



Department of County Management  
**MULTNOMAH COUNTY OREGON**

Central Human Resources  
 Multnomah Building -- 501 SE Hawthorne, Suite 400  
 Portland, Oregon 97214  
 (503) 988-5015 Phone

To: Carol Casciato, Health – STD/HIV/Hepatitis Programs  
 From: Olga Ward/Candace Busby, Classification and Compensation Unit (503/4)  
 Date: November 1, 2011  
 Subject: Reclassification Request #1816 (2 new positions)

*Olga Ward*

*Candace Busby*

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

**Request Information:**

Date Request Received: October 19, 2011	Position Number: 2 new
Current Classification: n/a	Requested Classification: Health Educator
Job Class Number: n/a	Job Class Number: 6352
Pay Grade: n/a	Pay Grade: 23
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: November 1, 2011

Allocated Classification: Health Educator	Job Class Number: 6352
Pay Range: \$ 47,021.76 - \$57,816.72 Annually	Pay Grade: 23

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                       Represented

**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:**

These 2 new full-time grant funded positions are in the Health Department's STD/HIV/Hepatitis C program. These positions will operate on a school year 10 months basis. The purpose of these positions is to plan, develop, and implement sexual health and relationship curricula for Multnomah County youth to promote healthy behaviors and to prevent unplanned pregnancies, sexually transmitted infections, and unhealthy relationships. The essential duties are: develop and evaluate sexuality education sessions, curriculum, and materials, reviewing existing curriculum for medical accuracy, age and cultural appropriateness, experiential learning techniques, and current trends affecting youth nationally as well as regionally; conduct and facilitate multi-tiered sexual health workshops; deliver a logical scope and sequence of sexuality and relationships lessons to youth in school and adults, teen parents, and high-risk community members.

These positions differ from the work of Community Health Specialist 1 and 2 classifications in that the latter provide health information, advocacy, social support and assistance while these two new positions utilize formal training in health education to independently plan, develop, perform, research, evaluate, and coordinate health education training and services.

These positions require a Bachelor's degree in public health education or related field and three years experience involving the development and implementation of community health promotion initiatives. As described, the functions and the requirements for these positions are consistent with the Health Educator (6352) classification.

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

cc: Kathleen Fuller-Poe, HR Manager    Melissa Dailey, HR Analyst    Class Comp File Copy  
 Joan Sears, HR Maintainer            Bryan Lally, Local 88