



MULTNOMAH COUNTY OREGON

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

To: Godwin Nwerem, Program Mgr., DCHS – Mental Health Date: August 4, 2010

From: Joi Doi, Class Comp

Subject: Reclassification Request #1507 (Vacant - New)

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

Request Information:

Date Request Received: June 21, 2010

Current Classification: NA

Job Class Number: NA

Pay Grade: NA

Request is: ☐ Approved as Requested
☒ Approved - Revised

Position Number: TBD

Requested Classification: NA

Job Class Number: NA

Pay Grade: NA

Effective Date: July 28, 2010

Allocated Classification: Community Inf. Specialist

Pay Range: \$38,920.32 - \$47,836.08 Annually

Job Class Number: 6013

Pay Grade: 17

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

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 will act as a confidential community monitor and advocate for children, youth and their families to improve access to systems of care regarding mental health, housing, transportation, and health services. Key duties will include: consumer advocacy which involves education, conducting informal client needs assessments, and providing information and referral services to state, Federal and county programs; systems improvement – that is informally identifying service/care gaps and recommending solutions to community leaders/program managers; dispute resolution facilitation on behalf of consumers/clients; community outreach; and general program administration support such as authoring/developing reports, attending/facilitating meetings and maintaining program system reporting requirements and records.

This new position lacks a caseload for consideration in the Case Manager series. It is also less technical in its outreach, development and evaluation/assessment duties for consideration in the Program Development Specialist series. It also has a stronger, broader community-based focus with a clear advocacy role regarding disputes than defined in the Eligibility Specialist job class. Therefore, while Community Information Specialist (CIS) is not an exact match to the work, it appears to be the best job class given the intent of this new role. CIS positions perform a variety of information referral, assessment, and outreach functions that link clients to specialized programs. They provide community educational services, serve as general liaisons for assigned program areas, and to assist in the development/maintenance of related program information and resources.

If you have any questions, please feel free to contact me at 503.988.3241.

cc: Urmila Jhattu, Carolyn Edgett, DCHS HR
Pauline Reed, HR Maintainer

Local 88
Class Comp file