



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

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Date: May 8, 2015  
To: Lee Watts, Program Supervisor  
Dept. of County Human Services: Domestic Violence Coordination Office  
From: Susan Mullett, Classification and Compensation Unit (503/3/300) *Susan Mullett*  
Request #: 2892  
Position Number: 712036

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

**Request Information:**

Date Received: 04/27/2015	Effective Date: 10/27/2014 (Retro)
Current Classification: Program Specialist	Allocated Classification: Program Specialist Senior
Job Class Number: 6021	Job Class Number: 6088
Pay Grade: 25	Pay Grade: 31
	Pay Range: \$29.80 - \$36.69 Hourly (FY15)
	\$30.43 - \$37.46 Hourly (FY16)

**Position Information:**

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

**Employee Information:**

Name of Incumbent Employee: Becky Bangs (SAP#13059)  
New Job Class Seniority Date: 10/27/2014

Date	Job Class and Number	Grade	Step	Rate	Action
10/26/14	Program Specialist (#6021)	25	5	\$28.11	Pre-Reclass
10/27/14	Program Specialist Senior (#6088)	31	1	\$29.80	Post-Reclass

**Reason for Classification Decision:**

This filled position within the Domestic Violence Coordination Office in DCHS is submitted for a reclassification from Program Specialist to Program Specialist Senior. The Domestic Violence Enhanced Response Team (DVERT) project continues to see growth in budget and overall program oversight. In addition to the DVERT project, this position now oversees the Domestic Violence Response Advocate (DVRA) project which is a collaboration of law enforcement and community-based victim advocacy agencies providing crisis response and support services. Duties include program oversight, leadership, and administration, including developing and defining program policies, procedures and methods, providing recommendations on program structure and operations, and facilitating monthly steering committee meetings; grant management and data analysis, including acting as staff lead and point of contact for the Department Justice on Violence Against Women regarding the federal grant funding, preparing grant reports and assisting on the biannual grant application process, overseeing budget expenditures, and assisting in the creation of program offers and other fiscal reports; system improvement and subject matter expert, including providing strategic consultation to law enforcement and criminal justice partners regarding domestic violence response, providing training as requested, developing training materials, providing assistance to community partners on high risk domestic violence cases, and providing technical assistance to local, state and federal agencies on best practices and creating special response and advocacy teams.

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.