



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

Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone  
(503) 988-3009 Fax

To: Jodi Davich, Health Department, ICS/HIV Clinic  
From: Candace Busby, Classification and Compensation Unit (503/4)  
Date: November 30, 2009  
Subject: Reclassification Request # 1365 ( New)

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

**Request Information:**

Date Request Received: November 24, 2009  
Current Classification: N/A  
Job Class Number: N/A  
Pay Grade: N/A

Position Number: TBA  
Requested Classification: Program Supervisor  
Job Class Number: 9361  
Pay Grade: 124-126

Request is:  Approved as Requested  
 Approved - Revised  
 Denied

Effective Date: November 30, 2009

Allocated Classification: Program Supervisor  
Pay Range: \$49,696.23 - \$76,692.02 Annually

Job Class Number: 9361  
Pay Grade: 124-126

**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 grant funded position will oversee the implementation, ongoing supervision and management of the Ryan White Part D grant which funds services in support of clients with HIV/AIDS disease. Responsibilities include developing, implementing and maintaining plans for achieving program objectives and operational goals; developing and monitoring program budgets; interviewing, hiring, training, evaluating and supervising Part D program staff which includes 5 Social Workers, 2 Community Health Specialists, and unpaid peer mentors. These duties and responsibilities are consistent with the Program Supervisor (9361) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: HR Manager  
HR Maintainer  
Class Comp File Copy