



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

Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone  
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To: Cathy Clay-Eckton, DCHS, Aging and Disability Services  
From: Olga Ward/Candace Busby, DCM Class Comp  
Date: October 13, 2009  
Subject: Reclassification Request #1335 (Vacant 1-4 New)

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

**Request Information:**

Date Request Received: October 9, 2009  
Current Classification: n/a  
Job Class Number: n/a  
Pay Grade: n/a

Position Number: TBD (1-4 positions)  
Requested Classification: Case Management Assistant  
Job Class Number: 6299  
Pay Grade: 12

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

Effective Date: October 13, 2009

Allocated Classification: Case Management Assistant  
Pay Range: \$32,865.12 - \$40,507.20 annually

Job Class Number: 6299  
Pay Grade: 12

**Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. 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:**

These new positions in Aging and Disability Services will provide services to clients as well as assist case managers by handling duties that do not require the training and judgment of a case manager but are vital to the clients well being and successful care plan. The essential duties include: assist case managers with file maintenance; make client home visits to deliver items, assist clients in completion of forms, obtain signatures, accompany clients on doctors' visits; coordinate licensing and contracting for Relative Adult Foster Homes, pull various reports and distribute them to case managers. These functions are consistent with those of the Case Management Assistant (6299) classification.

If you have any questions, please feel free to contact Olga Ward at 503-988-5015 ext. 22747.

cc: Paula Brunt, HR Manager  
Pauline Reed, HR Maintainer  
Local 88  
Class Comp File Copy