



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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

To: Lillian Shirley, Health Department - Director's Office
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: June 10, 2010
Subject: Reclassification Request # 1487 (705473)

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

Request Information:

Date Request Received: May 21, 2010
Current Classification: Administrative Assistant
Job Class Number: 6054
Pay Grade: 19

Position Number: 705473
Requested Classification: Administrative Analyst/NR
Job Class Number: 9006
Pay Grade: 121

Request is: ☒ Approved as Requested

Effective Date: June 10, 2010

Allocated Classification: Administrative Analyst/NR
Pay Range: \$42,931.12 to \$60,103.58 annually

Job Class Number: 9006
Pay Grade: 121

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.

Position Information:

☒ Vacant - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

Administrative Analyst/Non-Represented positions perform a variety of confidential functions for a department or division director that directly relate to collective bargaining and/or the disciplinary process. This position will research compile, review, edit and re-draft disciplinary actions, investigation findings and information directly related to grievance handling or collective bargaining. Absent these key functions this position would be classified as a local 88 job class.

The position will perform a variety of professional, technical and analytical work in providing administrative support for the Department Director and Deputy Director Office (Office). In this capacity the position will provide daily management of communications, including confidential communications, to and from the Office and serve as liaison on the Director's behalf; perform research and analysis in the area of performance management/discipline for the Office regarding their direct reports; and organize interview panels. The position will coordinate development of the budget and program offers for the Office; project revenues and expenditures and monitors the budget throughout the year; confer with management staff to assist in identifying financial, personnel and materials needs and problems; attend meetings at the director's request. The position as described meets the criteria for exclusion from the bargaining unit. The overall scope and responsibility of this position best fits the criteria for the Administrative Analyst/NR classification (9006).

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

cc: Kathleen Fuller-Poe, HR Manager
Joan Sears, HR Maintainer

Melissa Dailey, HR Analyst
Class Comp File Copy



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To: Jade Dodge, Health Department - Environmental Health Unit
From: Candace Busby & Elisabeth Nunes, Classification and Compensation Unit (503/4) *5/15/10*
Date: July 15, 2010
Subject: Reclassification Request # 1495 (Operations Supervisor to Program Manager 1)

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

Request Information:

| | |
|---|---|
| Date Request Received: June 4, 2010 | Position Number: 705954 |
| Current Classification: Operations Supervisor | Requested Classification: Program Manager 1 |
| Job Class Number: 9025 | Job Class Number: 9615 |
| Pay Grade: 121 | Pay Grade: 126-129 |

Request is: ☐ Approved as Requested ☒ Approved - Revised ☐ Denied
Effective Date: December 3, 2009

Allocated Classification: Program Supervisor Job Class Number: 9361
Pay Range: \$50,690.15 to \$78,225.86 annually Pay Grade: 124-126

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.

Position Information:

☐ Vacant - see New/Vacant Section ☐ Represented ☒ Management/Classified
☐ Executive/Unclassified
☒ Filled & incumbent reclassified - see Employee Information Section
☐ Filled & incumbent not reclassified with position See New/Vacant Section

Employee Information:

Name of Incumbent Employee: Jade Dodge
New Job Class Seniority Date: December 3, 2009

| Date | Job Class and Number | Grade | Rate | Action |
|------------------|------------------------------|---------|-----------------|--------------|
| December 2, 2009 | Operations Supervisor (9025) | 121 | \$48,152.00/yr. | Pre-reclass |
| December 3, 2009 | Program Supervisor (9361) | 124-126 | \$50,690.15/yr. | Post-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. Contact your Department HR Unit for additional information.

Reason for Classification Decision:

July 15, 2010

The submitted organization chart and position description document your supervision of office assistant positions whose purpose is to provide administrative support for three functional areas (Inspection, Food Handlers and Vital Records) within Environmental Health Services (EHS). These three program areas are managed by either a Program Supervisor or Environmental Health Supervisor and consist of professional and technical staff. In addition to your three administrative functional areas a fourth area is identified on the org chart as 'Program Development' staffed with a PDS/Senior and a Health Educator. You describe the purpose of your position is to provide administrative and program development support to the above mentioned EHS programs. Your responsibility for supervision of these administrative areas is consistent with the Operations Supervisor classification where incumbents typically supervise the day-to-day work of 5-9 administrative support staff; and may have subordinate lead workers. Additionally your responsibilities for managing your section: supervision, operations management, internal consulting, role in financial management and external relationships are all consistent with the Operations Supervisor classification.

