



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 6/4/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 6/4/15
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 5/19/15

Agenda Title: BUDGET MODIFICATION # DCHS-55-15: Re-classification of three full time positions in DCHS

Requested Meeting Date: 6/4/15

Time Needed: N/A (Consent)

Department: 25 - County Human Services

Division: SUN Service System /
Domestic Violence
Coordination Office

Contact(s): Peggy Samolinski - Manager Senior - SUN Service System Manager Senior; Lee
Watts - Program Supervisor - Domestic Violence Coordination Office

Phone: 503-988-7453

Ext. 87453

I/O Address 167/2/200

Presenter Name(s) & Title(s): N/A – Consent Agenda

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS-55-15, authorizing the reclassification of three positions. Positions #712036 and #715411 from Program Specialists to Program Specialist Seniors as determined by the Class/Comp unit of Central Human Resources, reclassification request #2892 and #2882 in the Domestic Violence Coordination Office. Position #716594 from a Research Evaluation Analyst 2 to a Research Evaluation Analyst Senior as determined by the Class/Comp unit of Central Human Resources, reclassification request #2887 in the SUN Service System.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Program Offer #25042 - Domestic Violence Community Based Services - This filled position #715411 within the Domestic Violence Coordination Office in DCHS is submitted for a reclassification from Program Specialist to Program Specialist Senior. Since creation of this position in 2011, the program has experienced dramatic growth with budget and FTE size and in the overall impact to the community. This position has become a subject matter expert, the primary driver for the enhanced strategic plan, the coordinator for new program design and development,

and a lead worker to staff.

The Human Resources Class/Comp unit reviewed the responsibilities of this position and concluded that the duties, responsibilities and qualifications best fit the Program Specialist Senior (6088) classification.

Program Offer #25047 - Domestic Violence Enhanced Response Team - This filled position #712036 within 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.

The Human Resources Class/Comp unit reviewed the responsibilities of this position and concluded that the duties, responsibilities and qualifications best fit the Program Specialist Senior (6088) classification.

Program Offer #25145 - SUN Community Schools - This position #716594 within the Sun Service System division in DCHS is requested for reclassification from a Research Evaluation Analyst 2 to a Research Evaluation Analyst Senior. This position was created last Spring with the expectation that the new work team of two (2) evaluators would consist of a Research Evaluation Analyst 2 supporting a Research Evaluation Analyst Senior. However, now that the position has been filled, the work assignments along with the employee's expertise support two (2) Research Evaluation Analyst Senior positions. The employee has been initiating and conducting research and evaluation projects, performing advanced data analysis, producing written reports based on analysis, acting as subject matter expert on cross-jurisdictional work teams and project groups.

The Human Resources Class/Comp unit reviewed the responsibilities of this position and concluded that the duties, responsibilities and qualifications best fit the Research Evaluation Analyst Senior (6087) classification.

3. Explain the fiscal impact (current year and ongoing).

Program Offer #25042 - Domestic Violence Community Based Services - is budget neutral as the increase of \$12,862 in personnel expenses will be supported by a like decrease in the supply and travel & training budgets.

Program Offer #25047 - Domestic Violence Enhanced Response Team - is budget neutral as the increase of \$11,507 in personnel expenses will be supported by a like decrease in the unobligated contracted services budget.

Program Offer #25145 - SUN Community Schools - is budget neutral as the increase of \$14,711 in personnel expenses will be supported by a like decrease in the unobligated professional services budget.

Subsequent fiscal year personnel merit and COLA increases will be absorbed within the division's budget.

Service reimbursement to the Risk Management fund will increase by \$1,913.

4. Explain any legal and/or policy issues involved.

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

There is no change in revenue.

7. What budgets are increased/decreased?

The Department of County Human Services Division budget will remain budget neutral as a result of this budget modification.

Service reimbursement to the Risk Management fund will increase by \$1,913.

8. What do the changes accomplish?

This budget modification implements the decision from HR Class/Comp to reclassify two full-time Program Specialist positions to Program Specialist Seniors and one Research Evaluation Analyst 2 position to a Research Evaluation Analyst Senior to accurately reflect the actual functions and duties of the positions.

