job Class and Number	Grade	Action
7/19/2009	HR Analyst Senior (9748)	126	Pre-Reclass
7/20/2009	HR Manager 1 (9715)	128	Reclass

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.

Reason for Classification Decision:

The HR Unit within the Health Department has increased and changed its workload over the past year. These changes have led to increased supervision and leadership responsibilities for this position. In this new role, this position will serve as the Operations Manager of the Health Department HR Unit. Essential functions include: provide operational leadership and direct supervision of four HR generalist positions and one support position; provide advice, counsel and direction to 70% of the department's business units on a wide range of HR issues; ensure department employees and management are following County policies, procedures, guidelines and other related legal requirements; represent department at Steps 1 and 2 of grievance process; establish and maintain a positive/effective working relationship with various units; assure HR is strategically aligned and is operating according to County initiatives and department goals, objectives and strategic plan; and determine staffing, performance and operational needs of the department. These functions and scope of responsibility are consistent with those of the HR Manager 1 (9715) classification.

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

cc: Kathleen Fuller-Poe, HR Manager
Joan Sears, HR Maintainer Class Comp File Copy