



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
Current Classification: Office Assistant Sr.
Job Class Number: 6002
Pay Grade: 14

Position Number: 704594
Requested Classification: Office Assistant 2
Job Class Number: 6001
Pay Grade: 9

Request is: ☒ Approved as Requested
☐ Approved - Revised
☐ Denied

Effective Date: December 28, 2009

Allocated Classification: Office Assistant 2
Pay Range: \$30,129.84 - \$37,020.24 annually

Job Class Number: 6001
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