



Department of County Management
MULTNOMAH COUNTY OREGON

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

To: David Brown – Health Dept. WIC Manager

Date: August 11, 2010

From: Joi Doi, Class Comp

Subject: Request # 1542 – New, vacant Breast Feeding Peer Counseling Coordinator

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

Request Information:

Date Request Received: July 14, 2010

Current Classification: NA

Job Class Number:

Pay Grade:

Request is: ☒ Approved as Requested
☐ Approved – Revised ☐ Denied

Allocated Classification: Program Coordinator

Pay Range: \$49,318.56 - \$60,635.52 Annually

Position Number: TBD

Requested Classification: Program Coordinator

Job Class Number: 6022

Pay Grade:

Effective Date: August 11, 2010

Job Class Number: 6022

Pay Grade: 25

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the issue date to ensure duties and work are implemented as originally described. This allocation may also 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

Reason for Classification Decision:

This is a new position designed to provide program development, outreach, training, counseling and to assist with policy development, program evaluation and administrative coordination for the WIC Peer Counseling Program's breast feeding function. This position will help recruit, train, and evaluate peer counselors who conduct breast feeding consultation, training/education, and facilitate support groups for mothers in the County's WIC program. As a program administrator this position may also perform peer counseling functions for the breast feeding WIC program, in addition to development and program evaluation functions. Subsequently, Program Coordinator better fits the work assignment than the Program Development Specialist (PDS) classification series. PDS and PDS Senior are typically sole contributor roles, and their work assignments are more analytical in nature, require strong research skills, and they work in more complex, broader/larger programs, contracts, and budgets. While the WIC Program is large in terms of number of clients and budget, it is more singular in scope/focus with services targeted to safeguard the health of low-income women, infants, and children by providing: vouchers for supplemental foods; health care referrals; and nutrition education for low-income pregnant, breast-feeding, non-breast feeding postpartum women, and to infants and children who are found to be at nutritional risk.

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

Copy:

Dept. HR representative
HR Maintainer
Bryan Lally, Local 88
Class Comp File Copy