



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: Tim Boylan, IT, 503/4 x83758
From: Elisabeth Nunes, Classification & Compensation Unit 503/4
Date: February 27, 2009
Subject: Reclassification Request #1159 (Office Assistant 2 to Procurement Associate)

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

Request Information:

Date Request Received: February 24, 2009
Current Classification: Office Assistant 2
Job Class Number: 6001
Pay Grade: 9

Position Number: 712121
Requested Classification: Procurement Associate
Job Class Number: 6115
Pay Grade: 18

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

Effective Date: August 25, 2008

Allocated Classification: Procurement Associate
Pay Range: \$39,296.16 - \$48,358.08 annually

Job Class Number: 6115
Pay Grade: 18

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

Employee Information:

Name of Incumbent Employee: Robin Walton
New Job Class Seniority Date: To be calculated by DCM Central HR Dept.

<u>Date</u>	<u>Grade</u>	<u>Step</u>	<u>Rate</u>	<u>Action</u>	<u>Union / Mgmt / Executive</u>
8/24/08	9	05	\$16.21/hr	Pre-Reclass	Local 88
8/25/08	18	01	\$18.82/hr	Reclass	Local 88
10/23/08	18	02	\$19.40/hr	Step Increase	Local 88

Employees who are reclassified with their position will be placed within the salary range for the new classification. Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 4-10. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 2-80 and 4-10.

Reason for Classification Decision:

Due to changing support needs because of management moves, this position has taken on a purchasing-specific role. In fact, 90% of the essential job functions are related to procuring technology for the Health & Human Services Departments. An Office Assistant 2 performs a wide variety of general clerical duties. Procurement Associates typically purchase supplies, products, and services using routine and standard purchasing and contract methods. They also provide technical

support by gathering and processing information, and conducting applicable market research in support/assembly of contracts and agreements. Since the focus of this position is now fully in the purchasing arena, it best fits the criteria for Procurement Associate.

Appeal Rights

The outcome of a reclassification request may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

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

cc: Arnold Quigley, HR Manager
Dorian Gualotunia, HR Analyst
Justin Corthell, HR Maintainer
Local 88
Class Comp File Copy