



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: Dave Houghton, Emergency Management (503/600)
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: February 23, 2009
Subject: Reclassification Request #1152 (New)

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

Request Information:

Date Request Received: February 3, 2009
Current Classification: N/A
Job Class Number: N/A
Pay Grade: N/A

Position Number: New
Requested Classification: TBD
Job Class Number: TBD
Pay Grade: TBD

Request is: ☒ Approved

Effective Date: February 23, 2009

Allocated Classification: Program Development Technician
Pay Range: \$17.21 min to \$21.19 max
Annualized: \$35,934.48 min to \$44,244.72 max

Job Class Number: 6020
Pay Grade: 15

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

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 is a coordination position that assures the Emergency Coordination Center activation, operations, communications, and documentation systems and supplies are in a 24/7 state of readiness. The position is responsible for coordinating the maintenance of public and internal county communication systems including computer/network, internet/intranet web pages, radio, phone, government emergency Telecommunications Service (GETS), and pager and email systems, including routine and emergency contact distribution lists. The incumbent assures all communications systems and records systems are maintained. Additionally, this position coordinates and schedules meetings, agendas and maintains calendars for department staff; processes purchasing requests and coordinates facilities repairs. While many of the assigned duties are administrative in nature due to this position's responsibility for public and internal county communication systems, the best fit is Program Development Technician (6020).

Appeal Rights

The outcome of a reclassification request may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

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

Copy: HR Manager HR Maintainer Local 88 Class Comp File Copy



MULTNOMAH COUNTY OREGON
Reclassification & Classification Request

RECEIVED # 1152

FEB 3 2009

MULTNOMAH CO.
COMPENSATION

☒ Requested by Supervisor Dave Houghton P Phone/mail stop x84580 503/600
Printed Name

☐ Requested by Employee _____ Phone/mail stop _____
Printed Name

☐ New Position ☒ Existing Position Budgeted, but no existing Job Desc.

☐ Re-Organization

POSITION INFORMATION			
DEPARTMENT	NON DEPARTMENTAL	WORK UNIT	Emergency Management
CURRENT CLASS & CLASS NUMBER	PDS/6021 (BUDGETED ONLY)	POSITION NUMBER	
PROPOSED CLASS & CLASS NUMBER	/	POSITION INCUMBENT	Heather Roberts-Contract Employee
PROPOSED EFFECTIVE DATE	APRIL 2009	TIME IN NEW CLASS DUTIES	

A reclassification review is an analysis of a position's duties and responsibilities to determine the best classification fit for that position. Positions are reviewed and allocated as they are established. Positions are reclassified or abolished when job duties change significantly.

Allocation - Placement of a position in the best available classification fit. The process is used with new positions, and with positions affected by classification compensation studies.

Reclassification of a position - A budgetary action moving an existing position (upward, laterally, or downward) from one classification to another classification.

Reclassification of an employee - An incumbent employee may be reclassified when a position is reclassified if:

- o The knowledge, skills, and abilities of the two classifications are generally the same.
- o No Work out of Class appointment was made for the position
- o The majority of the incumbent's duties were characteristic of the new classification at least six months before the date the reclassification was requested.
- o The duties justifying the reclassification were added to the position gradually, and were added because of identifiable changes in the business plan described in the budget narrative.
- o Reclassification may or may not have an immediate affect on pay, but will affect an employee's class seniority date. *(Please refer to the appropriate Personnel Rules and/or collective bargaining agreement language governing the process.)*

A completed job description and organization chart must be submitted with this form. All documents must have required signatures and be in most updated versions. The blank job description form can be found on the MINT, Depts., Human Resources, Forms, job description.

Questions regarding the reclassification process can be directed to any member of the Classification & Compensation Team - ext. 85015.

EMPLOYEE SECTION Describe why the position should be reclassified:

- o If new duties and responsibilities were added to the position, what are they, and why were they added?
- o Date(s) the new duties and responsibilities were added/started: _____

EMPLOYEE SIGNATURE _____

DATE _____

Employee's signature indicates that the employee has reviewed the presented above, and represents that facts presented are ☐ accurate, ☐ inaccurate or ☐ incomplete.

