



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

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

September 3, 2010

To: Leticia Rodriguez, DCJ - Justice Pretrial Services JC3  
 From: Candace Busby, Classification and Compensation Unit (503/4) *Busby*  
 Subject: Reclassification Request # 1525 (713080 - Rodriguez)

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

**Request Information:**

Date Request Received: July 2, 2010	Position Number: 713080
Current Classification: Office Assistant 2	Requested Classification: Records Technician
Job Class Number: 6001	Job Class Number: 6157
Pay Grade: 9	Pay Grade: 14

Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: January 2, 1010
Allocated Classification: Records Technician	Job Class Number: 6157
Pay Range: \$34,869.60 to \$42,929.28 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:**

Represented  Filled & incumbent reclassified - see Employee Information Section

**Employee Information:**

Name of Incumbent Employee: Leticia Rodriguez  
 New Job Class Seniority Date: January 2, 1010

Date	Job Class and Number	Grade	Step	Rate	Action
01/01/2010	Office Assistant 2 (6001)	9	8	\$17.73	Pre-reclass
01/02/2010	Records Technician (6157)	14	3	\$17.73	Post-reclass

Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40. Contact your Department HR Unit for additional information.

**Reason for Classification Decision:**

Your position researches and prepares files for the court to assist in making release decisions by performing a wide variety of complex records research, analysis and data management to create and maintain data for the Pretrial Services Program Court Liaison/Probation Officer. The work involves ongoing review and research of various judicial and legal documents and utilization of LEDS, OJIN, SWIS, PPDS, DOC400 and JJIS law enforcement systems, including contacting other agencies to research and verify information. Office Assistant 2's perform a variety of moderately complex administrative, secretarial/clerical support functions and tasks; while Records Technicians perform a wide variety of complex records research, analysis and data management to create and maintain data for juvenile and/or adult law enforcement and community justice records. Your education, training and experience meet the qualifications for Records Technician. The 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      Lorraine Newell, HR Maintainer  
 Bryan Lally, Local 88              Class Comp File Copy