Job Family Notes

Please note, this is as up to date as SAP and the most recent position description. You may have some updates or changes to positions. Feel free to note these changes in the form in the position information section. If the current position description is out of date, please provide the requested information and work with your employee to submit an updated position description to classcomp@portlandoregon.gov.

Each job Sub-Family corresponds to only one primary job family, as outlined in the descriptions document. Example: the Data Analytics sub-family only exists in the Business Operations & Administration primary family.

You do not need to provide feedback on your position. This is the responsibility of your supervisor.

The deadline for this form **June 4, 2021**.

If you have any questions please contact helloclasscomp@portlandoregon.gov.

Instructions

Review each position's job family and sub-family assignment in conjunction with the job family and sub-family descriptions. Determine whether you believe the assignment is a good fit.

Complete the TrackIt Form

Section 1

    A. Provide your basic information

Section 2

Question 1

    B. If you have reviewed and agree the with the job family and sub-family assignments for each of your - your positions, answer **yes**.

    C. If you have reviewed and believe one or more of your positions would fit better in a different job family and sub-family, answer **no**.

Question 2

    D. If you believe the description of the job family and sub-family - broadly correspond to your position or another listed job family and sub-family, answer **yes**. If you have answered yes to Question 1 and 2 you may submit the form now.

    E. If you believe the job families and/or sub-family description do not match the duties, answer **no** and move on to the final section.

Section 3

If you answered no to Question 1 or Question 2 use the position information section to provide feedback on changes to job family and/or sub-family assignments and/or identify information in the job family and sub-family descriptions that could be added or removed to best capture the work of your employees.

You may provide information for up to ten individual positions in this form. If you require more than ten position sections, please contact helloclasscomp@portlandoregon.gov.

    A. Position number(s):

        a. This number is provided in the email and starts with the number 4 i.e. 40000001

        b. If you want to change assignments for multiple positions in the same family and sub-family you can enter multiple position numbers in the "position" field.

    B. Employee name(s)

        a. Include the employee(s) names to ensure we have the most accurate information

      b. If there are multiple positions in the same family and sub-family you can enter multiple employee's names

C. Closest/Current Appropriate Job Family
      a. If you agree with the position's job family assignment, choose the current job family
      b. If you disagree with the position's job family assignment, choose the job family you believe is appropriate

D. Closest/Current Appropriate Job Sub-Family
      a. If you agree with the position's job sub-family assignment, choose the current job family
      b. If you disagree with the position's job sub-family choose the job family you believe is appropriate

E. If you feel the Job Family and Sub-Family descriptions do not correspond to the position, what information could we add or remove to the description to best capture the work of your employee(s)?
      a. For the current or closest job family assignment description please provide details on what could be added or removed to better describe the general functions of your employees' positions.