



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
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To: Christine Bernsten, Health - HPO
From: Jude Tennant, Consultant, CWI Business Solutions
Candace Busby, Class/Comp Unit *C. Busby*
Date: November 19, 2008
Subject: Reclassification Request #1111 (Vacant/New)

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

Request Information:

Date Request Received: November 4, 2008
Current Classification: NA
Job Class Number: NA
Pay Grade: NA

Position Number: New
Requested Classification: Program Dev Specialist
Job Class Number: 6021
Pay Grade: 25

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

Effective Date: November 19, 2008

Allocated Classification: Program Dev Specialist
Pay Range: Min \$23.16/hr Max \$28.47/hr

Job Class Number: 6021
Pay Grade: 25

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 is 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 provide program development support to Health Preparedness Organization (HPO) staff in connection with the CDC Pandemic Flu Grant. Essential functions include: determine which health services could be curtailed during a pandemic event with the least aggregate impact on health outcomes in the community; develop a detailed methodological framework that identifies essential services to be maintained; determine types of healthcare delivery sites that could provide essential care; identify legal issues associated with professional staff and organizations; research Pandemic Flu service delivery models across the country; develop policies and procedures to support the Pandemic Healthcare delivery service model and the Health/Medical Coordination Center; and maintain effective communication and trusting relationships at multiple organizational levels among public and private sector participants in HPO. These functions are consistent with those of the Program Development Specialist (6021) classification.

If you have any questions, please feel free to contact Candace Busby at 503-988-5015 ext. 24422.

cc: Larry Brown, HR Analyst
Joan Sears, HR Maintainer
Local 88
Class Comp File Copy