



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: October 24, 2014
To: Kathleen Fuller-Poe, Health Department: Human Resources
From: Karie Miller, Classification and Compensation Unit (503/3/300)
Request #: 2661
Position Number: **New - TBD**

Karie Miller

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

Request Information:

Date Received: October 20, 2014

Effective Date: October 20, 2014

Current Classification: N/A

Allocated Classification: Management Assistant

Job Class Number: N/A

Job Class Number: 9710

Pay Grade: N/A

Pay Grade: 127

Pay Range: \$63,353.76 - \$88,696.56 Annually

Position Information:

☒ Unclassified Executive

☒ Vacant - see New/Vacant Section

New/Vacant Position Information:

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

Reason for Classification Decision:

This new position in the Director's Office of the Health Department is requested for classification as a Management Assistant as a result of changes from Health System Transformation. The primary purpose of this position will be to work closely with Health Department leadership and other key County leaders, acting as a central point of contact for information regarding transformation including state policy changes, Medicaid Expansion, Coordinated Care Organizations, and community stakeholders. This position will be responsible for policy analysis, including providing legislative review for bills related to health system transformation; tracking state policies; leading policy groups on health system transformation; reviewing Health Share of Oregon policies and drafting talking points and/or presentations for the Department Director for meetings; providing recommendations to the Director and Human Resources Manager; developing, reviewing, and/or editing department position papers for the Director; analyzing the impact of policy decisions on department functions and responsibilities; developing and managing department-wide implementation strategies for county and department policies, goals, and projects; coordinating and managing complex projects; developing and conducting process improvement surveys and analyses and recommending changes to department programs, services, systems, and procedures. The position will also be responsible for resolving issues, identifying and minimizing risks, developing contingency plans, and identifying and implementing steps for project success; creating tables, timelines, and other tracking tools to demonstrate progress and highlight priority areas; convening and tracking ad hoc work groups as necessary, and developing communication plans for those groups; assisting the director in managing critical, highly visible/leveraged projects by monitoring project tasks, scope, resources, issues, risks, and communications; working with County leadership to develop communication strategies to address key issues for the Board and Board staff; communicating health system transformation developments, data, and other information to stakeholders; researching issues to provide critical information to leaders; participating in and facilitating cross-departmental projects to address policy and program priorities; representing the director in planning efforts with other departments and outside agencies; managing and coordinating

planning sessions and projects; coordinating and assisting with the strategic planning and budget processes; developing strategies to engage and educate the public and stakeholders; and coordinating and convening community partners and providers to leverage community assets. Qualifications include the equivalent to a bachelor's degree in public health, public administration, or other social science area; and four (4) years of increasingly responsible leadership experience that includes at least two (2) years of senior level consulting experience, supervisory experience, or project management experience.

An analysis of the Program Specialist, other Administrative Analyst/Administrative Assistant, and Management Assistant classifications was performed before making an allocation decision:

The *Program Specialist (6021)* classification develops, implements, monitors and provides ongoing evaluation of County programs, projects or grants. Incumbents in this classification are considered specialists within their program area and exercise a significant degree of discretion, decision making and latitude under limited or infrequent supervisory direction. Qualifications include the equivalent to a bachelor's degree with course work in social work, sociology, public health, English, journalism, business administration, public administration, or a related field; and two (2) years of responsible program planning, development, research assistance or evaluation experience. Program Specialists have a more tactical role in ongoing programs, are viewed as subject matter experts, and are managed by an exempt supervisor who provides technical direction, final review, and approval regarding financial commitments, program obligations and services; therefore, this classification is not a good match.

Other *Administrative Analyst/Administrative Assistant* classifications are responsible for performing a variety of professional, technical, and analytical work in providing administrative support services within a division or department. While this position will have responsibility for some of the duties assigned to these types of classifications, it will report directly to a Deputy Director, will participate and represent the County and meetings and conferences with external partners, and will have responsibility and accountability for complex projects and work assignments determined solely by the Deputy Director; therefore, these classifications are not a good match for this position.

The *Management Assistant (9710)* classification plans, directs, and performs a variety of complex, highly visible/sensitive projects and work assignments on behalf of the Department Director as her/his direct report. Assignments include program monitoring and evaluation, leading strategic planning activities, and coordinating public information and meetings on behalf of the Department Director. Management Assistants serve as executive department liaisons to other County departments, the Board of County Commissioners, and outside public and private agencies. Qualifications include the equivalent to a bachelor's degree with course work in the specific required field needed by the Department Director; and four (4) years of increasingly responsible leadership experience that includes at least two (2) years of senior level consulting experience, supervisory experience, or project management experience.

The duties, responsibilities and qualifications support this position is allocated to Management Assistant (9710).

Rules and Rights:

This classification decision is subject to all applicable requirements stated in Multnomah County 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. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

If you have any questions, please feel free to contact me at 503.988.7603.