SUPERVISOR SECTION

(To be completed by the exempt supervisor.)

1. Describe what change in plans or business requirements require the position to be reclassified or added, if new: *No prior job description can be located. This is the first of a series of 4 total positions that are being re-written to support a new staffing model being established by the program. That model is based in part on similar models used by Emergency Management programs in the Portland Urban Area Security Initiative (UASI) region.*
2. If new duties and responsibilities were added to the position, what are they, and why were they added? *There are no written duties and responsibilities available, but the contracted employee in this position was told that she would be the "office manager." This position has a major coordinating function to assure that the County's Emergency Coordination Center (ECC) is continually operationally "ready," in addition to coordinating "day-to-day" office and program activities and program administrative functions.*
3. Were all employees offered the opportunity to assume the new duties? If not, why?
These duties only apply to this position.
4. Date(s) the new duties and responsibilities were added:
Duty changes began in October 2008.
5. How does the incumbent meet the minimum qualifications outlined in the class specification of the requested class?
The incumbent is a contracted employee.

Supervisor: David Houghton, Interim Director, Emergency
Management _____
(PRINT) _____ Name, Title _____ Date February 2, 2009

Supervisor _____
Signature, _____ Date 2/2/09

Supervisor's signature indicates that the request was reviewed and the facts presented above are ☒ accurate or ☐ inaccurate or incomplete.

Department HR Manager: _____
(required, no designees) _____ Signature, Title _____ Date 2/3/09

Department Director: _____
(If required by the department) _____ Signature, Title _____ Date _____

*Department HR signature indicates that the request was reviewed and the facts presented above describe all duties **accurately and completely.***

☐ **Desk Audit** is requested by (print name) _____

HR Comments:

Send Request form and signed position description to Department HR. Department HR then send to Central Human Resources Classification/Compensation.

Interoffice: **503/4/Olga Ward-Class/Comp**

OR

Fax: 503-988-3009

REQUESTS MISSING ORGANIZATION CHARTS, ALL SIGNATURES AND/OR FORMS IMPROPERLY FILLED OUT WILL BE RETURNED TO THE SENDER FOR COMPLETION.

MULTNOMAH COUNTY - POSITI

APPROVED: [x] DENIED: Req.# 1152

Effective Date: 2/23/2009

New JCN: 6020

New Title: Program Development Tech

SECTION 1 - POSITION INFORMATION

Today's Date: 02-02-09

Department Name: Non-Departmental-Chair's Office

Division Name: Emergency Management

Current Job Class Title:

Class Code # Position #

Working title: Emergency Coordination Center (ECC)
Readiness Coordinator
(if different than class title)

Is this (please check the appropriate boxes) your
☐ regular assignment ☐ out of class work assignment
☒ Full time ☐ Part-time, hours/week ____

Incumbent's Name: Vacant (currently filled with contract temp)

Phone Number: ext.

Supervisor Name/Title: Dave Houghton, Director,
Emergency Management

Phone Number: ext. 84580

SECTION 2 - PROGRAM INFORMATION: Describe briefly, the vision, mission, or purpose of the Program where this position is assigned.

Multnomah County Emergency Management's (MCEM) vision is an emergency management program that anticipates and responds effectively to emergencies with compassion, equity, transparency, efficiency, diligence and collaboration. MCEM's mission is to lead Multnomah County efforts to mitigate, prepare, respond and recover from all emergencies, disasters and operational interruptions. ORS 401 mandates the County to establish an Emergency Management program and MCC 1000 created the Multnomah County Office of Emergency Management. This office reports directly to the County Chair and receives administrative support from the Department of County Management.

PURPOSE OF POSITION: Briefly summarize the purpose of this position and how it supports the Program.

The occupant of this position supports the program by working with a wide range of County and non-County staff to assure that the program operates smoothly both in day-to-day operations and when the Emergency Coordination Center (ECC) is activated. The occupant of this position will serve in an activated ECC role for exercises and or actual emergencies, and may also occasionally serve in Duty Officer role.

