



**Health Department -- Human Resources**

**MULTNOMAH COUNTY OREGON**

421 SW Oak St., Suite 210  
Portland, Oregon 97204  
(503) 988-3674 phone; (503) 988-3816 TDD  
(503) 988-6932 fax

To: Deborah Cockrell, Mid County Health Clinic Manager  
From: Kathleen Fuller-Poe, Human Resources Manager, Health Department  
Date: August 27, 2010  
Subject: Classification Request -- Physician, NE Health Center (Corrected Position Number)

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

**Request Information:**

Date Request Received: July 7, 2010  
Current Classification: Nurse Practitioner  
Job Class Number: 6314  
Pay Grade: 6314  
Request is: ☒ Approved as Requested  
☐ Approved -- Revised ☐ Denied  
Allocated Classification: Physician  
Pay Range: \$105,132 - \$168,212 Annually

Position Number: 710904 (Corrected)  
Requested Classification: Physician  
Job Class Number: 9490  
Pay Grade: 235  
Effective Date: August 27, 2010

Job Class Number: 9490  
Pay Grade: 235

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the issue date to ensure duties and work are implemented as originally described. This allocation may also require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

**Position Information:**

☒ Vacant or new position  
☐ Represented

☒ Executive and unclassified

**Reason for Classification Decision:**

This position is currently classified as a Nurse Practitioner at the Mid County Health Clinic. The scope of practice of the Nurse Practitioner is limited to women's healthcare only. A Physician level position is needed to provide the full scope of primary care services and to increase access for the community. This Physician position is responsible for providing professional, comprehensive primary medical care and treatment services with an emphasis on prevention of disease and promotion of health of patients. This full professional/journey level physician will establish a therapeutic relationship with a diversity of patients, including refugees and low-income population groups. This position will diagnose and treat acute and chronic medical conditions according to scope of practice to include conducting a medical history, conduct physical exams, order and interpret diagnostic tests, devise a course of treatment, discuss alternative treatment, risk and benefits of each treatment type, prescribe and monitor medications, conduct medically and culturally appropriate counseling of patient, and conduct reassessment of the patients at appropriate intervals. Performance of these duties and services require graduation from an accredited school of medicine with completion of a Primary Care residency and possession of a valid license to practice medicine issued by the State of Oregon. Additional licensure required for this position is a valid DEA license issued by the Federal Drug Enforcement Agency, along with an active and valid CPR certification issued by the American Heart Association. Such work assignments, training, work experience, licensure and certification are consistent with the executive classification of Physician, job code 9490.

If you have any questions, please feel free to contact me at extension: 26734.



**Public Health**  
Prevent. Promote. Protect.

Copy: Olga Ward, Class Comp  
Joan Sears, HR Maintainer  
Catherine Rice, Health Human Resources  
Robert Stoll, Budget Analyst -- Health  
Keith Hathorne, Recruiter - Health



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

Multnomah Building  
501 SE Hawthorne, Suite 300  
Portland, Oregon 97214  
(503) 988-5015 Phone

To: Sonia Manhas, CHS - Community Wellness & Prevention Program  
From: Candace Busby, Classification and Compensation Unit (503/3/300)  
Date: December 2, 2010  
Subject: Reclassification Request # 1603 (Manhas - 709280)

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

**Request Information:**

Date Request Received: September 3, 2010  
Current Classification: Program Manager 1  
Job Class Number: 9615  
Pay Grade: 127-129

Position Number: 709280  
Requested Classification: Manager 2  
Job Class Number: 936~~5~~<sup>4</sup>  
Pay Grade: 228

Request is: ☒ Approved as Requested

Effective Date: October 1, 2010

Allocated Classification: Manager 2  
Pay Range: \$63,223.00 to \$94,834.00 annually

Job Class Number: 936~~5~~<sup>4</sup>  
Pay Grade: 228

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

**Position Information:**

☒ Filled & incumbent reclassified - see Employee Information Section ☒ Executive/Unclassified

**Employee Information:**

Name of Incumbent Employee: Sonia Manhas  
New Job Class Seniority Date: 12/31/9999

Date	Job Class and Number	Grade	Rate	Status	Action
9/30/2010	Program Manager 1 (9615)	127-129	\$73,486.00	Management	Pre-reclass
10/01/2010	Manager 2 (936 <del>5</del> <sup>4</sup> )	228	To be determined	Executive	Post-reclass

Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40. The employee's Department Human Resource Unit will originate and process required documentation. Contact your Department HR Unit for additional information.

**Reason for Classification Decision:**

Your position manages the Community Wellness & Prevention Program which serves to slow and reduce rates of chronic diseases including heart disease, cancer, diabetes, and stroke through policy, environment, and systems change strategies. The program has grown as a result of a more deliberate, broader public policy focused two-year \$4 million/year grant for healthy communities. This grant helped establish the Department's Office of Public Health Policy & Advocacy whose mission is to coordinate and manage the Department's public policy goals through internal and external partnerships, policy analysis and strategic communications. The Department Director has appointed you to lead and coordinate this new office on her behalf. Through these dual roles (public policy leader and manager of Community Wellness & Prevention) you provide: strategic

direction/coordination of the Health Department's public health policy goals; champion prevention programs focusing on improvement of health equity; department representation of public health and prevention programs with local public health organizations; and public policy development at the state, local and national levels.