9. Do any personnel actions result from this budget modification?

Yes. The approval of this budget modification will result in reclassifying two full-time (6021) Program Specialist positions to (6088) Program Specialist Seniors and a full-time (6086) Research Evaluation Analyst 2 position to a (6087) Research Evaluation Analyst Senior as determined by the Class/Comp unit of Central Human Resources.

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

N/A

11. Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

N/A

12. If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (e.g. cash match, in kind match, reporting requirements, etc)?

N/A

Required Signature

**Elected Official or
Dept. Director:** Liesl Wendt /s/

Date: 5/19/15

Budget Analyst: Allegra Willhite /s/

Date: 5/19/15

Department HR: Chris Radzom /s/

Date: 5/18/15

Countywide HR: Susan Mullett /s/

Date: 5/19/15

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-55-15

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	25042A-15	32433	20-30	0040	DV CRD.OJJDP.DCI 13	60000 - Permanent	90,392	99,718	9,326	
2	25042A-15	32433	20-30	0040	DV CRD.OJJDP.DCI 13	60130 - Salary Related Expns	28,166	31,072	2,906	
3	25042A-15	32433	20-30	0040	DV CRD.OJJDP.DCI 13	60140 - Insurance Benefits	28,278	28,907	630	
4	25042A-15	32433	20-30	0040	DV CRD.OJJDP.DCI 13	60240 - Supplies	14,966	8,104	(6,862)	
5	25042A-15	32433	20-30	0040	DV CRD.OJJDP.DCI 13	60260 - Travel & Training	16,302	10,302	(6,000)	
32433 Total										0
20-30 Total										0
Program Offer Number 25042A-15 Total										0
6	25047A-15	1000	20-30	0040	DV CRD.DVERT.CGF	60000 - Permanent	44,134	52,478	8,344	
7	25047A-15	1000	20-30	0040	DV CRD.DVERT.CGF	60130 - Salary Related Expns	13,756	16,355	2,600	
8	25047A-15	1000	20-30	0040	DV CRD.DVERT.CGF	60140 - Insurance Benefits	13,593	14,156	563	
9	25047A-15	1000	20-30	0040	DV CRD.DVERT.CGF	60160 - Pass-Thru & Pgm Supt	184,720	173,213	(11,507)	
1000 Total										0
20-30 Total										0
Program Offer Number 25047A-15 Total										0
10	25145A-15	1000	22-20	0040	SCPSP.SUN.CGF	60000 - Permanent	282,427	293,094	10,667	
11	25145A-15	1000	22-20	0040	SCPSP.SUN.CGF	60130 - Salary Related Expns	89,529	92,852	3,324	
12	25145A-15	1000	22-20	0040	SCPSP.SUN.CGF	60140 - Insurance Benefits	86,663	87,383	720	
13	25145A-15	1000	22-20	0040	SCPSP.SUN.CGF	60170 - Professional Svcs	55,541	40,830	(14,711)	
1000 Total										0
22-20 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-55-15

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
					Program Offer Number 25145A-15 Total					0
14	72020-15	3500	72-80	0020	705210	50310 - Intl Svc Reimburse	(16,617)	(18,530)	(1,913)	
15	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	5,041,086	5,042,999	1,913	
	3500 Total									0
	72-80 Total									0
	Program Offer Number 72020-15 Total									0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-55-15

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
712036	6021	Program Specialist	66750	1000	DV CRD.DVERT.CGF	(1.00)	(58,445)	(18,211)	(18,097)	(94,753)
712036	6088	Program Specialist/Sr	66750	1000	DV CRD.DVERT.CGF	1.00	69,618	21,693	18,851	110,162
715411	6021	Program Specialist	66750	32433	DV CRD.OJJDP.DCI 13	(1.00)	(59,023)	(18,392)	(18,136)	(95,550)
715411	6088	Program Specialist/Sr	66750	32433	DV CRD.OJJDP.DCI 13	1.00	71,699	22,341	18,992	113,032
716594	6086	Research/Evaluation Analyst 2	65076	1000	SCPSP.SUN.CGF	(1.00)	(53,292)	(16,606)	(17,749)	(87,647)
716594	6087	Research/Evaluation Analyst/Sr	65076	1000	SCPSP.SUN.CGF	1.00	67,514	21,038	18,709	107,261
Total Annualized Changes:						0.00	\$38,072	\$11,863	\$2,570	\$52,505

