



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
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To: Cara Fitzpatrick, DCM, Finance - General Ledger
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: September 14, 2009
Subject: Reclassification Request # 1295 (Luce, Susan)

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

Request Information:

Date Request Received: August 5, 2009
Current Classification: Finance Specialist SR
Job Class Number: 6032
Pay Grade: 23

Position Number: 700832
Requested Classification: Finance Supervisor
Job Class Number: 9335
Pay Grade: 125-126

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

Effective Date: September 14, 2009

Allocated Classification: Finance Supervisor
Pay Range: \$52,188.29 to \$76,692.02 annually

Job Class Number: 9335
Pay Grade: 125-126

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:

☒ 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:

In addition to performing lead responsibilities and complex technical financial analysis and reporting for the General Ledger Unit, this position will be restructured to be a 'true' supervisor of the staff in the General Ledger Unit. In its new capacity the position will also be responsible for writing and delivering formal performance evaluations, employee disciplinary actions, hiring, and other personnel actions for a staff of four Finance Specialists/Technicians. The position requires a bachelor's degree with major coursework in accounting, finance or related field with a CPA preferred. Work experience required is three years of progressively responsible accounting or fiscal management experience including one year experiencing leading or supervising the work of others. The appropriate classification is Finance Supervisor (9335).

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Karin Lamberton, HR Manager
Susan Giesbrecht, HR Analyst
Leola Warner, HR Maintainer
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