



Department of County Management  
**MULTNOMAH COUNTY OREGON**

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

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To: Chiquita Rollins, Program Mgr. – Domestic Violence, DCHS      Date: November 2, 2010  
From: Joi Doi, Classification and Compensation Unit (503/4)

Subj: Reclassification Request #1623 (Vacant, new position)

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

**Request Information:**

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|--|---|
| Date Request Received: October 21, 2010  | Position Number: TBD                          |
| Current Classification: NA   | Requested Classification: Program Coordinator |
| Job Class Number: NA   | Job Class Number: 6022                        |
| Pay Grade:   | Pay Grade: 25                                 |
| Request is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied | Effective Date: September 27, 2010            |
| Allocated Classification: Program Coordinator  | Job Class Number: 6365                        |
| Pay Range: \$49,318.56 - \$60,635.52 annually  | Pay Grade: 28                                 |

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:**

☒ 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 is not reclassified with position, the position must be filled in accordance with normal appointment procedures. If the position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources team for assistance.

**Reason for Classification Decision:**

This is a new position being established in DCHS' Domestic Violence (DV) program unit as a result of a federal grant. The purpose of this position will be to provide project planning, and oversee/coordinate activities in the community regarding domestic violence, juvenile justice, school intervention, and early childhood/child welfare, and how these programs interrelate and can establish stronger partnerships to detect and prevent domestic violence. Key functions include facilitating the community planning process; develop communications materials, presentations, and reports; and implementing DV's Strategic Plan recommendations in the community. Because this new function is described as more facilitative and coordinative in nature with less of a resource development and evaluative focus, Program Coordinator better fits the new position than the Program Development Specialist (PDS) classification. PDS work assignments are more analytical in nature, require strong research/assessment skills, and oversee more complex, broader/multiple program contracts and budgets.

If you have any questions, please feel free to contact me at 503-988-3241.

Copy: Urmila Jhattu, DCHS HR Manager  
Carolyn Edgett, Kim Pasquinelli DCHS HR  
Kathy Tinkle, Ed Jones, DCHS Business Services  
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