



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Wende Hickman, DCJ - Business Applications and Technology
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: August 27, 2009
Subject: Reclassification Request # 1312 (Re-org vacant)

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

Request Information:

Date Request Received: August 24, 2009
Current Classification: Corrections Technician
Job Class Number: 6266
Pay Grade: 17

Position Number: 714154
Requested Classification: Program Coordinator
Job Class Number: 6022
Pay Grade: 25

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

Effective Date: August 27, 2009

Allocated Classification: Program Coordinator
Pay Range: \$48,358.08 to \$59,445.36 annually

Job Class Number: 6022
Pay Grade: 25

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:

☒ Vacant - see New/Vacant Section
☐ Filled & incumbent reclassified - see Employee Information Section
☐ Filled & incumbent not reclassified with position See New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment 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 position is being moved from Adult Transition and Community Services to the newly formed DCJ Business Applications and Technology Unit; as such it is reorganization. This position will provide business process analysis, business integration and systems implementation, training and support, security and access, and data integrity for various information systems, automated tools, and technology solutions that support the work of DCJ. Program Coordinators typically assist in planning, coordination and implementation of specialized programs; serve as liaison between the agency and community or other department personnel. The duties and responsibilities described on the position description are consistent with those of a Program Coordinator (6022).

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: HR Manager
HR Maintainer
Local 88
Class Comp File Copy