



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
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(503) 988-5015 Phone

To: Noelle Wiggins, Health Department, Office of Health and Social Justice
From: Candace Busby, Classification and Compensation Unit (503/3/300)
Date: September 6, 2011
Subject: Reclassification Request #1786 (New)

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

Request Information:

Date Request Received: August 25, 2011
Current Classification: N/A
Job Class Number: N/A
Pay Grade: N/A

Position Number: TBD
Requested Classification: Program Specialist Senior
Job Class Number: 6088
Pay Grade: 31

Request is: ☒ Approved as Requested

Effective Date: September 6, 2011

Allocated Classification: Program Specialist SR Job Class Number: 6088
Pay Range: \$58,818.96 - \$72,411.84 Annualized Pay Grade: 31

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:

The Community Capacitation Center (CCC) has received a 5-year grant from the Centers for Disease Control (CDC) to implement the Striving to Reduce Youth Violence Everywhere (STRYVE) project with the goal to reduce youth violence before it starts. With STRYVE funding the CCC will work with the Local Public Safety Coordinating Committee and the Youth and Gang Violence Steering Committee, which together form the Coalition, to plan and implement youth violence prevention in North and Northeast Portland. Phase 1 (years 1-2) will include Coalition development, strategic planning, resource identification, and capacity assessment; and Phase 2 (years 3-5) will include the implementation and evaluation of the strategic plan developed during Phase 1.

This position will be responsible for providing strategic leadership to both phases of this project including developing and maintaining relationships and trust with all STRYVE Coalition members, participating in all STRYVE capacity improvement activities with the CDC, and ensuring the project complies with CDC requirements. During Phase 1 this position will take the lead to build relationships with the Coalition and guide them to create a comprehensive youth violence prevention plan. The incumbent will analyze and evaluate the data from the project to draw conclusions and prepare evaluative reports for the CDC and stakeholders. The incumbent will be responsible for high level policy development including development of intervention policies for the Coalition. During Phase 2 this position will oversee implementation of the comprehensive youth violence prevention plan and develop a sustainability plan for the Coalition beyond the project period. Program Specialist

Seniors are distinguished from Program Specialists by their level of responsibility assumed and their leadership roles. These employees are considered the primary "drivers" of assigned grants/contracts while Program Specialists are responsible for more operational/evaluation assignments and/or implementation. Program Specialists have a more tactical role in ongoing programs that are managed by a Program Supervisor or Program Specialist Senior.

This position requires education equivalent to a Bachelor's degree with 5 years of increasingly responsible experience developing, implementing and evaluating programs at the equivalent division or department level. A Master of Public Health or equivalent is highly desirable. The purpose, responsibilities and qualifications as described on the position description and in our conversation are consistent with the Program Specialist Senior (6088) classification.

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

Copy: Kathleen Fuller-Poe, HR Manager
Melissa Dailey, HR Analyst
Joan Sears, HR Maintainer
Local 88
Class Comp File Copy