



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

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

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To: Joyce Resare, DCJ Business Services *C. Busby* March 30, 2011  
From: Candace Busby, Classification and Compensation Unit (503/3/300)  
Subject: Reclassification Request # 1677 (702753)

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

**Request Information:**

Date Request Received: March 9, 2011	Position Number: 702753
Current Classification: Finance Manager	Requested Classification: Finance Supervisor
Job Class Number: 9337	Job Class Number: 9335
Pay Grade: 229	Pay Grade: 226

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Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: March 30, 2011
Allocated Classification: Finance Supervisor	Job Class Number: 0335
Pay Range: \$55,221.00 - \$82,832.00 Annually	Pay Grade: 226

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.

**New/Vacant Position Information:**

Vacant - see New/Vacant Section       Management/Classified

As the position is vacant it must be filled in accordance with the normal appointment procedures. Please consult with the Department Human Resources Unit for assistance.

**Reason for Classification Decision:**

This position plans, manages and directs the work of the Finance Unit of DCJ by setting priorities and direction based on the audit, analysis and evaluation of a full range of fiscal records, systems, policies and/or procedures. The position recommends financial practices and procedures; develops and implements auditing systems; conducts audits to insure compliance with County Administrative Rules and adherence to Generally Accepted Accounting Principles. The position is responsible for grant budgeting and accounting, accounts payable and receivable, revenue budgeting, Medicaid billing, travel coordination, cash receipts management, and supervision fee collection; and works with federal, state and municipal governments on financial issues related to these areas. The position coordinates staff and activities with other County financial services to ensure compliance with established policies, objectives, program priorities and applicable laws, rules and regulations. Additionally, this position oversees the Administrative Unit which provides front desk coverage and timekeeping. In addition to the above functions Finance Managers are responsible for budget and contract preparation/management functions which are outside the scope of this position. Finance Supervisors supervise fiscal and financial functions of a department work unit or a discrete countywide fiscal program activity or function; and perform advanced professional accounting, auditing and/or fiscal management activities. Qualifications are a bachelor's degree with major coursework in accounting, finance or a directly related field, and three (3) years of progressively responsible accounting or fiscal management experience including one (1) year of experience leading or supervising the work of others, or an equivalent combination. The purpose, responsibilities and qualifications of this position are consistent with the Finance Supervisor (9335) classification.

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

Copy: James Opoka, HR Manager  
Class Comp File Copy

Joanne Campbell, HR Maintainer