



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
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(503) 988-5015 Phone
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To: Wayne Scott, DCM, Central HR, Talent Development
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)
Date: December 10, 2009
Subject: Reclassification Request #1368 (NEW TBD)

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

Request Information:

Date Request Received: December 1, 2009	Position Number: 712636
Current Classification: Development Analyst Sr.	Requested Classification: TBD
Job Class Number: 6406	Job Class Number: TBD
Pay Grade: 37	Pay Grade: TBD

Request is:	<input checked="" type="checkbox"/> Approved as Requested	Effective Date: December 10, 2009
	<input type="checkbox"/> Approved - Revised	
	<input type="checkbox"/> Denied	

Allocated Classification: HR Analyst 2	Job Class Number: 9670
Pay Range: \$49,696.23 - \$69,572.50 annually	Pay Grade: 124

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. 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 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 new position will be responsible for enhancing employee capacity to make intelligent use of technology applications and decrease reliance on the IT Help Desk by way of training. Essential job functions include developing and delivering training courses; assisting in developing and implementing online training and events; communicating internally on behalf of Talent Development using diverse media; and assisting in strategic planning for the use of technology.

A Human Resources Analyst 2 provides professional and technical support in a single human resources area within central human resources and may perform duties of a specialist with advanced knowledge of a single discipline. The work has frequent variations of moderate to high levels of complexity. Duties may include providing technical support, advice and counsel; and designing, implementing, and delivering training sessions to meet County or department needs.

Considering these and other responsibilities, this new position best fits the criteria for Human Resources Analyst 2 (9670).

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

cc:	Sherry Swackhamer, CIO	Local 88
	Karin Lamberton, HR Manager	Class Comp File Copy
	Leola Warner & Jaci Burns, HR Maintainers	