



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: October 21, 2014
To: Kim Toevs, Health Department: Community Health Services
From: Karie Miller, Classification and Compensation Unit (503/3/300)
Request #: 2658
Position Number: 705877

Karie Miller

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

Request Information:

Date Received: October 20, 2014	Effective Date: October 25, 2014 (as requested)
Current Classification: Program Coordinator	Allocated Classification: Program Supervisor
Job Class Number: 6022	Job Class Number: 9361
Pay Grade: 25	Pay Grade: 124-126
	Pay Range: \$26.22 - \$40.46 Hourly

Position Information:

☒ Classified Management
☒ Vacant - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with the normal appointment procedures. If the position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult your Department Human Resources Unit for assistance.

Reason for Classification Decision:

This vacant position is requested to be reclassified from a Program Coordinator to a Program Supervisor as a result of three teams emerging from new funding and the need to move them under one supervisor in order to consolidate and align programmatic efforts. The reclassified position will plan, administer, and participate in STD/HIV/HCV and adolescent health community-based and school-based programming, and supervise, coordinate, and evaluate professional staff working in the program area. The position will be responsible for program planning, coordination, and evaluation, including developing short- and long-term goals, objectives, and client outcomes for adolescent sexual health promotion activities; providing leadership and direction in the areas of program planning, implementation, and evaluation that addresses health disparities and promotes health; reviewing epidemiologic data, service provision data, community assessments and resource allocation to identify gaps, trends, prevention, and sexual and reproductive health needs; identifying evidence-based and innovative/emerging best practices; conducting strategic planning activities and developing annual prevention plans; coordinating and prioritizing staff efforts; and preparing and presenting reports, plans, and recommendations. This position will also be responsible for supervising staff; providing supervision and mentoring of volunteers and interns; selecting, hiring, motivating, managing, and evaluating a diverse workforce; working with and coaching employees to correct deficiencies; providing and arranging training for staff; initiating and implementing personal actions such as promotions, transfers, disciplinary, and termination procedures; and assisting in the development and monitoring of the budget, and approving of expenditures. Additionally, this position will serve as the key liaison to funders, OHA public health offices, Health Department colleagues, and external partner agencies; work on department-wide initiatives; provide technical assistance and support to community based organizations in program development, implementation, and evaluation; and provide contract and grant management. Qualifications include the equivalent to a bachelor's degree with major coursework in health education or adolescent education; and three (3) years of increasingly responsible professional leadership or technical program experience in health promotion, education, public health or social work.

An analysis of the Program Coordinator, Program Specialist Senior, and Program Supervisor classifications was performed before making an allocation decision:

The *Program Coordinator (6022)* classification is assigned to planning, administering, and participating in small to moderately sized ongoing programs and is tasked with leading daily program operations by providing technical supervision of staff and/or volunteers engaged in program services. Qualifications include the equivalent to a bachelor's degree with major course work in public administration, social work, or a related field, and two (2) years of responsible program coordination, and/or outreach experience. The Program Coordinator classification provides limited technical lead duties and does not hire, formally evaluate, discharge staff, or resolve personnel grievances; therefore, this classification is no longer a good match for the position under review.

The *Program Specialist Senior (6088)* classification is responsible for providing leadership for a variety of internal and/or external County programs which are significant, extremely complex in nature, and require astute, often sensitive/delicate execution of interdivisional and interagency agreements, contracts, and/or grants. Incumbents are knowledge leaders in their area of assignment and are distinguished from other classifications by the level of responsibility assumed, leadership role, and the fact that they are the primary "drivers" of assigned grants/contracts. Program Specialist Seniors provide technical direction, final review and approval regarding financial commitments, program obligations and services. Also, they are further distinguished by the greater consequence of error and breadth of self-initiated work, routinely identifying problems and formulating solutions independently or through consensus with stakeholders. Qualifications include the equivalent to a bachelor's degree and five (5) years of increasingly responsible and major program development, policy analysis, or program compliance/monitoring and evaluation experience. Subject matter expertise in the area of assignment is preferred. The position under review will have supervisory responsibility, which is not a core component of the Program Supervisor classification; therefore, this classification is not a good match.

The *Program Supervisor (9361)* classification is responsible for supervising, coordinating, and evaluating professional staff assigned to a small program, or to supervise the staff of a section or unit within a large program. Program Supervisors are "hands on", working managers responsible for performing direct program service work and often function as subject matter experts for their small teams, resolving critical or complex program issues and problems. Qualifications include the equivalent to a bachelor's degree with major course work in business administration, public administration, or a related field; and three (3) years of increasingly responsible professional leadership or technical program experience in the desired field or discipline.

The duties, responsibilities and qualifications support this position is allocated to Program Supervisor (9361).

Rules and Rights:

This classification decision is subject to all applicable requirements stated in Multnomah County 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. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

If you have any questions, please feel free to contact me at 503.988.7603.