



Department of County Management  
**MULTNOMAH COUNTY OREGON**

Central Human Resources  
 Multnomah Building -- 501 SE Hawthorne, Suite 300  
 Portland, Oregon 97214  
 (503) 988-5015 Phone

To: Rachel Banks, Health; Community Wellness and Prevention  
 From: Olga Ward/Candace Busby, Classification and Compensation Unit (503/3) *Busby*  
 Date: November 16, 2010  
 Subject: Reclassification Request #1631 (new – vacant)

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

**Request Information:**

Date Request Received: November 5, 2010	Position Number: new
Current Classification: n/a	Requested Classification: Community Health Specialist 2
Job Class Number: n/a	Job Class Number: 6047
Pay Grade: n/a	Pay Grade: 15
Request is: <input checked="" type="checkbox"/> Approved	Effective Date: November 16, 2010
Allocated Classification: Community Health Specialist 2	Job Class Number: 6047
Pay Range: \$36,644.40 - \$45,121.68 Annually	Pay Grade: 15

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:**

Vacant - see New/Vacant Section  Represented

**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:**

The purpose of this new position is to help plan and implement community-based education and advocacy campaigns that support healthy eating and active living. This position will strengthen the Department's relationships and partnerships in the community by collaborating with a variety of stakeholders, such as representatives from education, parks and recreation, business, non-profit, culturally-specific, volunteer and other groups; conduct outreach to community members in Multnomah County who are African American, African and Black; assess strengths and needs of individuals, families and communities especially relating to healthy eating, active living and tobacco use and exposure. This position will be responsible for bringing African American, African, and Black residents and leaders together to participate in the ACHIEVE Community Health Action Response Team (CHART) that prioritizes community health needs and develops culturally-relevant strategies. This position requires education equivalent to a High school degree and at least two years work experience with community outreach. In addition this position requires membership or close affiliation with the African American, African, and Black communities. The duties, responsibilities, and qualifications as described best fit the Community Health Specialist 2 (6047) classification.

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

cc: Kathleen Fuller-Poe, HR Manager  
 Melissa Dailey, HR Analyst  
 Joan Sears, HR Maintainer  
 Bryan Lally, Local 88  
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