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
712036	6021	Program Specialist	66750	1000	DV CRD.DVERT.CGF	(0.75)	(43,870)	(13,670)	(13,575)	(71,115)
712036	6088	Program Specialist/Sr	66750	1000	DV CRD.DVERT.CGF	0.75	52,213	16,270	14,138	82,621
715411	6021	Program Specialist	66750	32433	DV CRD.OJJDP.DCI 13	(0.75)	(44,448)	(13,850)	(13,614)	(71,912)
715411	6088	Program Specialist/Sr	66750	32433	DV CRD.OJJDP.DCI 13	0.75	53,774	16,756	14,244	84,774
716594	6086	Research/Evaluation Analyst 2	65076	1000	SCPSP.SUN.CGF	(0.75)	(39,969)	(12,454)	(13,312)	(65,735)
716594	6087	Research/Evaluation Analyst/Sr	65076	1000	SCPSP.SUN.CGF	0.75	50,636	15,778	14,032	80,446

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-55-15

	Total Current FY Changes:	0.00	\$28,337	\$8,830	\$1,913	\$39,080
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Department of County Management
MULTNOMAH COUNTY OREGON
 Human Resources
 Multnomah Building
 501 SE Hawthorne, Suite 300
 Portland, Oregon 97214

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 #: 2882
 Position Number: 715411

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

Request Information:

Date Received: 04/23/2015	Effective Date: 10/23/2014 (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: Erin Fairchild (SAP#: 9938)
 New Job Class Seniority Date: 10/23/2014

Date	Job Class and Number	Grade	Step	Rate	Action
10/22/14	Program Specialist (#6021)	25	5	\$28.11	Pre-Reclass
10/23/14	Program Specialist Senior (#6088)	31	1	\$29.80	Post-Reclass
02/13/15	Program Specialist Senior (#6088)	31	2	\$30.73	Step Increase

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. Since creation of this position in 2011, the program has experienced dramatic growth with budget and FTE size and in the overall impact to the community. This position has become a subject matter expert, the primary driver for the enhanced strategic plan, the coordinator for new program design and development, and a leadworker to staff. Duties include strategic plan development and direction, including assessing program staffing and structural needs and making recommendations, overseeing budget expenditures, writing grant reports confirming compliance with federal funding requirements, and writing and negotiating agreements with partner organizations; work force development plans and training curricula, including establishing partnerships with various partners including law enforcement agencies, schools, elected officials and health/social services organizations in developing and implementing training plans and embedding training strategies into existing workforce development ventures; design and develop new programs, initiatives, joint ventures, and campaigns, including designing and developing service delivery pilot programs, overseeing implementations of pilot contracts, monitoring new programs for quality control, and developing public awareness campaigns; technical assistance, consultation, and policy development, including guiding policy

development and changes in practices and acting as subject matter expert for partners and organizations; and functional and technical leadership to staff.

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 or 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 primary driver of enhanced strategic plan, and provide functional and technical supervision to staff.

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.



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

Date: May 1, 2015
 To: Peggy Samolinski, Manager Senior
 Dept. of County Human Services, Sun Services System
 From: Susan Mullett, Classification and Compensation Unit (503/3/300)
 Request #: 2887
 Position Number: 716594

Request Information:

Date Received: 04/24/2015	Effective Date: 10/24/2014
Current Classification: Research Evaluation Analyst 2	Allocated Classification: Research Evaluation Analyst Senior
Job Class Number: 6086	Job Class Number: 6087
Pay Grade: 26	Pay Grade: 34
	Pay Range: \$32.56 - \$40.08 Hourly \$67,985.28 - \$83,687.04 Annually

Position Information:

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

Employee Information:

Name of Incumbent Employee: Caroline Fitz (SAP#16009)
 New Job Class Seniority Date: 10/24/2014

Date	Job Class and Number	Grade	Step	Rate	Action
10/23/2014	Research Evaluation Analyst 2	26	3	\$27.30	Pre-Reclass
10/24/2015	Research Evaluation Analyst Senior	34	1	\$32.56	Post-Reclass

