



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

Multnomah Building  
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Portland, Oregon 97214  
(503) 988-5015 Phone

To: Noelle Wiggins, Health Department, Office of Health and Social Justice  
From: Candace Busby, Classification and Compensation Unit (503/3/300)  
Date: September 6, 2011  
Subject: Reclassification Request #1785 (New)

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

**Request Information:**

Date Request Received: August 25, 2011  
Current Classification: N/A  
Job Class Number: N/A  
Pay Grade: N/A

Position Number: TBD  
Requested Classification: Program Specialist  
Job Class Number: 6021  
Pay Grade: 25

Request is: ☒ Approved as Requested

Effective Date: September 6, 2011

Allocated Classification: Program Specialist  
Pay Range: \$49,318.56 to \$60,635.52 annualized

Job Class Number: 6021  
Pay Grade: 25

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:**

The Community Capacitation Center (CCC) has received a 5-year grant from the Centers for Disease Control (CDC) to implement the Striving to Reduce Youth Violence Everywhere (STRYVE) project with the goal to reduce youth violence before it starts. With STRYVE funding the CCC will work with the Local Public Safety Coordinating Committee and the Youth and Gang Violence Steering Committee (which together form the Coalition) to plan and implement youth violence prevention in North and Northeast Portland. Phase 1 (years 1-2) will include Coalition development, strategic planning, resource identification, and capacity assessment; and Phase 2 (years 3-5) will include the implementation and evaluation of the strategic plan developed during Phase 1.

This position will receive functional direction and supervision from the project lead during both phases. The incumbent will develop and maintain positive relationships with Coalition members and facilitate monthly meetings with the Coalition partners. The incumbent will utilize STRYVE tools, serve as a resource on the relevant peer-reviewed literature and evidence based practices regarding youth violence prevention, identify existing assessments of community needs and assets regarding youth violence, conduct surveys, focus groups etc., and facilitate collection and sharing of the local community's experience on the issue of youth violence. The position will be responsible for developing a detailed evaluation plan for the project including data collection tools, data analysis and report preparation in compliance with STRYVE and CDC requirements.

Program Specialists are distinguished from Program Specialist Seniors in that the latter are viewed as knowledge leaders in their area of assignment and are considered the primary "drivers" of assigned grants/contracts. Program Specialists are responsible for more operational/evaluation assignments and/or implementation; and have a more tactical role in ongoing programs that are managed by a Program Supervisor or Program Specialist Senior. Program Specialists differ from Program Coordinators in that the former are viewed as subject matter experts, implementers and people who help drive initiatives; and are much stronger on policy and program analysis/evaluation and contract compliance. Program Coordinators accomplish program work through others, however work is not usually accomplished through commissions or loosely formed policy bodies.

This position requires education equivalent to a Bachelor's degree with 2 years of increasingly responsible program planning, development, and research assistance or evaluation experience (three years is preferable). The purpose, responsibilities and qualifications as described on the position description and in our conversation are consistent with the Program Specialist (6021) classification.

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

Copy: Kathleen Fuller-Poe, HR Manager  
Melissa Dailey, HR Analyst  
Joan Sears, HR Maintainer  
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