



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

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To: Randy Walruff, DCM, DART, x24068  
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*  
Date: February 16, 2010  
Subject: Reclassification Request #1385 (Program Supervisor to Program Manager 1)

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

**Request Information:**

Date Request Received: January 8, 2010  
Current Classification: Program Supervisor  
Job Class Number: 9361  
Pay Grade: 124-126

Position Number: 703722  
Requested Classification: Program Manager 1  
Job Class Number: 9615  
Pay Grade: 127-129

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

Effective Date: February 16, 2010

Allocated Classification: Program Manager 1  
Pay Range: \$57,511.21 - \$88,778.95 annually

Job Class Number: 9615  
Pay Grade: 127-129

**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:**

Due to reorganization, workload and responsibilities have been realigned to better utilize existing positions more effectively. The net result is the need for two new positions. This (one) new position is responsible for supervising and directing activities of multiple programs (appraisal of small commercial/multi-family, single-family, manufactured, floating, and specially assessed homes) and work units in the Residential Valuation area; implementing program and division goals, objectives and policies by developing work procedures for professional appraisal staff; exercising direct supervision and coordinating the efforts of Program Supervisors and lead workers assigned to program units; assisting the Chief Appraiser in establishing procedures and controls to ensure timely certification of property tax assessments; assisting higher-level managers in planning and organizing section resources; performing a variety of technical and administrative tasks necessary to the successful functioning of the section; promoting an environment emphasizing continuous quality improvement and excellent customer service; participating with statewide technical groups; and providing ongoing development of employees.

Program Supervisor is distinguished by the responsibility for supervising a small program, section or unit that includes professional staff. Program Manager 1 is distinguished by the responsibility for supervising a small division or section with multiple program areas that include professional staff. Incumbents typically exercise indirect control over assigned staff through intermediate supervisors or lead workers.

This new position is responsible for multiple program areas with professional staff as well as lead workers. The overall scope and responsibility best fit the criteria for Program Manager 1 (9615).

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22342.

cc: Karin Lamberton, HR Manager  
Susan Giesbrecht, Sr. HR Analyst  
Leola Warner & Jacqueline Burns, HR Maintainers  
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