



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
 Human Resources

Multnomah Building  
 501 SE Hawthorne, Suite 400  
 Portland, Oregon 97214  
 (503) 988-5015 Phone

To: Loreen Nichols, CHS - Health Department  
 From: Candace Busby, Classification and Compensation Unit (503/4) *Busby*  
 Date: March 17, 2010  
 Subject: Reclassification Request # 1412 (David Brown)

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

**Request Information:**

Date Request Received: February 8, 2010	Position Number: 714001
Current Classification: Program Supervisor	Requested Classification: Program Manager 1
Job Class Number: 9361	Job Class Number: 9615
Pay Grade: 124-126	Pay Grade: 127-129

Request is:  Approved as Requested      Effective Date: March 1, 2010 (as requested)

Allocated Classification: Program Manager 1	Job Class Number: 9615
Pay Range: \$57,511.21 to \$88,778.95 annually	Pay Grade: 127-129

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:**

Filled & incumbent reclassified - see Employee Information Section

**Employee Information:**

Name of Incumbent Employee: David Brown  
 New Job Class Seniority Date: August 8, 2009

Date	Job Class and Number	Grade	Status	Action
2/28/2010	Program Supervisor (9361)	124 - 126	Management	Pre-reclass
3/1/2010	Program Manager 1 (9615)	127 - 129	Management	Post-reclass

**Reason for Classification Decision:**

This position manages six service areas in three distinct locations that are supported by WIC public health nutrition program grants (approximately \$1 million in addition to payroll). The grants are designed to improve health outcomes and influence nutrition and health behaviors in a targeted at-risk population. Staff for these six programs provides services to approximately 30,000 clients each year including more than one-third of all pregnant women and over 21,000 children (ages 0 – 5 years) in Multnomah County. The role of this position is to plan, organize, coordinate and provide leadership for the development and administration of these varied program/service areas. The position sets annual goals, objectives, schedules and methods for meeting grant requirements. The distinct programs/service areas are:

- Revitalizing Quality Nutrition Services, which ensures staff training and implementation of participant centered counseling. This program improves the knowledge base of all staff and oversees rewriting of over 90 WIC nutrition education classes offered monthly. Approximately 20,000 clients are seen a minimum of 4 times a year., The WIC Program provides education programs designed to make long term behavioral changes in clients. For example: teaching parents to turn off the TV and interact with their children, how to eat well, low cost shopping methods, how to cook well, and that kids need to eat 5 times a day. Staff looks for abuse of

children and/or family members and does mandatory abuse reporting. This program manages the \$12 million food voucher and food package distribution systems.

- Immunization and Screening Services: provides leadership and coordination to promote a continuum of state and federal mandated services within the Health Department. Nutrition Assistants check for identification, custody, immunizations and voter registration as part of a nation-wide effort to get everyone immunized, voter registered, and screened for anemia at least once per year.
- Breastfeeding Promotion and Support: this program encourages the continuation of breastfeeding and to links clients to the other WIC programs. WIC staff work cooperatively with the state, local hospitals and doctor offices to provide breast pumps, breastfeeding support and continuation of care for special needs infants, children, and pregnant/breastfeeding women. This program will ensure that select staff are trained and certified as International Board Certified Lactation Consultants to provide support for breastfeeding women.
- Farmers Market Nutrition Program: this pilot program oversees federal and state funds (county matches federal funds) for \$150,000 to \$200,000 in farmers' market coupons accepted at farmers markets for fresh produce. This innovative approach benefits local farmers and clients.
- On-Line Nutrition Education Program: this state sanctioned pilot program is testing the efficacy of web-based nutrition education. Participants attend on-line training rather than in-class training. If the pilot program is successful it will allow clients to receive WIC coupons through the convenience of training on-line rather than coming to a county facility to attend training.
- Community Coordination and Referral System, the incumbent guides the WIC Program to work closely with hospitals, OBGYN practitioners, pediatricians and clinics to encourage referrals to WIC programs. He attends often will attend monthly meetings at hospitals, clinics and OBGYN/Pediatrician gatherings as a speaker to inform these groups about the various WIC programs and how they support pediatric nutrition. Physicians contact WIC for specific needs and WIC also refers clients to appropriate facilities such as low income families to Emmanuel Hospital or children with physical and/or mental disabilities to OHSU. The incumbent coordinates with other local public and private programs such as Head Start and the Oregon Child Development Coalition to provide improved access and targeted services for WIC clients.

This position provides direct supervision and coordination of Nutrition Supervisors assigned to program units. Program Supervisor is distinguished by the responsibility for supervising a small program, section or unit that includes professional staff. Program Manager 1 is distinguished by the responsibility for supervising a small division or section with multiple program areas that include professional staff. Incumbents typically exercise indirect control over assigned staff through intermediate supervisors or lead workers.

This position is responsible for multiple programs with a professional staff of registered dietitians. The overall scope and responsibility best fit the criteria for Program Manager 1 (9615).

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

cc: Kathleen Fuller-Poe, HR Manager  
Larry Brown, HR Manager  
Melissa Dailey, HR Analyst  
Joan Sears, HR Maintainer  
Class Comp File Copy