

## Multnomah County, Oregon

Dept. of County Management – Central Human Resources  
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(503) 988-5015 Phone

To: Travis Graves - DCM/HR  
From: Jude Tennant, Consultant, CWI Business Solutions  
Joi Doi, Class/Comp Unit  
Date: August 28, 2009  
Subject: Reclassification Request #1279 (Carla Gonzales)

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

### **Request Information:**

Date Request Received: July 16, 2009  
Current Classification: HR Manager 2  
Job Class Number: 9621  
Pay Grade: 131  
Request is: ☐ Approved as Requested  
☒ Approved - Revised  
☐ Denied

Position Number: 704045  
Requested Classification: TBD  
Job Class Number: TBD  
Pay Grade: TBD  
Effective Date: August 28, 2009

Allocated Classification: HR Manager 1  
Job Class Number: 9715  
Pay Range: Min \$60,391.12/yr Max \$84,548.25/yr  
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:**

☐ 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: Carla Gonzales  
New Job Class Seniority Date: August 28, 2009

Date	Job Class and Number	Grade	Rate	Action	Union / Mgmt / Executive
8/27/2009	Human Resources Mgr 2 (9621)	131	\$95,195/yr	Pre-Reclass	Executive
8/28/2009	Human Resources Mgr 1 (9715)	128	\$95,195/yr	Reclass	Management

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.

### **Reason for Classification Decision:**

This Central Human Resources position requires reclassification review/action due to staffing and workload changes in the division caused by budget cuts. This position's basic duties and primary functions have remained relatively intact, although the position no longer directly supervises a team. Key/special and

executive projects for the HR Director, oversight/management of and facilitating HR strategy planning and execution, and ongoing management of Central HR's budget are still primary duties of this job.

In its revised role, this position will continue to: plan, organize, manage, and implement a wide variety of ongoing operational and specialized countywide HR and business process initiatives, systems, and projects. Essential functions include: manage special projects with countywide impact that require a high level of independent action and decision-making; provide cross-organizational leadership and cross-functional problem-solving to engage/empower stakeholders at all levels of the organization; lead countywide HR organization strategic planning process to develop and implement strategy, tactics, and measures to achieve organizational excellence; manage strategy execution and key activities to assure organizational alignment, performance accountability, and consistent deployment across departments; design and facilitate planning sessions to ensure countywide HR participation; direct development and implementation of HR Process Evaluation and Improvement Redesign System to strengthen best practices; manage Central HR Division budget and communications; and represent HR Director to Employment Committee.

The new responsibilities and ongoing scope of this position were compared with Human Resources Manager 1 (HRM 1), as well as the Administrative Analyst series and the Management Assistant job class. The HRM 1 classification has the best alignment of functions to this position, and while an HRM 1 may supervise professional staff, the job class also serves as an expert sole contributor in Central HR. The Administrative Analyst series was considered but dismissed as the series lacks strong policy/process development, strategic planning, and cross-organizational leadership which are key assignments of this position. Management Assistant (MA) also has some similarities to this position, but lacks the broad human resources discipline that's needed to complete assigned projects. The MA classification also directly advises the Board of County Commissioners (BCC) and Board Staff and provides staff support to the BCC and outside community agencies which are not key functions of this position. Therefore, our analysis determined the best match for this revised role is the Human Resources Manager 1 (9715) classification.

If you have any questions, please feel free to contact Joi Doi at 503-988-3241.

cc: DCM HR Manager  
Leola Warner, HR Maintainer  
Class Comp File Copy