



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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

To: Leslie Goodlow-Baldwin, DCHS - DDSD
From: Candace Busby, Classification and Compensation Unit (503/3300) *Candace Busby*
Date: January 31, 2011
Subject: Reclassification Request #1668 (Re-Org)

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

Request Information:

Date Request Received: January 28, 2011	Position Number: 713954
Current Classification: Program Supervisor	Requested Classification: Program Development Specialist Senior
Job Class Number: 9361	Job Class Number: 6088
Pay Grade: 124-125	Pay Grade: 31

Request is: ☒ Approved as Requested Effective Date: July 1, 2011

Allocated Classification: Program Development Specialist Senior	Job Class Number: 6073
Pay Range: \$58,818.96 to \$72,411.84 annually	Pay Grade: 31

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:

☒ Filled & incumbent not reclassified with position. See New/Vacant Section ☒ Represented

New/Vacant Position Information:

Because this 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:

Due to a reduction-in-force the unit is being reorganized. As a result, this Program Supervisor position will be eliminated and replaced with a represented position. The position will function as the pivot-point through which all DDSD programs and services are coordinated. The position will lead Program Development Specialists including providing daily oversight and technical assistance regarding ORS interpretation and requirements; coordinate and provide technical assistance to the 6 brokerage agencies, coordinate development of division/county policies and procedures relating to brokerage relations. This position is responsible for compliance to OAR's related to Support Services; is the liaison to SPD and participates in the regular on-site and complaint reviews conducted by SPD; provides technical assistance to service providers; day-to-day problem solving assistance to case managers, other PDSs, DD management and others; and is project assistant on the program monitoring database project. The purpose and responsibilities of this position no longer fits the Program Supervisor classification. Qualifications are equivalent to a Bachelor's degree and five years of increasingly responsible work with the DD population; 2-3 years experience with contracted providers regarding compliance and licensing, and 2 years of lead or supervisory experience. The purpose, responsibilities and qualifications are consistent with the Program Development Specialist Senior (6088) classification.

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

cc: Urmila Jhattu, HR Manager Heather Garrett, HR Analyst
Bryan Lally, Local 88 Class Comp File Copy