



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

Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone  
(503) 988-3009 Fax

To: Indirani Thirunamam, DCHS – Business Services (167/500)  
From: Candace Busby, Classification and Compensation Unit (503/4) *C. Busby*  
Date: October 7, 2009, revised from September 28, 2009, to include grade/pay changes  
Subject: Reclassification Request # 1247 (Thirunamam, Indirani)

We have completed our review of your request and are amending the original decision based on further review and the information gathered during our second desk interview. The decision is outlined below.

**Request Information:**

Date Request Received: April 17, 2009  
Current Classification: Finance Specialist 2  
Job Class Number: 6030  
Pay Grade: 23

Position Number: 705438  
Requested Classification: Finance Specialist SR  
Job Class Number: 6032  
Pay Grade: 28

Request is: ☒ Approved as Requested  
☐ Approved - Revised  
☐ Denied

Effective Date: October 17, 2008

Allocated Classification: Finance Specialist SR  
Pay Range: \$49,527.36 to \$60,927.84 annually

Job Class Number: 6032  
Pay Grade: 28

**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:**

☐ Vacant - see New/Vacant Section  
☒ Filled & incumbent reclassified - see Employee Information Section  
☐ Filled & incumbent not reclassified with position See New/Vacant Section

**Employee Information:**

Name of Incumbent Employee: Indirani Thirunamam  
New Job Class Seniority Date: October 17, 2008

Date	Job Class and Number	Grade	Step	Rate	Action
10/16/2008	Finance Specialist 2 (6030)	23	8	\$26.82	Pre-Reclass
10/17/2008	Finance Specialist SR (6032)	28	3	\$26.82	Post-Reclass
2/3/2008			4	\$27.62	Step Increase

Employees in positions reclassified downward to a classification with a lower salary range will receive no change in pay. If an employee's pay exceeds the maximum of the lower salary range, pay will be frozen at the existing rate until the new salary range is higher than the employee's rate of pay. Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 4-10. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 2-80 and 4-10.

Per MC Personnel Rule 5-50-030, when the position is reclassified downward, the employee will be placed on the recall list for reappointment to the higher classification. The employee's Department Human Resource Unit will originate and process required documentation. Contact your Department HR Unit for additional information.

**Reason for Classification Decision:**

Two desk interviews were conducted with the incumbent, and meetings were also held with her supervisor Ed Jones, and Kathy Tinkle the Department Business Services Manager. The first desk interview was on June 26, 2009 with an additional interview on September 11, 2009 which included Michael Hanna, Local 88 Vice President.

This position independently provides grant accounting for more than 20 funding sources in excess of \$39 million, working with five division managers to develop and monitor the associated budgets with limited oversight from senior level finance managers. The work performed is detailed and requires the incumbent to have an in-depth knowledge of the requirements of each grant in order to recognize problems and recommend solutions to senior program managers. The incumbent conducts in-depth reviews of departmental records to ensure compliance with GAAP, state, local and grant laws, policies, procedures and processes; and is the lead resource to management on funding issues and trends, preparing extensive ad hoc reports, exhibits and other supporting documents to keep management apprised of grant status. Grant administration and support for assigned programs includes preparing annual revenue and expense forecasts, budget development and monitoring/reporting, contract review and requisition release, year end closing process, accounts receivable processing, and technical assistance pertaining to grants and audit matters.

The incumbent drafts the annual ADS program budget utilizing revenue projections from various funding streams. Based on this large budget the other division programs build their individual ADS program budgets. The incumbent works with program management and others to finalize the budget and prepares extensive reports to monitor usage throughout the year. Mistakes in monitoring budgeted amounts against funding streams have a high cost risk and could result in a program running out of money or under spending grant resources. The work is significant, requiring advanced journey-level professional accounting, auditing and fiscal management skills to independently audit, analyze and evaluate financial records and systems; recommending solutions to senior managers regarding unusual or questionable financial conditions. Based on the additional information provided in her appeal, information from the position description, the interviews and meetings with program managers the best fit for this work is the Finance Specialist, Senior (6032) 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.

cc: Ed Jones, Finance Supervisor  
Paula Brunt, HR Manager  
Pauline Reed, HR Maintainer  
Michael Hanna, Local 88  
Bryan Lally, Local 88  
Class Comp File Copy