



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

Multnomah Building  
501 SE Hawthorne, Suite 400  
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(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  
Current Classification: N/A  
Job Class Number: N/A  
Pay Grade: N/A

Position Number: TBD  
Requested Classification: Operations Supervisor  
Job Class Number: 9026  
Pay Grade: 121

Request is: ☒ Approved as Requested  
☐ Approved - Revised  
☐ Denied

Effective Date: August 25, 2009

Allocated Classification: Operations Supervisor  
Pay Range: \$42,931.13 to \$60,103.58 annually

Job Class Number: 9025  
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