



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

Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone  
(503) 988-3009 Fax

---

To: Diana Hall, DCHS, Sun Service System, ext. 84222  
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*  
Date: July 7, 2010  
Subject: Reclassification Request #1498 (New Program Coordinator)

---

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

**Request Information:**

Date Request Received: June 10, 2010  
Current Classification: n/a  
Job Class Number: n/a  
Pay Grade: n/a

Position Number: TBD  
Requested Classification: Program Coordinator  
Job Class Number: 6022  
Pay Grade: 25

---

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

Effective Date: July 7, 2010

Allocated Classification: Program Coordinator  
Pay Range: \$49,318.56 - \$60,635.52 annually

Job Class Number: 6022  
Pay Grade: 25

**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 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:**

This new position is being added as part of a new OTO Hunger Relief budget program offer that is funded in the Chair's budget. It will develop and implement the SUN Hunger Relief program by working with a variety of community partners to increase the amount of food delivered to children and families through SUN Community Schools and pursue other opportunities for hunger relief by developing partnerships, policy, written agreements and resources. Essential job functions include development and implementation of the Hunger Relief Project; development of relationships with community and business partners; and sharing program information and results.

Program Development Specialist provides research, planning, design, development, implementation, monitoring and evaluation of programs, projects or grants. It is typically assigned to sole contributor roles; is analytical in nature; requires strong research skills; and has complex broad programs, contracts, budgets, etc. to oversee.

Program Coordinator plans, organizes, manages, and participates in a moderate-sized program within a division or department; monitors and evaluates program activities and results against stated goals and objectives; and oversees administrative operations and/or development activities of specialized programs within a division or department. It is responsible for administrative and operational work assignments that involve policy and procedures, program planning and evaluation, and community development activities. Additionally, a Program Coordinator conducts significant outreach efforts and is responsible for a major training component or program.

A major component of this new position is the coordination of efforts to relieve hunger in schools. This entails considerable outreach, organization, facilitation and participation in meetings with various stakeholders in the development of guidelines, standards, policies and procedures. This does not describe a sole contributor, but rather, a job that accomplishes work through others. This work along with the rest of the described responsibilities is best reflected in the Program Coordinator classification.

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

cc: Urmilla Jhattu, HR Manager  
Pauline Reed, HR Maintainer  
Local 88  
Class Comp File Copy