



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
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(503) 988-5015 Phone

To: Annie Neal, Program Manager 1, Domestic Violence Coordination Office
From: John Kaneski, Classification and Compensation Unit (503/3/300) *John Kaneski*
Date: November 15, 2011
Subject: Reclassification Request #1831 (New part-time Limited Duration position)

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

Request Information:

Date Request Received: November 10, 2011	Position Number: New
Current Classification: New	Requested Classification: Program Specialist
Job Class Number: n/a	Job Class Number: 6021
Pay Grade: n/a	Pay Grade: 25

Request is: ☒ Approved

Effective Date: November 15, 2011

Allocated Classification: Program Specialist
Pay Range: \$23.90 - \$29.39 Hourly

Job Class Number: 6021
Pay Grade: 25

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 ☒ Represented

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 part-time (50%) Limited Duration position will be responsible for overseeing grant projects funded through the federal Office on Violence Against Women (OVW). This employee will be the content expert on OVW-funded program areas such as best practices and domestic violence-related intervention, employment and housing.

Two classifications were reviewed as possible matches to this position: Program Coordinator (6022) and Program Specialist (6021). These are discussed in more detail below and on the following page.

Program Coordinator (6022) vs. Program Specialist (6021)

Program Coordinators manage daily program operations and lead/provide technical supervision to assigned staff and/or volunteers engaged in providing program services; while Program Specialists develop, implement, monitor and evaluate programs, projects or grants. Program Coordinator is distinguished from Program Specialist based on the following: Program Coordinators accomplish program work primarily through others (i.e., staff, volunteers, etc.); however, work is not usually accomplished through commissions or policy bodies; programs are established/ongoing and provide a tangible outcome or service; major work functions do not result primarily in a producing a policy, strategic plan or initiative; and incumbents often have responsibility for a program budget.

Program Specialists are typically viewed as Subject Matter Experts and implementers who help drive program initiatives; are much stronger on policy/program analysis and contract/grant compliance; and their job emphasis is more on facilitation and implementation than coordinating the work of others. Major work functions often result in the development of policies, strategic plans or initiatives.

The position being reviewed will be expected to be a Subject Matter Expert in areas relating to OVW grant-funded programs. In addition, this position will be an implementer of OVW grant-funded projects, responsible for program monitoring/oversight, evaluation, policy/procedures, performance measures, data collection, reporting and "best practices" facilitation/implementation. Due to the nature and scope of these duties and responsibilities, the Program Specialist (6021) classification provides the best fit for this part-time Limited Duration position.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22342.

copy: Urmila Jhattu, HR Manager
Carolyn Edgett, HR Analyst Senior
Heather Garrett, HR Analyst Senior
Kim Pasquinelli, HR Analyst
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