



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

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To: Richard Martinez, NonD-IT, IT BFP, ext. 84528  
 From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*  
 Date: August 20, 2010  
 Subject: Reclassification Request #1569 (From Procurement Assoc. to Procurement Analyst, Sr.)

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

**Request Information:**

Date Request Received: August 11, 2010                      Position Number: 703311  
 Current Classification: Procurement Assoc.                      Requested Classification: Procurement Analyst/Sr.  
 Job Class Number: 6115    Job Class Number: 6111  
 Pay Grade: 18    Pay Grade: 28

Request is:             Approved as Requested                      Effective Date: February 11, 2010  
                           Approved - Revised  
                           Denied

Allocated Classification: Procurement Analyst                      Job Class Number: 6112  
 Pay Range: \$22.46 - \$27.62 hourly                                      Pay Grade: 24

**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 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:**

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.

**Employee Information:**

Name of Incumbent Employee: Elizabeth McCormick  
 New Job Class Seniority Date: February 11, 2010

Date	Job Class and Number	Grade	Step	Rate	Action
Feb. 10, 2010	Procurement Associate (6115)	18	6	21.81	Pre-reclass
Feb. 11, 2010	Procurement Analyst (6112)	24	1	22.46	Post-reclass

Employees in positions reclassified downward to a classification with a lower salary range will receive no change in pay. If an employee's pay exceeds the maximum of the lower salary range, pay will be frozen at the existing rate until the new salary range is higher than the employee's rate of pay. Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40.

Per MC Personnel Rule 5-50-055, when the position is reclassified downward, the employee will be placed on the recall list for reappointment to the higher classification. The employee's Department Human Resource Unit will originate and process required documentation. Contact your Department HR Unit for additional information.

**Reason for Classification Decision:**

This position is responsible for planning, organizing and conducting simple to comprehensive procurements. This includes developing and maintaining up-to-date work instructions/job aids related to the IT procurement process; ensuring that procurement and contracting activities adhere to IT procurement and contracting standards and procedures, the Public Contract Review Board (PCRB) rules and County Administrative Procedures.

Procurement Associate is the entry-level professional procurement agent in the procurement series. Incumbents are expected to develop and acquire skills and knowledge of public sector procurement practices, laws, codes, and in project management; typically purchase supplies, products and services using routine and standard purchasing and contract methods; and may also provide technical support to higher-level specialists by gathering and processing information and conducting applicable market research.

Procurement Analyst is the full journey level in the series that has thorough knowledge of procurement principles and techniques, contract development, quality control, and project management skills. Employees in this class are responsible for planning, organizing, and coordinating difficult/complex and major procurements; conducting effective cost analyses; may perform contract development and contract administration duties; ensures quality control and compliance; and participates in broad market, product, code, and compliance practices. Decisions at this level are often independently made and based on a thorough analysis of alternatives, adaptation of procedures or resolution of incomplete or conflicting technical, program or contractor data.

Procurement Analyst/Senior is the most advanced level in the series responsible for providing professional expertise and technical support. Use of this classification is limited to employees who are recognized as a subject matter expert with in-depth knowledge of the procurement and contract areas across the County; have advanced knowledge and technical skill and are proven project managers for high risk, complex and formal procurements. Work situations involve a high degree of complexity with incumbents acting as top advisors within assigned area of responsibility, providing policy interpretation throughout the pre-award and post-award phases. Procurement Analyst/Senior is frequently responsible for writing/updating far-reaching procurement guidelines, policies and procedures. These incumbents train other procurement staff, assign or distribute work, or act as project coordinator or facilitator for significant procurements and agreements; and review programs of a wide range of agency contract or procurement functions.

This position goes beyond the entry level, routine purchasing processes. It conducts intermediate/informal procurements of a sometimes non-routine nature that require complex or in-depth analysis/research; planning, organizing, coordinating; and conducting cost analyses using independent judgment. These responsibilities and level are consistent with Procurement Analyst. This position is *not* used as a procurement subject matter expert for county wide procurements and contracts outside of IT. It does *not* create far-reaching procurement guidelines, policies and procedures; nor review programs of a wide-range of agency contract or procurement functions. These characteristics distinguish Procurement Analyst/Senior from the non-senior level. Considering these differences, this position will be reclassified to Procurement Analyst (6112).

**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: Karin Lamberton, HR Manager  
Leola Warner & Jacqueline Burns, HR Maintainers  
Local 88  
Class Comp File Copy