



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: Janice Garceau, DCJ - Family Court Services
From: Candace Busby, Classification and Compensation Unit (503/3/300)
Date: February 22, 2011
Subject: Reclassification Request # 1673 (vacant - 702824)

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

Request Information:

Date Request Received: February 16, 2011	Position Number: 702824
Current Classification: Program Coordinator	Requested Classification: Office Assistant 2
Job Class Number: 6022	Job Class Number: 6001
Pay Grade: 25	Pay Grade: 9

Request is: Approved as Requested Effective Date: February 22, 2011

Allocated Classification: Office Assistant 2	Job Class Number: 6001
Pay Range: \$30,735.36 - \$37,751.04 Annually	Pay Grade: 9

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:

Responsibility for the coordination of the parent education program previously assigned to this position has been assumed by the Family Court Services Manager. This position will provide front desk reception, schedule appointments, respond to inquiries and make referrals, perform data entry and other clerical support for Family Court Services. The primary function will be reception services such as answering the phone, greeting clients and general members of the public, screening incoming calls and routing inquiries to staff and other departments as needed. The position will take messages and act as a gate-keeper for counselors and other staff. Additional tasks include: enter client data and services provided into the FCS Access database, preparation of mediation files, receive and distribute mail, register clients for parent education classes, and provide coverage for other support functions as assigned. Minimum qualifications are equivalent to a high school diploma and one year of general clerical experience including public contact. The described purpose of this position, responsibilities and qualifications are consistent with those of the Office Assistant 2 (6001) classification.

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

cc: James Opoka, HR Manager Joanne Campbell, HR Maintainer
Bryan Lally, Local 88 Class Comp File Copy