Reason for Classification Decision:

This reclassification within the Sun Service System division in DCHS is requested for reclassification from a Research Evaluation Analyst 2 to a Research Evaluation Analyst Senior. This position was created last Spring with the expectation that the new work team of two (2) evaluators would consist of a Research Evaluation Analyst 2 supporting a Research Evaluation Analyst Senior. However, now that the position has been filled, the work assignments along with the employee's expertise support two (2) Research Evaluation Analyst Senior positions. The employee has been initiating and conducting research and evaluation projects, performing advanced data analysis, producing written reports based on her analysis, acting as subject matter expert on cross-jurisdictional work teams and project groups, and providing lead direction to others regarding research and analysis use in work assignments. Other duties include designing collection tools and overseeing data collection, and engaging in interviews and field research; and maintaining inventory and data for annual performance measures. The incumbent's qualifications include a PhD in Applied Social Psychology and nine (9) years of experience formulating, executing, analyzing, and writing and presenting evaluation projects.

An analysis of Research Evaluation Analyst 2, Research Evaluation Analyst Senior, and Research Evaluation Senior (Non-Represented) was performed before making an allocation decision:

The *Research Evaluation Analyst 2 (6086)* classification is responsible for performing professional and technical applied research or program evaluation work that relies on data-driven policy analysis, program evaluation, and/or quality management. This is the fully proficient, journey-level job class in the Research

Evaluation Analyst series and the focus of work assignments is on applied research or surveillance projects utilizing research methodology, qualitative analysis, and quantitative statistics. Responsibilities may include oversight of surveillance studies, data management, and data transformation. Minimum qualifications include the equivalent to a Master's degree in public administration, public health, or social sciences with course work in applied research, statistics, or formal assessment/evaluation subjects; and three (3) years of increasingly responsible professional applied research or formal program evaluation experience desired. The level of work assignments for the position under review require advanced subject matter expertise and significant research and project management experience, and have significant impact on a broad range of services, operations and/or policy decisions; therefore, this classification is no longer a good match.

The *Research Evaluation Analyst Senior (6087)* classification is responsible for leading and providing advanced professional/master level applied research or evaluation services for projects without clearly established models and often with multi-year duration, cross department issues and multiple variables. Incumbents perform in-depth qualitative or quantitative analysis, complex program evaluation and policy analysis, and quality assessment/improvement efforts; recommends data-driven improvement of services and programs; collaborates on research/evaluation strategic planning, standards, grant activities, and budgets. Minimum qualifications include the equivalent to a Master's degree with course work in public administration, health administration, business, or social sciences including studies in applied research or evaluation subjects; and four (4) years of increasingly responsible applied research and/or evaluation experience, including experience leading research or evaluation projects. This classification is a good match as the work assignments require leading projects that require advanced professional and master level applied research and evaluation knowledge and skills.

The *Research Evaluation Analyst Senior – Non Represented (9043)* classification is responsible for leading and providing advanced professional/master level applied research or evaluation services for projects without clearly established models and often with multi-year duration, cross department issues and multiple variables. Incumbents perform in-depth qualitative or quantitative analysis, complex program evaluation and policy analysis, and quality assessment/improvement efforts; recommends data-driven improvement of services and programs; collaborates on research/evaluation strategic planning, standards, grant activities, and budgets. Qualifications include the equivalent to a Master's degree with course work in public administration, health administration, business, or social sciences including studies in applied research or evaluation subjects; and four (4) years of increasingly responsible applied research and/or evaluation experience, including experience leading research or evaluation projects. The major distinguishing characteristic between the represented classification (6087) and the non represented classification is the requirement to meet the standards for supervisory or confidential exemption as defined by Oregon's Public Employees Collective Bargaining Act, or under the terms of Article 3 – Recognition of the AFSCME Local 88 Collective Bargaining Agreement. The position under review does not meet the standards for supervisory or confidential exemption; therefore, this classification is not a good match.

The duties, responsibilities and qualifications support this position is allocated to Research Evaluation Analyst Senior (6087).

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.



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

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 or 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.