



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: November 25, 2014
To: Irina Grigorov, Health Department: Communicable Disease Services
From: Karie Miller, Classification and Compensation Unit (503/3/300)
Request #: 2720
Position Number: 703658

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

Request Information:

Date Received: November 25, 2014	Effective Date: November 25, 2014
Current Classification: Health Assistant 2	Allocated Classification: Community Health Specialist 2
Job Class Number: 6294	Job Class Number: 6047
Pay Grade: 11	Pay Grade: 15
	Pay Range: \$18.08 - \$22.26 Hourly

Position Information:

- ☒ Classified Represented
- ☒ Vacant - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with the normal appointment procedures. If the position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult your Department Human Resources Unit for assistance.

Reason for Classification Decision:

This vacant position within the Health Department's Communicable Disease Services division is requested for reclassification from a Health Assistant 2 to a Community Health Specialist 2 due to retirement by the former incumbent and a need to address requirements of a newly awarded grant -- Oregon Refugee Health Promotion Program (RPH). The primary purpose of this position will be to collaborate with community based organizations to promote health literacy, reduce gaps in health services, and ensure access to affordable healthcare for refugees. This position will be responsible for community outreach and health promotion including working with the Oregon Refugee Health Advisory Group (ORHAG) to identify gaps and prioritize supplementing existing health literacy activities; partnering with public health experts to provide health literacy group classes; providing support for existing literacy activities; engaging refugees in workshops and providing community outreach by attending events and disseminating informational flyers; recognizing social and medical risk factors; developing educational materials for workgroups and presentations; providing culturally, linguistically, and age appropriate outreach, navigations, and/or case management to refugees identified with latent and active tuberculosis; setting up drug therapy schedules, direct observation therapy, monthly check-ins, obtaining medical history, and discussing findings with nursing staff; providing case management to engage clients in care; developing training materials and coordinating/providing training; reducing systemic barriers to insurance coverage to ensure refugees have continued access to healthcare; reaching out to uninsured clients and assisting in obtaining insurance coverage; identifying and building relationships with organizations outside of the established refugee resettlement networks, and coordinating resources to ensure they are properly equipped to provide resources and care to the refugee community. Qualifications include a high school graduation or equivalent; and at least two (2) years of experience in community outreach services providing health information, advocacy, social support and assistance in using the health care system to groups and families; and a member of the community, close affiliation, or shared life experience with the community being served.

An analysis of the Health Assistant 2, Community Health Specialist 1 and 2, and Program Specialist classifications was performed before making an allocation decision:

The *Health Assistant 2 (6294)* classification provides routine health assistance in support of health care providers to ensure the delivery of patient care and treatment at the clinics or in other health care settings; interacts with patients both in person performing simple procedures/treatments and by phone; and providing technical and clerical assistance in operating the clinic. Qualifications include the equivalent to the completion of the twelfth grade, and have – or be able to obtain – a current CPR certificate. The reclassified position will no longer be responsible for the delivery of patient care and treatment at clinics; therefore, this classification is not a good match.

The *Community Health Specialist 1 (6046)* classification provides health information, advocacy, social support, and assistance in using the health care system to individuals and families in home and community settings. Incumbents assist other program staff in providing health education, advocacy, and support. This classification requires no prior experience and the assignments can be learned with on-the-job training. The reclassified position does require prior experience and education; therefore, this classification is not a good match.

The *Community Health Specialist 2 (6047)* classification is responsible for developing and conducting outreach activities designed to protect and improve community health. Incumbents provide health information, advocacy, social support, and assistance in using the health care system to groups and to families. Qualifications include a high school graduation or equivalent; and at least two (2) years of experience in community outreach services providing health information, advocacy, social support and assistance in using the health care system to groups and families; and a member of the community, close affiliation, or shared life experience with the community being served. This classification requires a great degree of independence in performing program activities, and responsibility for developing and conducting activities designed to protect and improve community health.

The *Program Specialist (6021)* classification is a full professional-level class with responsibility for developing, implementing, monitoring, and providing ongoing evaluation of County programs, project or grants. Employees in this classification are considered subject matter experts within their program area and work typically involves extensive collaboration between the program and other public entities. Qualifications include the equivalent to a bachelor's degree with major course work in social work, sociology, public health, English, journalism, business administration, public administration, or a related field; and two (2) years of responsible program planning, development, research assistance or evaluation experience. Even though the Program Specialist develops and implements community outreach plans, the emphasis of this classification is on driving initiatives and having a strong focus on policy and program analysis/evaluation and contract compliance; therefore, this classification is not a good match.

The duties, responsibilities and qualifications support the position is allocated to Community Health Specialist 2 (6047).

Rules and Rights:

This classification decision is subject to all applicable requirements stated in Multnomah County Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Previously approved specialized KSAs for a position do not transfer with a reclassification. If the position requires specialized KSAs, please submit a request for approval through Labor Relations.

If you have any questions, please feel free to contact me at 503.988.7603.