



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
 Human Resources

Multnomah Building  
 501 SE Hawthorne, Suite 400  
 Portland, Oregon 97214  
 (503) 988-5015 Phone  
 (503) 988-3009 Fax

To: Joyce Resare, DCJ, Business Services  
 From: Olga Ward/Candace Busby, DCM Class Comp  
 Date: December 16, 2009  
 Subject: Reclassification Request #1370 (vacant)

*Olga Ward*  
*Candace Busby*

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

**Request Information:**

Date Request Received: December 8, 2009	Position Number: 704594
Current Classification: Office Assistant Sr.	Requested Classification: Office Assistant 2
Job Class Number: 6002	Job Class Number: 6001
Pay Grade: 14	Pay Grade: 9

Request is:	<input checked="" type="checkbox"/> Approved as Requested	Effective Date: December 28, 2009
	<input type="checkbox"/> Approved - Revised	
	<input type="checkbox"/> Denied	

Allocated Classification: Office Assistant 2	Job Class Number: 6001
Pay Range: \$30,129.84 - \$37,020.24 annually	Pay Grade: 9

**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 position will serve in the Business Services unit by providing administrative and business support to the Department. This position is responsible for reception desk coverage including answering the phone, directing calls to appropriate personnel, and providing information to visitors. This position will provide general clerical support to the Business Services units through updating, compiling, and archiving various records and files. In addition, this position will perform payroll time entries for over 50 employees. The position requires two years of general clerical experience, including experience working with clients and/or the public and education equivalent to the completion of the twelfth grade. This and one other Office Assistant 2 position will be led by an Administrative Analyst. These functions are consistent with those of the Office Assistant 2 (6001) classification.

If you have any questions, please feel free to contact Olga Ward at 503-988-5015 ext. 22747.

cc: James Opoka, HR Manager  
 Lorraine Newell, HR Maintainer  
 Local 88  
 Class Comp File Copy