



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COUNTY
MANAGEMENT
HUMAN RESOURCES
CLASS/COMP

MULTNOMAH BUILDING
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7.13.20061

To: Keith Mitchell 167/520
From: Leon Oswalt Classification/Compensation 503/4
Subject: Reclassification Request #529

Based upon a management request for reclassification of position 710142 received on June 9, Class/Comp reviewed the presented job duties and descriptions, and the position classification documents. We have determined the position best fits within the PROGRAM DEVELOPMENT SPECIALIST - JCN 6021 classification.

The position will be reclassified, subject to Board of County Commissioners approval. Under County Personnel Rule 5-50-030, the incumbent will be reclassified with it, as the incumbent has performed the duties of a PROGRAM DEVELOPMENT SPECIALIST for at least six months.

The request for reclass is APPROVED, pending any necessary Board action.

Summary of position purpose and main job functions.

This position provides planning, design, development, implementation, monitoring and evaluation of Outpatient and Integrated Service Array Programs claims' authorization, adjudication, and payment systems. This included both payments made by the TPA and payments made directly through the County's accounts Payable system.

This position also provides both technical and administrative assistance in the research, design, development, implementation, monitoring and evaluation of programs, projects, contracts and grants. This position collects and analyzes data and prepares reports regarding member demographics and needs, utilization management, quality management, and other areas as required administering and meeting the Division's contractual obligations as an MHO under the Oregon Health Plan.

FIT ANALYSIS FOR CLASS.

Proposed Class

PROGRAM DEVELOPMENT SPECIALIST

Class Definition - To provide research, planning, design, development, implementation, monitoring and evaluation of programs, projects or grants. Employees within this class are distinguished from the Program Development Technician by the performance of the full range of duties as assigned including the research, design, development, implementation, monitoring and evaluation of programs, projects or grants. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Program Development Specialist in that the latter is

responsible for organizational policy, procedure and program analysis, planning and development at the department level; and for the coordination of interdivisional and interagency special projects.

FIT ANALYSIS FOR CLASS.

This position is responsible for the collection and analysis of data for the Verity program, and the operational coordination with the accounts payable functions of the Third Party Administrator. The position serves as the Technical Expert, giving internal and external assistance concerning the Verity and applicable Oregon Health Plan facets. The position aids the contract renewals for the program. This classification is a good fit for the position.

Reclassification Details:

The effective date of the reclassification is December 9, 2005. The step increase date will remain 2/3 of each year.

Because the position is represented, the Local 88 Collective Bargaining Agreement (Article 15, IV.C) determines the salary level and step increase date.

<i>Date</i>		<i>Class/JCN</i>	<i>Pay Scale Group</i>	<i>Pay Rate</i>	<i>Pay Step</i>	<i>Union</i>
12/8/05	<i>Old</i>	Data Technician 6074	15	18.76	7	88
12/9/05	<i>Reclass</i>	Program Development Specialist 6021	25	21.13	1	88
2/3/06	<i>Step</i>	Program Development Specialist 6021	25	21.73	2	88
7/1/06	<i>COLA</i>	Program Development Specialist 6021	25	22.34	2	88

If you have questions, please contact me at extension 24422.

cc:	Employee	C Bailey	167/520
	AFSCME Local 88	B Lally	
	Position HR Rep	K Pasquinelli	167/640
	HR Maintainer	P Reed	167/640
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