



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: 03/07/2014

To: Tami Mahrt, HR Manager 1

From: Susan Mullett, Classification and Compensation Unit (503/3/300)

Request #: 2441

Position Number: 703958

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

Request Information:

Date Received: 02/28/2014

Effective Date: 03/05/2014

Current Classification: Office Assistant Senior
(Rep)

Allocated Classification: Office Assistant Senior
(NR)

Job Class Number: 6002

Job Class Number: 9636

Pay Grade: 24

Pay Grade: 115

Pay Range \$34,341.84 --\$48,078.96

Position Information:

☒ Represented

☒ Vacant - see New/Vacant Section

New/Vacant Position Information:

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

Reason for Classification Decision:

This vacant position in the Employee Benefits office is submitted for reclassification from an Office Assistant Senior (Rep) to Office Assistant Senior (NR) as a result of the confidential duties related to collective bargaining that is now assigned. Duties include reception and administrative support for Benefits and Wellness; reports and payment processing; supplies ordering; administering the TriMet Bus Pass program; and records filing. In addition, this position will provide ongoing administrative support, including collecting, reviewing, and preparing data and information related to collective bargaining. In addition, this position will attend and participate in meetings related to bargaining activities. Minimum qualifications include the equivalent to the completion of the twelfth grade and three (3) years of specialized, increasingly responsible clerical experience in employee benefits or related field.

An analysis of the Office Assistant Senior Rep (6002), and Office Assistant Senior NR (9636) classifications was performed before making an allocation decision:

The *Office Assistant Senior (6002)* classification performs a wide variety of responsible and difficult administrative work in support of the function, unit, or program to which assigned. Incumbents primarily perform such tasks as: applying departmental policies and procedures in performing advanced administrative work, including the maintenance of detailed records, verifying the accuracy of information, researching discrepancies; assisting the public and other staff/agencies in interpreting, explaining, and applying policies, procedures, laws, and ordinances; researching, analyzing, and summarizing data for special projects and comprehensive statistical, numeric, and financial reports; developing, updating, and maintaining standardized operating procedures, forms, report formats, rules, and regulations; maintaining a variety of statistical records; reviewing, computing, and correcting data requiring the analysis and coordination of several data sources and interpretation of policy. In addition, this class may direct the work activities of assigned clerical personnel; prioritize and coordinate work assignments; review work for

accuracy; evaluate operations and activities of assigned responsibility area; recommend organizational or procedural improvements or modifications; and prepare reports on operations and activities. Incumbents exercise independent judgment in scheduling and accomplishing work, handling difficult human relations situations, analyzing alternatives, maintaining complex systems, carrying out research and analysis of varied data, and originating reports. Minimum qualifications include the equivalent to the completion of the twelfth grade and three (3) years of specialized, increasingly responsible clerical experience in the area of assignment.

The *Office Assistant Senior NR (9636)* classification performs a wide variety of responsible and difficult administrative work in support of the function, unit, or program to which assigned. Incumbents primarily perform such tasks as: applying departmental policies and procedures in performing advanced administrative work, including the maintenance of detailed records, verifying the accuracy of information, researching discrepancies; assisting the public and other staff/agencies in interpreting, explaining, and applying policies, procedures, laws, and ordinances; researching, analyzing, and summarizing data for special projects and comprehensive statistical, numeric, and financial reports; developing, updating, and maintaining standardized operating procedures, forms, report formats, rules, and regulations; maintaining a variety of statistical records; reviewing, computing, and correcting data requiring the analysis and coordination of several data sources and interpretation of policy. In addition, this class may direct the work activities of assigned clerical personnel; prioritize and coordinate work assignments; review work for accuracy; evaluate operations and activities of assigned responsibility area; recommend organizational or procedural improvements or modifications; and prepare reports on operations and activities. The Office Assistant Senior NR is management/confidential as defined by Oregon's Public Employees Collective Bargaining Act, or in accordance with the terms of the AFSCME Local 88 Collective Bargaining Agreement. This position will perform confidential tasks, including collecting, compiling and editing data and information, directly related to grievance handling and/or collective bargaining. Minimum qualifications include the equivalent to the completion of the twelfth grade and three (3) years of specialized, increasingly responsible clerical experience in the area of assignment. This classification is a good match due to the administrative support duties that provide handling and compiling data and information for collective bargaining purposes.

The duties, responsibilities and qualifications support this position is allocated to *Office Assistant Senior NR (9636)*

Rules and Rights:

This classification decision is subject to all applicable requirements stated in Multnomah County 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. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Previously approved specialized KSAs for a position do not transfer with a reclassification.

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

Cc Dorian Gualotunia, HR Analyst, Sr.
 Karin Lamberton, HR Analyst Sr.
 Jacqueline Burns, HR Maintainer

Susan Giesbrecht, HR Analyst Sr.
Leola Warner, HR Maintainer
Class Comp File