Currently Program Manager 1 is defined as responsible for managing a small division or large section consisting of inter-related program sub-areas that include professional staff and subordinate supervisors. Manager 2s have responsibility for broader oversight of multiple distinct programs that require specific knowledge and training in a professional discipline (e.g. nursing, health education, social work, medical technology).

A review of the October 24, 2008 decision to reclassify your position from Program Supervisor to Program Manager 1 demonstrates your work on public health policy and advocacy is not new. In that decision Class Comp wrote: "This position now works directly with the County Chair, Commissioners, and Attorney's Office on key policy issues. A large portion of the essential duties of this position are in developing, growing, and managing chronic disease prevention for both Multnomah County and on a state-wide basis." Receipt of the policy focused grant has elevated and further expanded the role of public health policy and advocacy and contributed to establishing the Department's Office of Public Health Policy & Advocacy. Responsibility for this new program in addition to your responsibility for the Community Wellness and Prevention Program meets the Manager 2 programmatic criteria of multiple distinct programs. If this new program role changes in the future the position should be re-evaluated. This position has three management direct reports and 16 represented staff (including professional, technical and administrative staff). The program responsibility, management direct reports, budget and staff meet the fiscal and other data criteria for Manager 2 (9364).

Thank you for your patience and assistance as we gathered information and analyzed this request. If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

Copy: Lorene Nichols, CHS Director  
Kathleen Fuller-Poe, HR Manager  
Melissa Dailey, HR Analyst  
Joan Sears, HR Maintainer  
Class Comp File Copy



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To: Vanetta Abdellatif, ICS Director, Health Department  
From: Candace Busby, Classification and Compensation Unit (503/31300) *Candace Busby*  
Date: November 1, 2010  
Subject: Reclassification Request #1616 (703170).

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

**Request Information:**

Date Request Received: October 13, 2010  
Current Classification: Quality Manager  
Job Class Number: 9366  
Pay Grade: 229

Position Number: 703170  
Requested Classification: Management Assistant  
Job Class Number: 9710  
Pay Grade: 127

Request is: ☒ Approved - Revised

Effective Date: November 1, 2010

Allocated Classification: Program Manager 1  
Pay Range: \$58,661.43 - \$90,554.53 Annually

Job Class Number: 9616  
Pay Grade: 127-129

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

**Position Information:**

☒ Vacant - see New/Vacant Section ☒ Management/Classified

**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 position will lead special projects in support of operational and strategic goals of ICS Health Centers and Programs, conduct research, analyses and create recommendations. The position will provide supervision, oversight and direction to two Program Manager 1s, a Program Supervisor, a Finance Supervisor and their staffs (17 FTE) who are responsible for the EPIC/EHR Clinical System, MultiCare Dental Administration, and Community Health Council Liaison functions. The position will develop and maintain executive/strategic dashboards and senior leaders' metrics for ICS overall, consider effectiveness of metrics, make recommendations for improvement, and evaluate data to develop and communicate key trends to ICS Senior Leadership. The position will also provide policy analysis, program analysis, monitoring, evaluation and coordination with ICS program directors, health department leadership team members and the public.

The purpose of the Management Assistant classification is to plan, direct and perform a variety of highly responsible and complex administrative support and management support duties in providing staff assistance to a Department Director; to manage and direct a variety of management services including program monitoring and evaluation, policy analysis, fiscal and legislative analysis, coordination of public information, meetings and hearings, and other related services and functions; and to serve as personal assistant to the department head and provide liaison to other County departments, the Board of Commissioners and outside public and private agencies. Key duties of Management Assistants are to represent the department director to the Board of County

Commissioners; and coordinate the department's public information efforts and community outreach strategies.

While this position performs advanced staff or managerial work for the ICS Director and related ICS Programs its purpose is to direct or participate in studying special administrative problems, and develop improved systems, procedures and/or forms which decrease operating costs and/or increase quality/efficiency for ICS Health Centers and Programs; and to manage four program/service areas with 17 FTE. The responsibilities of this position are internal for ICS and do not include legislative analysis, representation of the Health Department Director to the Board of County Commissioners; coordination of Health Department public information efforts or similar functions typical to the Management Assistant classification.

The purpose of the Program Manager 1 classification is to carry out the goals of a section or program; to supervise, direct, coordinate, evaluate and participate in the activities of a section of one or more programs or administrative functions; to perform work requiring technical knowledge of a specialized area, the application of management skills, initiative and judgment in anticipating and determining requirements, and a capacity to perform work independently following fiscal and program guidelines and policies; and to perform a variety of technical tasks relative to the area of responsibility. Program Manager 1's typically exercise indirect supervision of subordinate staff through intermediate supervisors, which is consistent with the position under review. Qualifications for this position are equivalent to a Bachelor's degree with major course work in business administration, public administration or a related field and at least three years of experience as managerial or staff assistant to a high level executive or elected official. Although two of the functional areas overseen by this position are led by Program Manager 1's, based on the scope of this position the best classification is Program Manager 1 (9615).

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

copy:	Kathleen Fuller-Poe, HR Manager	Melissa Dalley, HR Analyst
	Joan Sears, HR Maintainer	Class Comp File Copy