



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

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To: Chris Clancy, IT, DARS, ext. 84024  
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*  
Date: August 17, 2010  
Subject: Reclassification Request #1516 (From Dev. Analyst Sr. to Database Administrator Sr.)

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

**Request Information:**

Date Request Received: June 22, 2010	Position Number: 701774
Current Classification: Development Analyst Sr.	Requested Classification: Database Administrator Sr.
Job Class Number: 6406	Job Class Number: 6408
Pay Grade: 37	Pay Grade: 42

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

Effective Date: December 22, 2009

Allocated Classification: Database Admin. Sr.  
Pay Range: \$39.05 - \$48.00 hourly

Job Class Number: 6408  
Pay Grade: 42

**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 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:**

☐ 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: Nga Le  
New Job Class Seniority Date: December 22, 2009

Date	Job Class and Number	Grade	Step	Rate	Action
Dec. 21, 2009	Development Analyst Sr. (6406)	37	7	\$39.42	Pre-reclass
Dec. 22, 2009	Database Administrator Sr. (6408)	42	2	\$39.42	Post-reclass

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 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.

Per MC Personnel Rule 5-50-055, 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:**

This position functions as part of a team to provide stable Enterprise SQL Server environments that include production environments for end users and development/test environments for Application Services. Essential job functions include manage and administer Microsoft SQL Server databases; manage changes into database environments; automate and improve processes; mentor, train, and document; and troubleshoot database issues to successful completion.

Development Analyst Senior analyzes, develops, tests and documents business and database applications for mainframe, midrange, client servers, Internet and/or PC technologies.

Database Administrator Senior analyzes, designs, develops, installs, maintains and troubleshoots County databases and related master files and provides guidance to Database Administrators.

This position administers the largest and most complex mission-critical data warehouse in the County (CEDARS). A distinguishing characteristic of Database Administrator Senior is greater experience and depth of knowledge in complex and large-scale database development and maintenance. Considering the size of the databases for which this position is responsible as well as the scope and complexity of the duties, it best fits the criteria for Database Administrator Senior (6408).

**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.22342.

cc: Karin Lamberton, HR Manager  
Leola Warner & Jacqueline Burns, HR Maintainers  
Local 88  
Class Comp File Copy