



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources -- Multnomah Building  
501 SE Hawthorne  
Portland, Oregon 97214  
(503) 988-5015 Phone

To: Larry Howlett, Health Department - HR/Training Date: October 18, 2010  
From: Jude Tennant, Consultant, CWI Business Solutions  
Candace Busby, Classification and Compensation Unit (503/4)  
Subject: Reclassification Request # 1577 - Fitzpatrick

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

**Request Information:**

|   |  |
|---|--|
| Date Request Received: August 18, 2010          | Position Number: 707806                |
| Current Classification: Office Assistant Senior | Requested Classification: HR Analyst 1 |
| Job Class Number: 6002                          | Job Class Number: 6102                 |
| Pay Grade: 14                                   | Pay Grade: 26                          |

|   |                                  |
|---|----------------------------------|
| Request is: <input checked="" type="checkbox"/> Approved -- Revised | Effective Date: November 1, 2010 |
| Allocated Classification: HR Technician/NR                          | Job Class Number: 9061           |
| Pay Range: \$37,845.40 to \$52,984.25 annually                      | Pay Grade: 118                   |

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

**Position Information:**

☒ Filled & incumbent reclassified - see Employee Information Section

**Employee Information:**

Name of Incumbent Employee: Diane Fitzpatrick (SAP# 7570)  
New Job Class Seniority Date: 11/01/2010

| Date       | Job Class and Number       | Empl. Status | Grade | Step | Rate    | Action      |
|------------|----------------------------|--------------|-------|------|---------|-------------|
| 10/31/2010 | Office Assistant/SR (6002) | Represented  | 14    | 7    | \$20.36 | Pre-Reclass |
| 11/01/2010 | HR Technician-NR (9061)    | Management   | 118   | NA   | TBD     | Reclass     |

Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40.

**Reason for Classification Decision:**

Due to an increasing number of requests, responsibilities, and workforce development initiatives in the Health Department's Staff Training & Development unit, additional functions have been added to this position over the last couple of years. The current purpose of this position is to provide paraprofessional and technical support to the training manager, training specialist, and department staff. Essential functions include: Training and Organizational Development support (provide classroom assistance to training specialist; assist in design, development, and delivery of on-line and classroom courses; design and distribute monthly communication with department managers; research and schedule location, dates, and times; research and locate subject matter experts and determine best pricing and content for provided training; compile training activity reports, charts, and matrices of mandatory and recommended training; review content and learning objectives of proposed training to be provided by outside vendors; and design, distribute, and update New Manager Orientation Manual); SAP Class Registration and Tracking (create, change, and manage training in the SAP Training & Events module; track and develop reports of employee training activities and trends; register, cancel, and provide training transcripts for staff in SAP; and serve as department's first point of contact for the County Online Training Calendar); and provide miscellaneous office support as needed.

While a small portion of the functions for this position may fall within the parameters of a Human Resources Analyst 1, the majority of this position's time is spent on functions that are primarily technical and administrative in nature, and as such, are better matched with the Human Resources Technician classification. In addition, key elements of an HR Analyst 1 classification are missing (ownership and development of training courses and full scope vendor contract negotiation). Classification for this position is consistent with other internal Human Resources Technician/NR (9061) allocations regarding the confidential employee/labor relations, staffing/recruiting functions, and work assignments.

This position is changing from a Local 88 represented classification to a management classification and from an hourly pay scale to a salaried pay scale. The employee's merit increase review date will be July 1 which is consistent for management classifications, and this classification is eligible for overtime compensation.

Given policy and/or contract issues regarding differences in benefits (such as varying medical plans, VEBA contributions, disability) and union dues, etc. There is no retroactivity for jobs changing employment status from represented to management. Please review the personnel rules and contact Benefits for other changes in benefits or accruals.

