



Department of County Management

MULTNOMAH COUNTY OREGON

Central Human Resources

Multnomah Building -- 501 SE Hawthorne, Suite 400
Portland, Oregon 97214

To: Godwin Nwerem -- Mental Health Div. DCHS

Date: July 28, 2010

From: Joi Doi, Classification and Compensation Unit

Subject: Reclassification Request #1508 (ASO Program Supervisor – vacant new)

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

Request Information:

Date Request Received: June 21, 2010

Current Classification: NA

Job Class Number: NA

Pay Grade: NA

Request is: ☐ Approved as Requested

☒ Approved - Revised

☐ Denied

Position Number: TBD

Requested Classification: Program Manager 1

Job Class Number: 9615

Pay Grade: 127-129

Effective Date: July 28, 2010

Allocated Classification: **Program Supervisor**

Pay Range: 50,690.15 - \$78,225.86/annually

Job Class Number: 9361

Pay Grade: 124-126

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 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 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:

Program Manager 1 is responsible for supervising a small division or medium-sized to large section consisting of multiple program areas that include professional staff and/or an administrative unit. Incumbents typically manage/direct assigned staff through intermediate supervisors or lead workers. This new program in Mental Health – the Administrative Services Organization of Wraparound Oregon -- meets the program criteria of a single program. Additionally the small staff an OA 2, Family Advocate position, and a half-time Program Development Specialist best fit Program Supervisor. The unit also has 1.8 FTE for contracted services, but even if the FTE were direct staff, the focus of the program contribute to a "best fit" with the parameters for Program Supervisor. Program Supervisors direct, coordinate, evaluate and participate in program and staff activities, and perform work requiring technical knowledge of a specialized or professional area, utilizing management skills, initiative and judgment.

If you have any questions, please feel free to contact me at 503.988.3241.

cc: David Hidalgo, MH Division Director
Urmila Jhattu, HR Manager
Pauline Reed, HR Maintainer
Elisabeth Nunes
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