This non-technical, coordinating position assures that the ECC activation, operations, communication and documentation systems and supplies are in a 24/7 state of readiness. The position is responsible for public and internal county communication systems including computer/network, internet/intranet web pages, radio, phone, Government Emergency Telecommunications Service (GETS), pager and email systems including routine and emergency contact distribution lists. This position will serve as administrator of the Health Alert Network (HAN), WebEOC and OpsCenter or similar systems adopted by the County. The position maintains all electronic and filing systems necessary for daily operations. The position is responsible for basic office operations including timekeeping, mail, office supplies, meeting notification and coordination, agendas, minutes and staff calendar management. Program operations include data compilation, analysis and preparation of grant-related billing information as well as program information for reports and presentations.

SECTION 3 - DESCRIPTION OF JOB DUTIES -- Most jobs generally consist of four to six major functions that relate directly to the purpose of the position. List these major functions, along with key tasks performed. Functions will be sets of tasks that generally take 10% or more of the job. List the major functions with the corresponding percentage of time, in **descending** order of time required.

% of Time ESSENTIAL JOB FUNCTIONS

35 %	FUNCTION 1: COMMUNICATIONS SYSTEMS OPERATIONS Assure all MCEM and ECC-readiness communication systems are maintained. This includes maintaining: computer, fixed and mobile radio, pager, phone/voice mail, including Inclement Weather line; Duty Officer line, current and relevant MCEM MINT and public web page; manual and electronic distribution and notification lists and HAN where applicable; WebEOC and OpsCenter logons. Serve as GETS and HAN administrator.
20 %	FUNCTION 2: RECORDS SYSTEMS MANAGEMENT Perform a wide variety of advanced administrative work, including maintenance of detailed records. Maintain current electronic and hard copy filing systems for correspondence, grants, financial transactions, Intergovernmental Agreements, Memoranda of Agreement or Understanding, policies and procedures, operational plans and protocols. This includes assuring that shared computer and hard copy files are

	logically and systematically structured and clearly labeled.
20%	FUNCTION 3: OFFICE OPERATIONS Coordinate and schedule meetings for MCEM staff, develop agendas and complete minutes; maintain office supplies; process payroll and US and interoffice mail. Maintain schedules and calendars. Greet phone callers and visitors to MCEM, and answer questions and provide information to the public, county departments and other agencies. Process purchasing requests, type and proofread documents, compose correspondence, research and tabulate data, develop report charts and graphics. Coordinate facilities repairs.
15%	FUNCTION 4: PROGRAM OPERATIONS Evaluate program operations and activities; recommend improvements, prepare reports on operations and activities. Participate in budget preparation. Participate in budget preparation and administration. Develop forms to support operations. Prepare and assemble needed documentation for grant-related invoicing.
%	
5%	FUNCTION 5: MAINTAIN A SAFE AND HEALTHFUL WORKPLACE This position will incorporate safe work practices with each task performed and actively participate in initiatives designed to promote a safe work environment.
5%	Other duties as assigned: Function in an activated ECC role as assigned to support an emergency response or related exercises. May have occasional assignment to cover Duty Officer responsibilities.
100%	

SECTION 4 - GUIDELINES List the Laws, Rules, Policies, and Procedures that provide the boundaries within which this position operates. Address if the position must closely follow set procedures, or if interpretation and the ability to act/decide on a course of action is allowed or required.

The position operates in the context of applicable federal, state and local laws, administrative rules and local ordinances. This position operates with minimal supervision and uses independent judgment and initiative to problem-solve to develop or maintain functional systems. This is done based on brief discussions/emails with MCEM staff and management as well as County and external personnel. The position may often be functioning in the MCEM office alone while others are away at meetings, conferences, exercises or other events.

SECTION 5 - WORK CONTACTS Describe with whom (outside of coworkers) this position routinely interacts in order to complete work assignments.