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

Copy: Kathleen Fuller-Poe, HR Manager  
Melissa Dailey, HR Analyst  
Joan Sears, HR Maintainer  
Caren Cox, Benefits Manager  
Class Comp File Copy



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To: Sharon Grant, Health Department - ICS, Adolescent Pregnancy Prevention  
From: Candace Busby, Classification and Compensation Unit (503/3/300) *C. Busby*  
Date: October 18, 2010  
Subject: Reclassification Request #1617 (712904)

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

**Request Information:**

Date Request Received: October 14, 2010  
Current Classification: Community Health Specialist 2  
Job Class Number: 6047  
Pay Grade: 15

Position Number: 712904  
Requested Classification: Health Educator  
Job Class Number: 6352  
Pay Grade: 23

Request is: ☒ Approved as Requested

Effective Date: February 14, 2010

Allocated Classification: Health Educator  
Pay Range: \$46,458.00 - \$57,127.68 Annually

Job Class Number: 6352  
Pay Grade: 23

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 up to one year from the date of issue 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:**

☒ Filled & incumbent reclassified - see Employee Information Section

**Employee Information:**

Name of Incumbent Employee: Sharon Grant (SAP# 352)  
New Job Class Seniority Date: February 14, 2010

| Date      | Job Class and Number                 | Grade | Step | Rate    | Action       |
|-----------|--------------------------------------|-------|------|---------|--------------|
| 2/13/2010 | Community Health Specialist 2 (6047) | 15    | 8    | \$21.61 | Pre-reclass  |
| 2/14/2010 | Health Educator (6352)               | 23    | 1    | \$22.25 | Post-reclass |

Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40. Contact your Department HR Unit for additional information.

**Reason for Classification Decision:**

This is one of three positions in the Adolescent Pregnancy Prevention-4REAL program responsible for planning, developing and implementing sexual health curricula for Multnomah county youth. This program provides separate sexual health curricula for 6<sup>th</sup> and 8<sup>th</sup> grades, high school, special education and pregnant and parenting teens. This position plans, develops and implements sexual health curricula for Multnomah County youth that is accurate, age appropriate and promotes healthy behaviors to prevent unplanned pregnancies, sexually transmitted infections, and unhealthy relationships. The position collaborates with existing networks of community-based organizations and County prevention programs, and provides professional development for teachers and internal county partners in the area of adolescent sexual health.

The purpose of Community Health Specialist 2s (CHS2) is to develop and conduct activities designed to protect and improve community health. To provide health information, advocacy, social support and assistance in using the health care system to groups and to families; and may be the

case manager of record for clients. The purpose of Health Educator is to provide community health educational services designed to inform and motivate people to adopt and maintain healthful practices and lifestyles, and to research, assess, plan, advocate and implement social and environmental changes that facilitate healthful living conditions and behavior; and to monitor and evaluate related program, health strategies, health interventions, and project goals. This position designs, delivers and/or facilitates delivery of curricula in a variety of educational settings using specific program knowledge, and teaching methods. The position participates in assessment and evaluation and school district sexuality education and planning and serves as liaison to school districts and community partners on issues affecting the sexual health of youth. These responsibilities are not those of a Community Health Specialist 2 as CHS2s provide health information and advocate for clients rather than develop and teach curricula. Qualifications for Health Educator are a Bachelor's degree with major coursework in health education and three years of increasingly responsible experience in the development, delivery and administration of health education systems; with certification as a Certified Health Education Specialist preferred. The purpose, qualifications of the incumbent and major responsibilities of this position are consistent with the Health Educator (6352) classification.

#### **Appeal Rights**

The outcome of a reclassification request may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

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

cc: Kathleen Fuller-Poe, HR Manager  
Joan Sears, HR Maintainer  
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Melissa Dailey, HR Analyst  
Bryan Lally, Local 88



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To: Judy McFarland, Health Department - ICS, Adolescent Pregnancy Prevention  
From: Candace Busby, Classification and Compensation Unit (503/3/300) *C. Busby*  
Date: October 18, 2010  
Subject: Reclassification Request #1618 (705320)

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

**Request Information:**

|   |   |
|---|---|
| Date Request Received: October 14, 2010               | Position Number: 705320                   |
| Current Classification: Community Health Specialist 2 | Requested Classification: Health Educator |
| Job Class Number: 6047                                | Job Class Number: 6352                    |
| Pay Grade: 15   | Pay Grade: 23                             |

Request is: ☒ Approved as Requested      Effective Date: February 14, 2010

|   |                        |
|---|------------------------|
| Allocated Classification: Health Educator     | Job Class Number: 6352 |
| Pay Range: \$46,458.00 - \$57,127.68 Annually | Pay Grade: 23          |

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 up to one year from the date of issue 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:**

☒ Filled & incumbent reclassified - see Employee Information Section

**Employee Information:**

Name of Incumbent Employee: Judy McFarland (SAP# 5896)  
New Job Class Seniority Date: February 14, 2010

| Date      | Job Class and Number          | Grade | Step | Rate    | Action       |
|-----------|-------------------------------|-------|------|---------|--------------|
| 2/13/2010 | Community Health Specialist 2 | 15    | 8    | \$21.61 | Pre-reclass  |
| 2/14/2010 | Health Educator               | 23    | 1    | \$22.25 | Post-reclass |

Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40. Contact your Department HR Unit for additional information.

