



Department of County Management
MULTNOMAH COUNTY OREGON

Human Resources -- Multnomah Building
501 SE Hawthorne Blvd.
Portland, Oregon 97214

To: Christina Bernsten

Date: August 5, 2011

From: Joi Doi, Classification and Compensation Unit (503/4) *Joi E. Doi*

Subj: Reclassification Request #1756 -- New vacant Program Development Specialist (Part-time)

The review of your request has been completed, and the decision is outlined below.

Request Information:

Date Request Received: July 19, 2011

Current Classification: NA (vacant)

Position Number: TBD

Requested Class: Program Coordinator

Request is: ☒ **Revised**

Allocated Classification: Program Development Specialist

Job Class Number: 6021

Pay Range: \$49,318.56 - \$60,635.52 Annually

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 later re-evaluate the classification decision to ensure duties and work are 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

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, the 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 IT Human Resources Unit for assistance.

Reason for Classification Decision:

This is a new part-time position in the Health Department's Dental Program funded by a grant to help plan, organize and oversee the Dental Health student rotation program. This position will also conduct marketing, outreach, training; and perform program evaluation and conduct a community needs assessment.

Program Coordinators lead other staff or volunteers and are utilized as functional program "managers" of ongoing programs. Conversely, Program Development Specialists perform more complex analyses, conduct and oversee QA/program evaluation functions, and administer complex grants that can be several million dollars in scope, lasting several years. As part of the current PDS study, Class Comp and LGPI consultants have been able to better define the distinctions and level of work between PDS, PDS Senior, and Program Coordinators. At this time, because of the heavier analysis, development, and needs assessment functions, Program Development Specialist best fits the work. Assisting in the development of the student rotation program and overseeing the scheduling of students -- while very important -- are described as smaller functions assigned to this new job as currently defined.

This position will undergo additional review as part of the study in the coming weeks, and the classification may change pending the consultants' findings and recommendations. If you have any questions, please feel free to contact me at 503.988.3241.

cc: Kathleen Fuller Poe & Melissa Daily, Health HR
Joan Sears, HR Maintainer
Class Comp File copy
Bryan Lally, AFSCME