



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

Multnomah Building  
 501 SE Hawthorne, Suite 300  
 Portland, Oregon 97214  
 (503) 988-5015 Phone

To: Jennifer Adamske, DCJ - MTDV  
 From: Candace Busby, Classification and Compensation Unit (503/3/300) *Busby*  
 Date: December 30, 2010  
 Subject: Reclassification Request # 1654 (703745)

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

**Request Information:**

Date Request Received: December 23, 2010      Position Number: 703745  
 Current Classification: Office Assistant Senior      Requested Classification: Records Technician  
 Job Class Number: 6002      Job Class Number: 6157  
 Pay Grade: 14      Pay Grade: 14

Request is:       Approved as Requested      Effective Date: June 23, 2010

Allocated Classification: Records Technician      Job Class Number: 6157  
 Pay Range: \$35,558.64 - \$43,785.36 Annually      Pay Grade: 14

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

**Position Information:**

Filled & incumbent reclassified - see Employee Information Section       Represented

**Employee Information:**

Name of Incumbent Employee: Jennifer Adamske (SAP#10045)  
 New Job Class Seniority Date: June 23, 2010

Date	Job Class and Number	Grade	Step	Rate	Action
6/22/2010	Office Assistant Senior (6002)	14	4	\$18.27	Pre-reclass
6/23/2010	Records Technician (6157)	14	4	\$18.27	Post-reclass

**Reason for Classification Decision:** Your position is responsible for records maintenance support for 13 Probation Officers, 3 Corrections Technicians and 1 Community Justice Manager. In this capacity you research, document and monitor data utilized by DCJ staff to facilitate supervision of community corrections clients. The work involves ongoing research and verification of information in Webleds, OJIN and SPIN, adding and modifying information as needed; determining if judicial/parole board orders are accurately entered in ISIS/DOC and adding, revising and/or amending record entries; preparing records for permanent or temporary closures; modifying ISIS/DOC when judicial/board orders are modified; monitoring release plan caseload; requesting police reports; archiving closed files; maintaining caseload database in Access; and providing rotating reception coverage for lunch/breaks. Qualifications are equivalent to completion of the 12<sup>th</sup> grade and two years of progressively responsible specialized office and data systems records experience, preferably in law enforcement and/or criminal justice. You previously held the classification of Records Technician and your experience, education and training meet the qualifications for Records Technician. The majority of duties and responsibilities of your position best fit within the Records Technician (6157) classification.

**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. 24422.

cc: James Opoka, HR Manager      Joanne Campbell, HR Maintainer  
 Bryan Lally, Local 88      Class Comp File Copy