



MULTNOMAH COUNTY OREGON

Human Resources – Dept. of County Management
Multnomah Building, 501 SE Hawthorne, Suite 400
Portland, Oregon 97214

To: Cathy Clay-Eckton, Program Manager 2 – ADS, DCHS Date: October 23, 2009

From: Joi Doi, Class/Comp Unit

Subject: Reclassification Request #1336 – new vacant position

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

Request Information:

Date Request Received: October 23, 2009

Current Classification: NA

Job Class Number: NA

Pay Grade: NA

Request is: Approved as Requested
 Approved - Revised
 Denied

Position Numbers: TBD

Requested Classification: Program Supervisor

Job Class Number: 9361

Pay Grade: 25

Effective Date: October 23, 2009

Allocated Classification: Program Supervisor

Pay Range: \$49,696.23 - \$76,692.02 Annually

Job Class Number: 9361

Pay Grade: 124-126

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:

Filled & incumbent reclassified
 Filled & incumbent not reclassified with position
 Vacant new position

New Classification/Position Information:

When the position is vacant or the incumbent is not reclassified with position, the position must be filled in accordance with the normal appointment and recruiting 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:

This is a new position designed to oversee the daily operations and a small team of 13-17 staff located in SE Portland. This position will manage 10 professionals plus administrative support staff employees who will provide direct services to Medicaid clients.

This position will assign work, monitor cases and caseloads and provide technical support as needed to 10+ case managers. It will develop program and team policies and procedures; provide clinical and administrative supervision as well as evaluate/coach performances of assigned team members. This position will also track expenditures against budget and lead development and program evaluation/quality management and improvement activities. These functions align well with the Program Supervisor job class.

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

cc: Carolyn Edgett/Kim Pasquinnelli DCHS HR
Local 88

Class Comp File Copy
Pauline Reed, DCHS HR