



Department of County Management  
**MULTNOMAH COUNTY OREGON**

Human Resources -- Multnomah Building  
501 SE Hawthorne  
Portland, Oregon 97214  
(503) 988-5015 Phone

To: Aubrey Davis, Program Manager -- DDSD Date: July 11, 2012  
From: Joi Doi, Classification and Compensation Unit (503/3)  
Subject: Reclassification Request # 1967 -- vacant

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

**Request Information:**

Date Request Received: July 11, 2012	Position Number: 715614
Current Classification: Program Specialist Sr.	Requested Classification: Program Supervisor
Job Class Number: 6008	Job Class Number: 9361
Pay Grade: 31	Pay Grade: 124-126
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: July 11, 2012
<input type="checkbox"/> Approved -- Revised <input type="checkbox"/> Denied	
Allocated Classification: Program Supervisor	Job Class Number: 9361
Pay Range: \$52,362.92 - \$80,807.31 Annually	Pay Grade: 124-126

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 - 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:**

Position # 715614 was budgeted (but not classified by Central HR) as a Program Specialist Senior, and a supervisor position filled by Stefany Newman with a corresponding position number was eliminated in the FY 2012/12 budget. With the restructuring of Adult Services case management teams and the quality function in the Developmental Disabilities Services Division (DD), DD now lacks a supervisor position to oversee a team of approximately 15 Case Managers. This allocation notice remedies this deficit, as well as officially classifies position # 715614.

This position will: supervise a section of Case Management professionals; hire, train, develop and manage the performance of this staff as well as recommend and perform disciplinary actions as needed; oversee assigned program functions in the Adult Services unit including providing technical case management and leadership direction; and ensure on-going quality management of service according to Division, Department and state guidelines and care mandates. Program Supervisor is distinguished from Program Manager 1, the next supervisor level, in that the latter has broader policy impact, more professional sections/teams to oversee, and a significantly larger budget and program impact within the County. The essential functions, level of responsibility, and qualifications for this position are consistent with the Program Supervisor classification, the front line/working supervisor.

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

Copy: Heather Garrett, Urmila Jhattu, Gary Miguel, DCHS HR  
Class Comp File Copy