



Department of County Management

## MULTNOMAH COUNTY OREGON

Central Human Resources

Multnomah Building -- 501 SE Hawthorne, Suite 400  
Portland, Oregon 97214

To: Len Lomash, Mental Health Division

Date: January 21, 2011

From: Joi Doi, Classification and Compensation Unit (503/4)  
Subject: Reclassification Request # 1659-- Vacant new Office Assistant 2

Your request has been reviewed, and the decision is outlined below.

### **Request Information:**

Date Request Received: Jan. 19, 2010

Position Number: TBD

Current Classification: NA – new

Requested Classification: Office Assistant 2

Job Class Number: NA

Job Class Number: 6001

Pay Grade: NA

Pay Grade: 9

Request is: ☒ Approved as requested

Effective Date: January 21, 2011

☐ Approved – revised ☐ Denied

Allocated Classification: Office Assistant 2

Job Class Number: 6001

Pay Range: 14.72 - \$18.08 Hourly

Pay Grade: 9

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties/work are executed 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 and incumbent reclassified - see Employee Information Section

☐ Filled and incumbents are not reclassified with position See New/Vacant Section

### **New/Vacant Position Information:**

If the position is vacant or incumbent is not reclassified with the position, the position is filled through normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult your Dept. HR Unit for assistance regarding recruiting.

### **Reason for Classification Decision:**

The Mental Health Division's Verity program has a \$2.2 million contract to coordinate the discharge and movement of individuals from the state psychiatric hospital into and between licensed residential settings. Such work requires processing numerous communications – telephone messages, FAX, electronic information and paper documents – between the entities involved throughout the state. The work involves heavy reporting which entails data tracking and follow-up. This new position requires professional level administrative and clerical skills to perform: creating/proof-reading general correspondence; utilizing computer/office applications including databases and spreadsheets; assisting in the preparation of presentation materials; scheduling meetings, taking notes/minutes, and organizing calendars. The position as described is not a specialist, or highly technical clerical function. Nor does it lead others, require extensive report writing skills, analysis or math ability. Therefore as a strong but solid administrative generalist, this new position best fits the journey-level Office Assistant (OA) 2 classification vs. OA Senior, Program Development Technician, or Data Technician.

If you have any questions, please feel free to contact me at 503.988.3241.

cc: HR Manager, HR Analyst 2  
HR Maintainer  
Local 88  
Class Comp File Copy