



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: Marcy Sugarman, HD – ICS Medicaid Program (160/7)
From: Candace Busby, Classification and Compensation Unit (503/4) *ABusby*
Date: July 9, 2009
Subject: Reclassification Request #1273 (Vacant - 4 New positions)

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

Request Information:

Date Request Received: July 7, 2009
Current Classification: N/A
Job Class Number: N/A
Pay Grade: N/A

Position Number: Various new
Requested Classification: Eligibility Specialist
Job Class Number: 6300
Pay Grade: 16

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

Effective Date: July 9, 2009

Allocated Classification: Eligibility Specialist
Pay Range: \$37,020.24 to \$45,539.28 annually

Job Class Number: 6300
Pay Grade: 16

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:

This position screens un/under insured potentially eligible individuals for Federal, State, and/or County financial, medical, and/or service programs and assists clients in identifying their health service needs. Responsibilities of this position include: explain eligibility requirements and provide application assistance; interview clients to ascertain needs and obtain required verification; provide unbiased health plan choice counseling; respond to inquiries from clients, case workers & others regarding insurance coverage, billing and service issues; and interpret/clearly define complex policies and procedures. These duties and responsibilities are consistent with those of the Eligibility Specialist (6300) classification.

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