

Classification Allocation Process

I. General Points

- A. The classification of positions is governed by Multnomah County Personnel Rule (MCPR) [5-50](#).
- B. Under MCPR 5-50-040(D), the Library Human Resources Manager has been delegated classification allocation authority for newly budgeted or vacant positions in the following classifications:
 - 1. Access Services Assistant (7212)
 - 2. Clerk (7202)
 - 3. Library Assistant (7211)
 - 4. Librarian (7222)
 - 5. Library Outreach Specialist (7223)
 - 6. Access Services Manager (9795)
 - 7. Cataloging Administrator (9773)
 - 8. Library Administrator (9776)
 - 9. Library Supervisor (9784)
 - 10. Library Manager/Branch (9780)
- C. Central Human Resources, specifically the Classification and Compensation unit, is responsible for classification allocation decisions for all other classifications and for the above classifications when the position is occupied by an employee.
- D. The Classification and Compensation unit and/or the Library Human Resources Manager has 60 days from the receipt of a completed classification request packet to make a classification decision and issue an allocation letter that contains the reasons for the decision.
- E. The Classification and Compensation unit will periodically review and audit completed delegated classification decisions made by the Library Human Resources Manager for process and consistency.
- F. The Classification and Compensation unit has up to one year from the issue date to re-evaluate all classification decisions (those that are done by the Library Human Resources Manager and those that were originally done by the Classification and Compensation unit) to ensure duties and work are implemented as originally described.
- G. Allocations to new or reclassified positions require Board of County Commissioner (BCC) approval, so classification decisions are considered preliminary until such approval is received.

II. Process

- A. The manager or employee requesting a classification decision must complete a **classification request packet** and send to Library Human Resources:
 1. [Classification/Reclassification Request Form](#)
 2. [Position Description Form](#) – The Classification Compensation unit periodically revises the position description form. Managers and employees must submit the most recent version of the form or it will be rejected by the Classification and Compensation unit.
 3. Current or proposed Organization Chart – The Classification and Compensation unit's preference is to include employee names and job titles.
- B. Library Human Resources will review the forms for completeness and conduct an analysis of the position description in relation to the requested class specifications.
- C. If the position is occupied, or the classification **has not been delegated** to the Library Human Resources Manager, Library Human Resources will sign the paperwork and forward it to the Classification and Compensation unit for an allocation decision.
- D. If the position is not occupied and the classification **has been delegated** to the Library Human Resources Manager:
 1. The Library Human Resources Manager will:
 - a. Issue a written allocation decision.
 - b. Send the classification request packet and allocation letter to the Classification and Compensation unit. Note: this is required even if the classification request was denied.
 2. The Classification and Compensation unit will:
 - a. Review the materials for completeness.
 - b. Track allocation decisions in order to authorize budget modification requests.
 - c. Contact Library Human Resources and/or Budget Staff for position numbers if needed.
 - d. Forward the allocation decision notice to the appropriate union representative.
- E. In most cases, the Library Budget Staff will submit the budget modifications for BCC approval. If a reclassification is due to a formal class-comp study, the Classification and Compensation unit will submit the budget modification.

III. Resources

- A. [Classification Specifications](#)
- B. [Instructions for completing the Position Description form](#)
- C. [Classification and Compensation FAQs](#)