



MULTNOMAH COUNTY OREGON

Human Resources – Dept. of County Management
Multnomah Building, 501 SE Hawthorne, Suite 400
Portland, Oregon 97214

To: Lee Girard, Aging Services Division – DCHS

Date: October 9, 2009

From: Joi Doi, Class/Comp Unit

Subject: Reclassification Request #1330 – new vacant position

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

Request Information:

Date Request Received: September 16, 2009

Current Classification: NA

Job Class Number: NA

Pay Grade: NA

Request is: ☐ Approved as Requested
☒ Approved - Revised
☐ Denied

Position Numbers: TBD

Requested Classification: Program Coordinator

Job Class Number: 6022

Pay Grade: 25

Effective Date: October 8, 2009

Allocated Classification: Program Development
Specialist Senior

Job Class Number: 6088

Pay Range: \$57,670.56 - \$70,992.00 Annually

Pay Grade: 31

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.

Position Information:

☐ Filled & incumbent reclassified
☐ Filled & incumbent not reclassified with position
☒ Vacant new position

New Classification/Position Information:

When the position is vacant or the incumbent is not reclassified with position, the position must be filled in accordance with the normal appointment and recruiting 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:

This is a new position designed to provide administrative grant management and oversight for two AAAs in Multnomah and Washington Counties, as well as report functionally to the State of Oregon. Functions will include program analysis, planning and development, assessing and developing supplemental training needs, and coordination of program activities with Independent Living Resources, District senior centers, and the Providence Health Systems.

PDS Senior provides high level organizational, policy, program analysis, planning, evaluation, and development efforts at the department level or coordinates major, highly complex interdivisional and interagency strategic programs and projects. Programs and budgets assigned to PDS Senior are significant in size, complex in nature, and this new position which is critical to a new multi-County pilot program fits within the realm/scope of a Program Development Specialist, Senior.

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

cc: Carolyn Edgett/Kim Pasquinnelli DCHS HR
Local 88

Class Comp File Copy
Pauline Reed, DCHS HR