



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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

To: Susan Kirchoff, ICS - Health Department
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: June 24, 2010
Subject: Reclassification Request #1477 (1 OA Sr for Rockwood)

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

Request Information:

Date Request Received: May 13, 2010
Current Classification: N/A
Job Class Number: N/A
Pay Grade: N/A

Position Number: TBD
Requested Classification: Office Assistant SR
Job Class Number: 6002
Pay Grade: 14

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

Effective Date: June 24, 2010

Allocated Classification: Office Assistant SR
Pay Range: \$34,869.60 to \$42,929.28 Annually

Job Class Number: 6002
Pay Grade: 14

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

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:

This new position will provide a variety of complex clerical and administrative support functions for the new Rockwood Health Center including: maintaining complex provider schedules and schedule changes, staff scheduling, payroll, ordering supplies and equipment; and coordinating IT, telecom and facilities needs. The position will oversee cash handling and tracking procedures including petty cash, EOD process and bus ticket management; and balance financial accounts for the center. Additional administrative support functions include development and preparation of management and clinical reports and independently preparing correspondence. The qualifications are equivalent to a high school diploma and three years of increasingly responsible clerical experience; with experience in the health care or medical field desirable. The qualifications, purpose of position, duties and responsibilities are consistent with the Office Assistant Senior (6002) classification.

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

cc: Kathleen Fuller-Poe, HR Manager
Larry Brown, HR Manager
Melissa Dailey, HR Analyst
Joan Sears, HR Maintainer
Bryan Lally, Local 88
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