<u>Who/Position(s) contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
County IT	Phone/email/person-to-person	Computer/network/display systems set-up/maintenance/emergency activation. Web design and posting	Daily to Weekly
County Telecomm	Phone/email/person-to-person	Landline, voice over internet, cell phone, voice mail systems set-up/maintenance/emergency activation.	Daily to Weekly
Oregon Public Health Division, City of Portland, Oregon Emergency Management	Phone/email/person-to-person	Health Alert Network (HAN), WebEOC, OpsCenter set-up/training/maintenance/logon currency/profile maintenance/emergency activation	Daily to Weekly
County DCM positions	Phone/email/person-to-person	TARs, purchasing transactions, reimbursements, travel and training, grant billing, and other program support functions	Daily
Staff positions from jurisdictions/districts within the County; State and other Counties; General Public; Amateur Radio Operators	Phone/email/person-to-person	Arrange meetings, share documents, provide routine MCEM services, meet and greet	Daily to Weekly
Government Emergency Telecommunications Services (GETS)	Phone/email	GETS administrative functions, card issuance/logging/tracking	Monthly

SECTION 6 - DECISION MAKING Provide examples of decisions made by this position and their impact.

Decisions made in this position will have an immediate impact on the flow of communications and work in MCEM routine operations, alerts/notifications ECC response in the fixed and mobile location. These decisions will directly impact MCEM staff, ECC staff and any individuals or agencies that desire communication with MCEM or the activated ECC. The position will collaborate with technical experts/providers to design a range of functional communications systems based on general guidance from MCEM management. Examples of decisions include layout and flow of all phone, computer, display, voice mail and other MCEM systems, as well as content display on MCEM web and MINT pages.

SECTION 7 - BUDGET AUTHORITY Can this position regularly commit department operating monies and funds?
☐ Yes ☒ No

If "YES", how much money in general, and for what purpose(s)?

SECTION 8 - REVIEW OF WORK Describe who or what position reviews and/or directs the work of this position.

List name and job title:

Dave Houghton, Interim Director, Emergency Management

How often are work assignments reviewed and for what purposes (accuracy, meeting goals, policy content, analysis, etc.)?
Monthly, with more frequent *ad hoc* discussions including weekly staff "stand-up" meetings.

SECTION 9 - SUPERVISORY DUTIES List the positions and number of current incumbents this position supervises.

JOB CLASS NAME	JOB CODE	# OF POSITIONS PER CLASSIFICATION
None		

For positions supervised, please clarify the level of responsibility for the following decisions. Check the appropriate boxes.

Function	RESPONSIBILITY LEVEL			
	Take the Action, then Inform Supervisor	Effectively Recommend	Provide input	N/A
Hire/Promote/Transfer	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Discharge/Suspend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Employee Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Pay Increase Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Overtime / Leave Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Written Performance Appraisal	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>

SECTION 10 - WORKING CONDITIONS - This position requires:

Condition	Relative Frequency			
	Infrequently < 10%	Seldom 10% - 25%	Moderately 25% - 50%	Always >50%
Work overtime	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work different shifts	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work on weekends	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent daytime travel	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 11 - PHYSICAL FACTORS - Check the box that best describes the overall amount of physical effort required to perform this job.

X☐ **Standard** - Normally seated, standing or walking at will; requires ability to do some bending and light carrying.
☐ **Restricted / Not Mobile** - Confined to immediate work area; can only leave station during assigned breaks.

☐ **Exertive** - Extensive walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of light or moderately heavy items.