**Reason for Classification Decision:**

This is one of three positions in the Adolescent Pregnancy Prevention-4REAL program responsible for planning, developing and implementing sexual health curricula for Multnomah county youth. This program provides separate sexual health curricula for 6<sup>th</sup> and 8<sup>th</sup> grades, high school, special education and pregnant and parenting teens. This position plans, develops and implements sexual health curricula for Multnomah County youth that is accurate, age appropriate and promotes healthy behaviors to prevent unplanned pregnancies, sexually transmitted infections, and unhealthy relationships. The position collaborates with existing networks of community-based organizations and County prevention programs, and provides professional development for teachers and internal county partners in the area of adolescent sexual health.

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support and assistance in using the health care system to groups and to families; and may be the case manager of record for clients. The purpose of Health Educator is to provide community health educational services designed to inform and motivate people to adopt and maintain healthful practices and lifestyles, and to research, assess, plan, advocate and implement social and environmental changes that facilitate healthful living conditions and behavior; and to monitor and evaluate related program, health strategies, health interventions, and project goals. This position designs, delivers and/or facilitates delivery of curricula in a variety of educational settings using specific program knowledge, and teaching methods. The position participates in assessment and evaluation and school district sexuality education and planning and serves as liaison to school districts and community partners on issues affecting the sexual health of youth. These responsibilities are not those of a Community Health Specialist 2 as CHS2s provide health information and advocate for clients rather than develop and teach curricula. Qualifications for Health Educator are a Bachelor's degree with major coursework in health education and three years of increasingly responsible experience in the development, delivery and administration of health education systems; with certification as a Certified Health Education Specialist preferred. The purpose, qualifications of the incumbent and major responsibilities of this position are consistent with the Health Educator (6352) classification.

#### **Appeal Rights**

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To: Kathy Norman, Health Department - ICS, Adolescent Pregnancy Prevention  
From: Candace Busby, Classification and Compensation Unit (503/3300) *C. Busby*  
Date: October 18, 2010  
Subject: Reclassification Request #1620 (Vacant - 712990)

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

**Request Information:**

|   |   |
|---|---|
| Date Request Received: October 14, 2010               | Position Number: 712990                   |
| Current Classification: Community Health Specialist 2 | Requested Classification: Health Educator |
| Job Class Number: 6047                                | Job Class Number: 6352                    |
| Pay Grade: 15   | Pay Grade: 23                             |

Request is: ☒ Approved as Requested      Effective Date: February 14, 2010

|   |                        |
|---|------------------------|
| Allocated Classification: Health Educator     | Job Class Number: 6352 |
| Pay Range: \$46,458.00 - \$57,127.68 Annually | Pay Grade: 23          |

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 up to one year from the date of issue 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      ☒ Represented

**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 is one of three positions in the Adolescent Pregnancy Prevention-4REAL program responsible for planning, developing and implementing sexual health curricula for Multnomah county youth. This program provides separate sexual health curricula for 6<sup>th</sup> and 8<sup>th</sup> grades, high school, special education and pregnant and parenting teens. This position plans, develops and implements sexual health curricula for Multnomah County youth that is accurate, age appropriate and promotes healthy behaviors to prevent unplanned pregnancies, sexually transmitted infections, and unhealthy relationships. The position collaborates with existing networks of community-based organizations and County prevention programs, and provides professional development for teachers and internal county partners in the area of adolescent sexual health.

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Reclass #1620  
October 18, 2010  
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districts and community partners on issues affecting the sexual health of youth. These responsibilities are not those of a Community Health Specialist 2 as CHS2s provide health information and advocate for clients rather than develop and teach curricula. Qualifications for Health Educator are a Bachelor's degree with major coursework in health education and three years of increasingly responsible experience in the development, delivery and administration of health education systems; with certification as a Certified Health Education Specialist preferred. The purpose, qualifications of the incumbent and major responsibilities of this position are consistent with the Health Educator (6352) classification.

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