



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: David Brown, WIC Program , Health Department
From: Candace Busby, Classification and Compensation Unit (503/3/300)
Date: October 13, 2010
Subject: Reclassification Request # 1583 (2.0 FTE - New)

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

Request Information:

Date Request Received: August 23, 2010
Current Classification: N/A
Job Class Number: N/A
Pay Grade: N/A

Position Number: TBD – multiple numbers
Requested Classification: Community Health Specialist 2
Job Class Number: 6047
Pay Grade: 15

Request is: ☒ Approved - Revised

Effective Date: October 13, 2010

Allocated Classification: Community Health Specialist 1 Job Class Number: 6046
Pay Range: \$31,633.20 to \$38,920.32 annually Pay Grade: 10

This classification decision is subject to all applicable requirements stated in MC 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. Further, this allocation may 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 ☒ Represented

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:

These 2.0 FTE positions will provide breastfeeding information and encouragement to WIC program pregnant and breastfeeding mothers. The incumbent(s) meet with mothers during regular WIC clinic hours and are available by telephone during evenings and weekends. Qualifications are a mother who is breastfeeding or has breastfed at least one baby; is passionate about breastfeeding and helping mothers to breastfeed; and who is reflective of the population served in age, ethnicity, education and language. The Community Health Specialist 2 (CHS) develops and conducts activities designed to protect and improve community health; minimum qualifications are equivalent to a high school diploma and two years of relevant work experience. The CHS1 provides health information, advocacy, social support and assistance in using the health care system to individuals and families in home and community settings; minimum qualifications do not require formal education or paid work experience, although experience working in the community is desirable. The purpose and qualifications for CHS1 are consistent with the described positions that are guided by a Program Coordinator in their provision of breastfeeding counseling for a caseload of WIC participants and require breastfeeding experience rather than paid work experience. The positions are allocated to the Community Health Specialist 1 (6046) classification.

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

cc: Kathleen Fuller-Poe, HR Manager
Joan Sears, HR Maintainer
Class Comp File Copy

Melissa Dailey, HR Analyst
Bryan Lally, Local 88