



Department of County Management
MULTNOMAH COUNTY OREGON
 Human Resources

Multnomah Building
 501 SE Hawthorne, Suite 400
 Portland, Oregon 97214
 (503) 988-5015 Phone
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To: Gayle Burrow, Director Corrections Health
 From: Candace Busby, Classification and Compensation Unit (503/4)
 Date: August 25, 2009
 Subject: Reclassification Request # 1310 (New)

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

Request Information:

Date Request Received: August 18, 2009	Position Number: TBD
Current Classification: N/A	Requested Classification: Operations Supervisor
Job Class Number: N/A	Job Class Number: 9026
Pay Grade: N/A	Pay Grade: 121

Request is:	<input checked="" type="checkbox"/> Approved as Requested	Effective Date: August 25, 2009
	<input type="checkbox"/> Approved - Revised	
	<input type="checkbox"/> Denied	

Allocated Classification: Operations Supervisor	Job Class Number: 9025
Pay Range: \$42,931.13 to \$60,103.58 annually	Pay Grade: 121

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:

One outcome of the recent reorganization in Corrections Health was a need to increase the number of Operations Supervisors from two to three to provide additional operations support. These positions provide oversight for a greater number of local 88 employees and programs than before the reorganization and will provide coverage at the three corrections health facilities at least six days a week. The position will plan, organize and oversee the facility office operations of one or more facilities and supervise members of the support team and their work flow and responsibilities. Key responsibilities include managing office operations including medical records and medical equipment; assess, assign, evaluate and coordinate the work assignments of staff assuring quality of medical records; timeliness of billing; and adherence to policies and procedures by regular CQI audits. These duties, responsibilities and qualifications are consistent with those of the Operations Supervisor classification ((9025).

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

cc: Kathleen Fuller-Poe
 Larry Brown
 Joan Sears
 Class Comp File Copy