



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 #: 2882  
Position Number: 715411

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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.