

Consideration was given to the *Program Coordinator (6022)*, *Program Specialist (6021)*, and *Program Specialist Senior (6088)* classifications during the review of this position and before making the allocation decision:

The *Program Coordinator (6022)* is assigned to ongoing programs and is tasked with leading daily program operations by providing technical supervision of staff and/or volunteers engaged in program services. This classification is the full journey/professional level classification and is not part of a series. Incumbents are seen as the Person-In-Charge and they accomplish program work primarily through staff and/or a large network of volunteers, contractors, temporary or on-call employees. This classification is not seen as a Subject Matter Expert or focus on program evaluation and contract compliance, implementation or evaluation of programs and projects. Minimum qualifications include the equivalent to a Bachelor's degree with major course work in social work, or public administration and two (2) years of responsible program coordination, and/or outreach experience. This classification is not a good match because the Program Coordinator classification does not act as the Subject Matter Expert, assume the lead role in driving initiatives, or focus on program analysis or development.

The *Program Specialist (6021)* classification develops, implements, monitors and provides ongoing evaluation of County programs, projects or grants. This classification is the full journey/professional level class within the Program Specialist series. Incumbents in this classification are considered Subject Matter Experts within their program area and exercise a significant degree of discretion, decision making and latitude under limited or infrequent supervisory direction. Minimum qualifications include the equivalent to a Bachelor's degree with major course work in social work, sociology, public health, journalism, business administration or public administration and two (2) years of responsible program planning, development, research assistance or evaluation experience. This classification is not a good match because Program Specialists have a more tactical role in ongoing programs and though they are viewed as Subject Matter Experts, they are managed by an exempt supervisor who provides technical direction, final review, and approval regarding financial commitments, program obligations and services.

The *Program Specialist Senior (6088)* classification provides leadership for a variety of internal and/or external County programs ranging from ongoing fully developed programs and functions to initiatives still in their early or exploratory stages. Programs are significant, extremely complex in nature, and require astute, often sensitive/delicate execution of interdivisional and interagency agreements, contracts and/or grants. Incumbents are considered technically authoritative/knowledge leaders within their program areas and are primary drivers of assigned grants/contracts. Program Specialist Seniors have greater consequence of error and breadth of self-initiated work, routinely identify problems, formulate solutions independently or through consensus with stakeholders. The scope and impact of recommendations, decisions and commitments typically have significant impact on activities and programs in the county and within other jurisdictions. Minimum qualifications include the equivalent to a Bachelor's degree with major course work in public administration, business, statistics/math or a related field and five (5) years of increasingly responsible and major program development, policy analysis, or program compliance/monitoring and evaluation experience. This classification is a good match because the position will be the subject matter expert, act as driver of strategic planning, policy and procedure development and provide project leadership to community-based victim services specialists.

The duties, responsibilities and qualifications support this position is allocated to *Program Specialist Senior (6088)*.

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.