



Department of County Management
MULTNOMAH COUNTY OREGON

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

To: Robert Saum, ICS, Health
From: Olga Ward/Candace Busby, Classification and Compensation Unit (503/4)
Date: August 26, 2010
Subject: Reclassification Request # 1579 (2 new) *Olga Ward*

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

Request Information:

Date Request Received: August 18, 2010

Position Number: TBD

Current Classification: n/a

Requested Classification: Clinic Medical Assistant

Job Class Number: n/a

Job Class Number: 6012

Pay Grade: n/a

Pay Grade: 13

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

Effective Date: August 26, 2010

Allocated Classification: Clinic Medical Assistant Job Class Number: 6012

Pay Range: \$34,514.64 - \$42,511.68 Annually Pay Grade: 13

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
☐ 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:

The 2 new positions will serve in the Northeast Health Clinic supporting the provider team of physicians and mid-level providers directed toward the prevention of disease and promotion of health. These positions will room patients, obtain comprehensive vital signs, conduct appropriate screening and collect clinical assessment data from patients; prepare patients for exams and procedures, including equipment set up and specimen collection; order labs as directed; forecast and administer immunizations and approved injections. These positions are distinguished from the Health Assistant series in that they can administer immunizations and injections under physician/provider direction, whereas Health Assistants 1 or 2 can not. These new position also differ from Medication Aides as the latter have additional training/certification which allows them to dispense prescription medications under the supervision of a nurse or physician. These new positions require graduation from an accredited Medical Assistant training program and a current CPR certification. The duties and qualifications as described above best fit the Clinic Medical Assistant (6012) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22747.

cc: Kathleen Fuller-Poe, HR Manager
Larry Brown, Human Resources Manager 1
Joan Sears, HR Maintainer
Bryan Lally, Local 88
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