



Department of County Management
MULTNOMAH COUNTY OREGON

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

To: Urmila Jhattu, HR Manager - DCHS
From: Jude Tennant, Consultant, CWI Business Solutions
Subject: John Kaneski, Classification and Compensation Unit (503/3)
Reclassification Request # 1755 (Vacant)

Date: July 19, 2011

John Kaneski

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

Request Information:

Date Request Received: July 12, 2011	Position Number: 700782
Current Classification: HR Technician	Requested Classification: HR Analyst 2/NR
Job Class Number: 9061	Job Class Number: 9670
Pay Grade: 118	Pay Grade: 224
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: July 19, 2011

Allocated Classification: HR Analyst 2/NR	Job Class Number: 9670
Pay Range: Min \$48,232.00/yr Max \$72,349.00/yr	Pay Grade: 224

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

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 position will provide professional and technical support for the Department of County Human Services, performing broad human resources generalist responsibilities and also key staffing functions that require advanced knowledge and application, primarily in recruitment and selection. Essential functions include:

- designing and/or updating job descriptions for vacancies, in consultation with managers;
- developing recruitment strategies and plans with hiring coordinators/managers;
- developing, scheduling and administering recruitment and selection processes;
- evaluating (and coordinating the evaluation of) applicant training and experience;
- creating scoring assessments;
- notifying and communicating with applicants;
- examining adverse impact at each stage of the recruitment and selection process;
- coaching hiring managers in the feedback process with internal applicants;
- organizing and participating in job fairs.

Other key duties involve examining reclassification requests and coaching managers on the reclassification process, applicable rules/policies, and how to best articulate program needs in their requests; making recommendations on classification requests prior to submission to Class/Comp; serving as the department HR liaison for Class/Comp studies; reviewing submitted KSA's for appropriateness and completeness; and attending Labor-Management Team meetings to present information as needed.

Required qualifications for HR Analyst 2 are equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, human resources administration, business administration or a related field, and two years of increasingly responsible professional and technical human resources experience.

Given the level and breadth of human resources expertise and consultation required, the essential functions, level of responsibility, and qualifications of this vacant position better align with the HR Analyst 2/NR (9670) than with the HR Analyst 1 classification (which is the entry-level professional HR class). HR Analyst 1 performs duties of more limited scope and under closer supervision or direction than higher level HR Analyst classes. HR Analyst 2 differs from HR Analyst Senior in that the latter job class is involved with more complex employee relations, typically has division HR assignments, and counsels managers on labor relations/contract issues. In addition, HR Analyst Seniors draft initial departmental or division grievance responses; whereas HR Analyst 2 employees do not have this accountability. Allocation to HR Analyst 2 is also consistent with other internal HR Analyst 2/NR allocations regarding the confidential employee/labor relations, staffing/recruiting functions and work assignments.

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

Copy: Carolyn Edgett, HR Analyst Senior
Heather Garrett, HR Analyst Senior
Gary Miguel, DCHS HR Analyst/Maintainer
Class Comp File Copy