



Department of County Management  
**MULTNOMAH COUNTY OREGON**

Human Resources -- Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
503.988-5015 (Phone)

To: Jeanne Wheaton, Manager Sr. – DDSD, DCHS  
From: Joi Doi, Classification and Compensation Unit (503/4)

Date: February 10, 2011

Subj: Reclassification Request #1669 (Filled Project Mgr./NR position)

A review of your request has been completed, and the decision is outlined below.

**Request Information:**

Date Request Received: January 31, 2011	Position Number: 712375
Current Classification: Project Manager/NR	Requested Classification: To be determined
Job Class Number: 9063	Job Class Number: NA
Pay Grade: 127	Pay Grade: NA
Request is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Effective Date: February 10, 2011
Allocated Classification: Operations Supervisor	Job Class Number: 9025
Pay Range: \$43,789.75 - \$61,305.65 annually	Pay Grade: 121

This 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 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

**Employee Information:**

Name of Incumbent Employee: Jeffrey Blackmer  
New Job Class Seniority Date: February 10, 2011

Date	Job Class and Number	Grade	Rate	Action
Feb. 9, 2011	Project Mgr./NR - 9063	127	\$66142/year	Pre-reclass
Feb. 10, 2011	Operations Supervisor - 9025	121	\$66142/year	Post-reclass

Employees in positions reclassified downward to a classification with a lower salary range will receive no change in pay. If an employee's pay exceeds the maximum of the lower salary range, pay will be frozen at the existing rate until the new salary range is higher than the employee's rate of pay. 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.

Per MC Personnel Rule 5-50-055, when the position is reclassified downward, the employee will be placed on the recall list for reappointment to the higher classification. The employee's Department Human Resource Unit will originate and process required documentation; please contact your Department HR Unit for additional information.

**Reason for Classification Decision:**

In the last 15+ months, employee Jeff Blackmer, a non-represented Project Manager was assigned to supervise DD's Chart Room, staff, and the records function. Additionally he was given "a role in Quality Assurance" for the division which includes "assuring DDSD is in compliance with Federal and State Medicaid policies by providing oversight of all case files by way of regular file review and developing protocols to assure that case files are current and accurately processed." Previously the QA function had been performed by a PM 2 who had additional functions and more staff within DD. That manager

was tasked with developing QA procedures and policies for the division, as well as overseeing the Chart Room and some division-wide training functions.

As a result of Phase 1 of the Executive Study, Quality Assurance/Quality Improvement as program functions became better defined. The Class Comp team and external consultants defined quality managers and supervisors as being responsible for planning, coordinating, and implementing the quality management systems and quality improvement programs for either a department or large division to meet compliance guidelines and established department or division QA/QI goals and set targets. Quality positions require technical consultation, formal project management skills, and directing staff and teams to ensure programs and services are implemented/integrated at the highest standards so clients and patients receive the highest level of care. While the quality function in DDSD is critical and in the past, the division was faulted for non-compliant performance, the function as described in Blackmer's current position description, appears to be more of an administrative case/file review and audit vs. a QA/QI function steeped in study protocol, qualitative and quantitative analysis, and conducting surveillance projects utilizing strict research methodology. The position as described is, however, a very strong, highly skilled Operations Supervisor function and potentially if/when the QA/QI role becomes more expansive and robust, the position should be reconsidered for allocation to other classifications.

#### **Appeal Rights**

This is a management reclassification and as such per MCPR 5-50, management staff have no appeal rights. However, I or another member of the Class Comp team would be happy to meet with you and/or the incumbent employee to discuss the allocation of this position. If you have any questions, please feel free to contact me at 503-988-3241.

Copy: Urmila Jhattu, DCHS HR Manager  
Heather Garrett, Kim Pasquinelli DCHS HR  
Ed Jones, DCHS Business Services  
Class Comp File Copy