



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
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To: James D. Spitzer, Health Department, Office of Emergency Preparedness
From: Candace Busby, Classification and Compensation Unit (503/4) *C. Busby*
Date: September 1, 2009
Subject: Reclassification Request # 1305 (New)

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

Request Information:

Date Request Received: August 12, 2009
Current Classification: N/A

Position Number: TBD
Requested Classification:
Program Development Specialist
Job Class Number: 6021
Pay Grade: 25

Job Class Number: N/A
Pay Grade: N/A

Request is: ☒ Approved as Requested

Effective Date: September 1, 2009

Allocated Classification: Program Development Splst
Pay Range: \$48,358.08 to \$59,445.36 annually

Job Class Number: 6021
Pay Grade: 25

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

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:

This limited duration one-year grant funded position is part of a team that will develop Just In Time Training (JITT) tools to train personnel called on to staff large scale prevention/treatment and epidemiological investigation operations. This position will utilize the data collected through research to assemble evaluated information into complete project deliverables that may include peer-reviewed draft papers, presentations, position descriptions, checklists, instructional or documentary video, training/briefing curricula and outlines. The incumbent will work with the project team/stakeholders to design and apply methods to improve draft products. The position will also work with the project team, stakeholders and others to set criteria, and research and select national best JITT practices within the project scope. Based on our analysis of these responsibilities the appropriate classification for this position is Program Development Specialist (6021).

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

cc: HR Manager

HR Maintainer

Local 88

Class Comp File Copy