One of the major differences between Operations Supervisor and Program Manager 1 classifications is Program Managers 1 manage and supervise a small division or section with multiple program areas containing professional or technical disciplines (not administrative support functions) and typically have subordinate exempt supervisors. Program Supervisors supervise a small program, section or unit that contains professional or technical staff, rather than administrative support functions and may have lead workers. Your position provides administrative services to the programs providing services to external customers and contains one unit with two technical/professional positions. The duties and responsibilities described do not meet the criteria for Program Manager 1 as you do not have subordinate exempt staff or multiple program areas staffed by professional or technical staff. However, because one of your four areas has a PDS/Senior and Health Educator, the purpose, scope, qualifications and duties are consistent with the Program Supervisor classification (9361).

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22342.

cc: Lila Wickham, Manager
Larry Brown, HR Manager
Joan Sears, HR Maintainer

Kathleen Fuller-Poe, HR Manager
Melissa Dailey, HR Analyst
Class Comp File Copy



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources -- Multnomah Building
501 SE Hawthorne
Portland, Oregon 97214

To: Jonathon Potkin, OA Senior -- Health Dept.

Date: July 13, 2010

From: Joi Doi, Class Comp

Subject: Reclassification Request # 1504 -- Office Asst. Senior to Administrative Specialist

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

Request Information:

Date Request Received: June 15, 2010

Current Classification: Office Asst. Senior

Job Class Number: 6002

Pay Grade: 14

Request is: ☒ Approved as Requested

☐ Approved -- Revised ☐ Denied

Allocated Classification: Administrative Specialist

Pay Range: \$ \$17.55 - \$21.61 Hour

Position Number: 706520

Requested Classification: Administrative Specialist

Job Class Number: 6005

Pay Grade: 15

Effective Date: **July 1, 2010**

Job Class Number: 6005

Pay Grade: 15

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the issue date to ensure duties and work are implemented as originally described. This allocation may also 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

Employee Information:

Name of Incumbent Employee:

New Job Class Seniority Date:

| Date | Job Class and Number | Grade | Step | Rate | Action |
|---------------|----------------------------|-------|------|-------|------------------|
| June 30, 2010 | Office Asst. Senior - 6002 | 14 | 99 | 21.19 | Pre-reclass |
| July 1, 2010 | Admin. Specialist -- 6005 | 15 | 8 | 21.61 | Reclassification |

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:

Your position now aligns to primarily support a major Health Dept. program director (Mary Frances Conedera) who is a member of the Department Director's (Lillian Shirley) Leadership Team as of July 1, 2010. In this capacity, you/the incumbent review, prioritize, maintain Conedera's calendar/work schedule, business/community contacts and her Email. You also directly respond to and communicate various messages on her behalf including drafting and writing letters and program documents. Your position acts as her liaison with the OR State Board of Nursing regarding licensure issues, and personnel investigations. On her behalf, you provide also program support to nursing students. Another key function relating directly to the Health Department's Leadership Team (DLT), is your administrative support to the Diversity and Quality Team, which is sponsored by Lillian Shirley, Health Dept. Director, and Kathleen Fuller Poe, the Human Resources Manager for the Health Dept. Your high level, often confidential functions for some of the department's top leaders are consistent with the primary focus of the Administrative Specialist job class. Because Conedera officially became a member of the Health Dept. DLT on July 1, 2010 (per Kathleen Fuller Poe), your reclassification change is also effective that same date. A key requirement for Administrative Specialist is to provide significant professional staff assistance to a County Dept., division director/executive manager, and Conedera as a DLT member meets that criteria.

Reclass Request #1509
July 13, 2010
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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 503.988.3241.

Copy:

Dept. HR representative
HR Maintainer
Bryan Lally, Local 88
Jim Younger, Labor Relations
Class Comp File Copy