



**Health Department -- Human Resources**

**MULTNOMAH COUNTY OREGON**

421 SW Oak St., Suite 210  
Portland, Oregon 97204  
(503) 988-3674 phone; (503) 988-3816 TDD  
(503) 988-6932 fax

To: Robert Saum, NE Health Center Clinic Manager  
From: Kathleen Fuller-Poe, Human Resources Manager, Health Department  
Date: August 19, 2010  
Subject: Classification Request – Physician, NE Health Center

*Kathleen Fuller-Poe*

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

**Request Information:**

Date Request Received: August 12, 2010	Position Number: TBD
Current Classification: NA – New	Requested Classification: Physician
Job Class Number: NA	Job Class Number: 9490
Pay Grade: NA	Pay Grade: 235
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: August 19, 2010
<input type="checkbox"/> Approved – Revised <input type="checkbox"/> Denied	
Allocated Classification: Physician	Job Class Number: 9490
Pay Range: \$105,132 - \$168,212 Annually	Pay Grade: 235

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the issue date to ensure duties and work are implemented as originally described. This allocation may also require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

**Position Information:**

Vacant or new position  Executive and unclassified  
 Represented

**Reason for Classification Decision:**

This is a new position in the NE Health Clinic - Health Department, responsible for providing professional, comprehensive primary medical care and treatment services with an emphasis on prevention of disease and promotion of health of patients. The position is being added to current staff due to expansion and increased demand for services at the NE Health Clinic. This full professional/journey level physician will establish a therapeutic relationship with a diversity of patients, including refugees and low-income population groups, some of which not currently served by the Health Department. This position will diagnose and treat acute and chronic medical conditions according to scope of practice to include conducting a medical history, conduct physical exams, order and interpret diagnostic tests, devise a course of treatment, discuss alternative treatment, risk and benefits of each treatment type, prescribe and monitor medications, conduct medically and culturally appropriate counseling of patient, and conduct reassessment of the patients at appropriate intervals. Performance of these duties and services require graduation from an accredited school of medicine with completion of a Primary Care residency and possession of a valid license to practice medicine issued by the State of Oregon. Additional licensure required for this position is a valid DEA license issued by the Federal Drug Enforcement Agency, along with an active and valid CPR certification issued by the American Heart Association. Such work assignments, training, work experience, licensure and certification are consistent with the executive classification of Physician, job code 9490.

If you have any questions, please feel free to contact me at extension: 26734.

Copy: Olga Ward, Class Comp  
Joan Sears, HR Maintainer  
Catherine Rice, Health Human Resources  
Robert Stoll, Budget Analyst – Health  
Keith Hathorne, Recruiter - Health



**Public Health**  
Prevent. Promote. Protect.



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To: Robert Saum, NE Health Center Clinic Manager  
From: Kathleen Fuller-Poe, Human Resources Manager, Health Department  
Date: August 19, 2010  
Subject: Classification Request –Nurse Practitioner – NE Health Center

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

**Request Information:**

Date Request Received: August 12, 2010	Position Number: TBD
Current Classification: N/A - New	Requested Classification: Nurse Practitioner
Job Class Number: N/A	Job Class Number: 6314
Pay Grade: N/A	Pay Grade: 6314
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: August 19, 2010
<input type="checkbox"/> Approved – Revised <input type="checkbox"/> Denied	
Allocated Classification: Nurse Practitioner	Job Class Number: 6314
Pay Range: \$78,842.88 - \$101,831.76 Annually	Pay Grade: 6314

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the issue date to ensure duties and work are implemented as originally described. This allocation may also require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

**Position Information:**

Vacant or new position  Executive and unclassified  
 Represented

**Reason for Classification Decision:**

This is a new position in the NE Health Clinic to provide professional comprehensive specialized nursing services in family healthcare with an emphasis on prevention of disease and promotion of health. This position will establish a therapeutic relationship with a diversity of patients, including refugees and low-income population groups. The position will diagnose and treat acute and chronic medical conditions according to scope of practice to include conducting a medical history and physical exam, ordering and interpreting diagnostic tests, devising a course of treatment, discussing alternative treatment along with risks and benefits of treatment, prescribing and monitoring medications, utilizing counseling methods with patients and reassessment of the patient at appropriate intervals. This position requires a Master's degree in nursing and possession of Nurse Practitioner certificate and license to practice as a Registered Nurse in the State of Oregon. These functions are consistent with those of the Nurse Practitioner (6314) classification.

