



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

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To: Keith Mitchell, DCHS, MHAS Business Services, x9615  
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)  
Date: January 8, 2010  
Subject: Reclassification Request #1383 (New Data Analyst)

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

**Request Information:**

Date Request Received: January 6, 2010	Position Number: TBD
Current Classification: n/a	Requested Classification: Data Analyst
Job Class Number: n/a	Job Class Number: 6073
Pay Grade: n/a	Pay Grade: 25

Request is:	<input checked="" type="checkbox"/> Approved as Requested	Effective Date: January 8, 2010
	<input type="checkbox"/> Approved - Revised	
	<input type="checkbox"/> Denied	

Allocated Classification: Data Analyst	Job Class Number: 6073
Pay Range: \$48,358.08 - \$59,445.36 annually	Pay Grade: 25

**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:**

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.

**Reason for Classification Decision:**

This new position will be responsible for monitoring program financials of the Mental Health and Addiction Services Division (MHASD) using client information management data systems and the Third Part Administrator's claims paid, provider authorization, and Verity enrollment databases; ensuring that data storage and reporting systems are created and maintained for accurate and complete information availability; and that records are in compliance with state and county regulatory policies and contract obligations. This position will train staff on MHASD data systems and serve as data liaison with DCHS IT and the third party administrator on issues related to data submission requirements. The essential job functions include developing, managing, and maintaining databases and data systems for program staff use; producing regular and ad-hoc reports by linking various databases both inside and outside the county; updating, tracking, and reporting on various information systems; and developing program evaluation methods data systems.

Data Technician performs a variety of basic level technical work involved in the maintenance of automated information systems including collection, cleaning, updating, editing, entering and validation of data; produces business and technical reports/documents. The routine nature of data collection, validation, updating, editing and reporting distinguishes this class from the higher levels.

Data Analyst is the full journey level professional analyst who performs complex technical and analytical work in the design, development, and maintenance of unique and complex automated information systems utilized by county departments. At least one of these must be a standalone system and be used by other division or department staff to obtain information. Employees in this class are responsible for ad-hoc reporting, problem solving, organizing, analyzing, and summarizing data received from a variety of sources. Work is highly varied and complex requiring knowledge of discipline-specific processes and methods.

Due to the professional level of work performed; the development of multiple standalone systems used by staff to gather information; and the highly varied, sophisticated reports that must be produced, this position best fits the Data Analyst (6073) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22342.

cc: Carolyn Edgett, HR Analyst Senior  
Kim Pasquinelli, HR Analyst  
Pauline Reed, HR Maintainer  
Local 88  
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