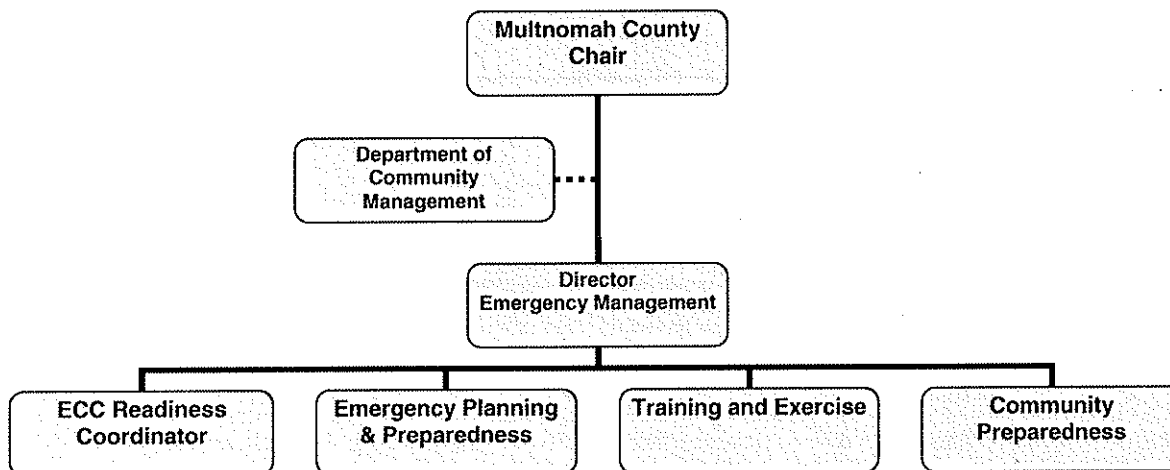
☐ **Strenuous** - Considerable and rapid physical exertion or demands on the body such as frequent climbing of tall ladders, continuous lifting of heavy objects, crouching or crawling in restricted areas; exertion requires highly intense muscular action leading to substantial muscular exhaustion.

Please identify each appropriate **physical activity** required in the performance of this job and indicate the relative code (see below) for each activity. Enter "N/A" in column I if you are not required to perform the respective activity.

Activity Levels	Relative Frequency			
	Infrequently < 10%	Seldom 10% - 25%	Moderately 25% - 50%	Always >50%
Lift/Carry - Heavy - 45 lbs. & over	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry - Moderate - 15 - 45 lbs.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry - Light - 15 lbs. & less	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pull / Push	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach / Work Overhead	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good manual dexterity, use fingers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Use of both hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Able to stand while performing work	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to sit when performing work duties	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Crawl/Crouch	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to run in order to perform work	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to kneel in order to perform work	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repeated bending	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to climb in order to perform work	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate motorized equipment	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge firearms	N/A X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Ability to speak effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Effective listener in order to perform work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Repetitive motions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Hearing requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>

Activity Levels (cont.)	Relative Frequency			
	Infrequently < 10%	Seldom 10% - 25%	Moderately 25% - 50%	Always >50%
Specific visual requirements:				
- Near vision, 20 inches or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Mid-range, more than 20 inches/less than 20 ft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Distance, 20 feet or more	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Color, ability to identify and distinguish colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Special Factors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 12 - ORGANIZATION CHART Attach an Organization Chart that shows where this position is housed. A hand drawn sketch is fine but must indicate the position's supervisor and alignment/relationship to co-workers or other functional groups.



SECTION 13 – SUPERVISOR INPUT Is there any section or sections which you think require clarification? If yes, please cite the section, content area, etc. and include your comments that better describe the factor(s).

NA

EDUCATION/TRAINING/EXPERIENCE(to be completed by the supervisor) Describe the number of years and type of previous experience, education or training necessary to meet the minimum requirements of this position (not the incumbent's level of education or experience, but what's typically required for this level of job/work in the market).

Education requirements: High School required with additional course work preferred.

General years of professional work experience to satisfactorily perform key functions of this job: 5 years experience in business or governmental organizations with increasing responsibilities assigned that demonstrate an ability to work with a high degree of initiative and independence.

List any required KSA's (knowledge, skills and abilities) for this position:

*Contact your local HR team regarding the approval process for all KSA's.

Include any additional information that would add to the understanding of this position's duties and focus of work:

This position requires an ability to visualize, design and understand systems, work flow and a strong talent for working effectively with individuals from a wide array of professional, technical and personal backgrounds. Competence in software such as web design tools, Excel, Word, Outlook.

Must be able to successfully complete Emergency Management and National Incident Management System (NIMS) coursework required for the position.

List additional training, certification, licensure, etc., and why such training, certification, etc. is needed:

Description	Desired	Required	By what agency or by whom
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

SIGNATURES – Signatures below indicate that the information contained is an accurate description of assigned duties and requirements have been reviewed AND APPROVED AS SUBMITTED by all parties.

Employee (required)

Date

Supervisor (required)

Date

Division/Department Head

Date

Department HR Manager/Analyst (required)

Date