If you have any questions, please feel free to contact me at extension: 26734.

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To: Robert Saum, NE Health Center Clinic Manager  
From: Kathleen Fuller-Poe, Human Resources Manager, Health Department  
Date: August 19, 2010  
Subject: Classification Request – Community Health Nurse – NE Health Center

*Kathleen Fuller-Poe*

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

**Request Information:**

Date Request Received: August 12, 2010	Position Number: TBD
Current Classification: N/A - New	Requested Classification: Community Health Nurse
Job Class Number: N/A	Job Class Number: 6315
Pay Grade: N/A	Pay Grade: 6315
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: August 19, 2010
<input type="checkbox"/> Approved – Revised <input type="checkbox"/> Denied	
Allocated Classification: Community Health Nurse	Job Class Number: 6315
Pay Range: \$56,125.44 - \$73,622.88 Annually	Pay Grade: 6315

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the issue date to ensure duties and work are implemented as originally described. This allocation may also require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

**Position Information:**

Vacant or new position  Executive and unclassified  
 Represented

**Reason for Classification Decision:**

This is a new position in the NE Health Clinic - Health Department and will provide comprehensive community health nursing services to help prevent disease and promote health in the community. The position is being added to current staff due to expansion and increased demand for services at the NE Health Clinic. The position must use professional nursing diagnosis and judgment to assess, screen, counsel and refer clients for appropriate treatment. The position will develop comprehensive nursing plans and assist clients in establishing short and long term goals to obtain optimum level of health through advocacy, counseling, teaching, and utilization of resources based on medical, mental/emotional, financial and social factors. Such services require the skills, formal education, experience and valid licensure for a registered nurse issued by the State of Oregon. The functions and requirements for this new position are consistent with the Community Health Nurse classification, job code 6315.

If you have any questions, please feel free to contact me at extension: 26734.

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To: Robert Saum, NE Health Center Clinic Manager  
From: Kathleen Fuller-Poe, Human Resources Manager, Health Department  
Date: August 19, 2010  
Subject: Classification Request – Licensed Community Practical Nurse - NEHC

*Kathleen Fuller-Poe*

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

**Request Information:**

Date Request Received: August 12, 2010	Position Number: TBD
Current Classification: N/A - New	Requested Classification: Licensed Community Practical Nurse
Job Class Number: N/A	Job Class Number: 6303
Pay Grade: N/A	Pay Grade: 6303
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: August 19, 2010
<input type="checkbox"/> Approved – Revised <input type="checkbox"/> Denied	
Allocated Classification: Licensed Community Practical Nurse	Job Class Number: 6303
Pay Range: \$40,214.88 - \$52,450.56 Annually	Pay Grade: 6303

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the issue date to ensure duties and work are implemented as originally described. This allocation may also require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

**Position Information:**

Vacant or new position  Executive and unclassified  
 Represented

**Reason for Classification Decision:**

This is a new position in the NE Health Clinic - Health Department and will provide practical nursing care to low-income and high-risk patients. The position is being added to current staff due to expansion and increased demand for services at the NE Health Clinic. This position will serve as Panel Manager to track the health of the population of patients assigned to a provider panel. This includes proactively tracking prevention activities, screening and chronic disease monitoring, and providing patient education. This position manages team communication including team phone messages and in-basket, as well as patient communication and follow-up. The position performs general provider support duties at the LPN level as needed to support clinic flow and patient care delivery. Such services require the equivalent to an Associate of Arts degree from an accredited college with major course work in practical nursing and valid licensure of practical nurse license issued by the State of Oregon. CPR licensure from the American Heart Association is also required. The functions and requirements for this new position are consistent with the Licensed Community Practical Nurse classification, job code 6303.

If you have any questions, please feel free to contact me at extension: 26734.

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