



Oregon

John A. Kitzhaber, MD, Governor

Department of Administrative Services

Chief Human Resource Office

155 Cottage Street NE, U30

Salem, OR 97301

FAX: (503) 373-7684

August 28, 2014

TO: Jane Lee, Chief Human Resource Officer – ODOT
Joelle Davis – Executive Director - AEE

ME FROM: Madilyn Zike
Chief Human Resource Officer
Department of Administrative Services

SUBJECT: Initiation of Geologist Classification Study

I am writing to inform you that the Chief Human Resource Office, Classification and Compensation Unit, has initiated the classification study as agreed in the ODOT/DAS Settlement Agreement.

Employees in the Geologist 1-4 classifications (C3520-3523) are being notified of the implementation of the classification study by their managers. Managers are being asked to review Position Descriptions and work with employees to updated PDs as appropriate. This class study is on an accelerated project plan in order to meet the agreed upon time frame for completion of April 1, 2015.

The Geologist Classification Study Project Team is scheduled to meet again on September 10, 2014. Updates will be available about the progress of the team's work on the CHRO Classification and Compensation website at:

[http://www.oregon.gov/DAS/CHRO/Pages/classcomp.aspx#Classification Specifications & Compensation Information](http://www.oregon.gov/DAS/CHRO/Pages/classcomp.aspx#Classification_Specifications_&Compensation_Information)

The Project Team Manager for this study is Stephanie Franklin, Senior Classification and Compensation Analyst here at CHRO; she can be contacted at 503-378-8657. Please contact Stephanie if you have questions or need additional information.

Cc: Mark Rasmussen, DAS CHRO
Tom Perry, DAS CHRO
Glenn West, DAS CHRO
Bernie Kleutsch, ODOT Highway Region 2
Steve Davis, ODOT Highway Region 5
Paul Wirfs, ODOT Highway Technical Services Branch
Anna Giddens-Reed, ODOT HR
Ryan Vincent, ODOT HR