



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

Date: 04/04/2014
To: Nabil Zaghloul, Program Supervisor
From: Susan Mullett, Classification and Compensation Unit (503/3/300) *Susan Mullett*
Request #: 2453
Position Number: 708102

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

Request Information:

Date Received: 03/28/2014	Effective Date: 04/04/2014
Current Classification: Family Intervention Specialist	Allocated Classification: Case Manager Senior
Job Class Number: 6305	Job Class Number: 6296
Pay Grade: 24	Pay Grade: 24
	Pay Range \$23.60 - \$29.02 Hourly \$49,297.80 - \$60,593.76 Annually

Position Information:

- ☒ Represented
- ☒ Filled & incumbent reclassified - see Employee Information Section

Employee Information:

Name of Incumbent Employee: Raquel Aguillon (SAP#6725)
New Job Class Seniority Date: 02/02/1998 - No Change
(Equivalent Classification – Job Class Seniority Date counts toward the new classification)

Date	Job Class and Number	Grade	Step	Rate	Action
04/03/14	Family Intervention Specialist (6305)	24	8	\$29.02	Pre-Reclass
04/04/14	Case Manager Senior (6296)	24	8	\$29.02	Post-Reclass

Employees in positions reclassified downward to a classification with a lower salary range will receive no change in pay. If an employee's pay exceeds the maximum of the lower salary range, pay will be frozen at the existing rate until the new salary range is higher than the employee's rate of pay. Compensation will be determined in accordance with applicable bargaining agreement or Multnomah County Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or Multnomah County Personnel Rule 5-50 and 2-40.

Reason for Classification Decision:

This filled position in the Sun Service System group in DCHS is submitted for a reclassification review from Family Intervention Specialist (FIS) to Case Manager Senior. Duties assigned to this position includes provide direct client services and case management, including working with families with assistance for housing, utility, family goods, legal, employment, academic support, health services, and domestic violence and crisis intervention; coordinate services with community agencies and partners to provide healthy lifestyles and leisure activities and classes; and service documentation and evaluation, including completing intake files and inputting data into tracking systems, completing fund requests and forms, and completing reports. Qualifications of the employee include a Bachelor's degree in social sciences or related degree, case management experience and over 5 years of experience in state, non-profit and/or government sectors. Additional requirements are knowledge of the Hispanic/Latino culture and beliefs, work experience with diverse cultural communities, and the ability to fluently read, write, and speak Spanish.

An analysis of the Family Intervention Specialist (6305) and Case Manager Senior (6296) classifications was performed before making an allocation decision:

The *Family Intervention Specialist (6305)* classification provides professional family support using case management practices and program coordination designed to assist families of at-risk students in an elementary school, middle school or housing facility and guide the family to appropriate alcohol and drug and other needed services in the school and community. Incumbents in this classification provide program coordination between schools and social service programs and work collaboratively with school personnel and services coordinators. Minimum qualifications include the equivalent to a Bachelor's degree with major course work in social services or a related field, and two (2) years of professional experience working with at-risk multi-ethnic low income families presenting a broad range of problems, including substance abuse identification, intervention and referrals, maintaining relationships with families, and monitoring ongoing services providing outreach to resistant families. This classification is not a good match as the work has changed significantly and the positions previously performing these duties were eliminated during past staff reductions. The current focus of the work is to provide direct client services and case management duties.

The Case Manager Senior (6296) classification is the advanced journey level class in the series and provides advanced case management duties, in order to determine initial eligibility for services and benefits. Incumbents in this class are assigned the most advanced and complex case management functions requiring a higher level of responsibility, applying advanced subject knowledge and exercising significant independent judgment and initiative. In addition, employees in this classification may provide technical and functional supervision of other case management staff. Minimum qualifications for this classification are equivalent to an Associate's degree with major course work in social science, behavioral science, and four (4) years of case management experience with a minimum of one year of experience at the full performance/journey case management level. This classification is the best fit as the work requires case management duties, subject knowledge expertise for client services, specialized cultural knowledge and skills, and coordination of services in partnership with community agencies. These duties require an advanced level of knowledge that demonstrates independent decision making and initiative in meeting objectives and deadlines.

The duties, responsibilities and qualifications support these positions are allocated to Case Manager Senior (6296).

As a result of past staff reductions and the current reclass requests; no positions are assigned to the Family Intervention Specialist classification. Class/Comp will delimit this classification and remove it from the active class list. This review has determined the purpose, qualifications, duties, and responsibilities as described on the submitted position description are substantially the same as that of the Case Manager Senior. The Case Manager Senior classification is determined to be an Equivalent Classification for the Family Intervention Specialist. With equivalent classifications, the employee's seniority will count toward their seniority in the Case Manager Senior classification and there will be no change to the date.

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.

Previously approved specialized KSAs for a position do not transfer with a reclassification. If the position requires specialized KSAs, please submit a request for approval through Labor Relations.

If you have any questions, please feel free to contact me at 503-988-3241.

cc: Chris Radzom, HR Manager
Jacob Schiffer, HR Analyst 2
Becky Renfro, HR Maintainer
Bryan Lally, Local 88 (for JaNell Welker, Local 88)

Heather Garrett, HR Analyst Sr
Gary Miguel, HR Maintainer
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Class Comp File Copy