



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

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To: Eleanor Myrick, Health Dept
From: Leila Wrathall, and Candace Busby - Classification and Compensation Unit (503/3)
Date: June 23, 2011
Subject: Reclassification Request #1713 (702514 - Myrick)

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

Request Information:

Date Request Received: April 26, 2011	Position Number: 702514
Current Classification: Community Health Spec 2	Requested Classification: Program Coordinator
Job Class Number: 6047	Job Class Number: 6022
Pay Grade: 15	Pay Grade: 25

Request is: ☒ Approved - Revised Effective Date: October 26, 2010

Allocated Classification: Community Info Spec	Job Class Number: 6013
Pay Range: \$38,920.32 to \$47,836.08 annually	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 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 ☒ Represented

Employee Information:

Name of Incumbent Employee: Eleanor Myrick (SAP #2335)
New Job Class Seniority Date: October 26, 2010

Date	Job Class and Number	Grade	Step	Rate	Action
10/25/2010	Comm Health Specialist 2 (6047)	15	8	\$21.61	Pre-reclass
10/26/2010	Comm Information Specialist (6013)	17	6	\$21.61	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:

You requested a reclassification to the Program Coordinator classification because "[T]he duties I am performing currently mirror or seem to reflect/or very (sic) similar to the Program Coordinator position. July 2009, two new additional components were integrated into the HBI program. They were Employment, Education and Training (HEE) and National Healthy Start's Interconception Care Learning Community/Maternal Depression Screening and Brief Interventions (ICC) pilot projects cycle I, II & III." Interviews were conducted with you on May 23 and with Cornetta Smith, Program Supervisor on May 31. Your position coordinates the ICC project.

After reviewing the position description and conducting desk audits with you and Ms. Smith, your duties were compared to the Community Health Specialist 2, Program Coordinator and Community Information Specialist classifications. Community Health Specialist 2s develop and conduct activities designed to protect and improve community health; provide health information, advocacy, social support and assistance in using the health care system to groups and families; and may be the case manager of record. Program Coordinators work under general supervision to plan, organize,

manage, and participate in a moderate-sized program within a division or department. They perform highly responsible administrative and operational work assignments that involve policy and procedures, program planning and evaluation, and community development activities at the division or department level. A Program Coordinator oversees assigned staff and/or a large network of volunteers or contractors. Additionally, a Program Coordinator conducts significant outreach efforts and is responsible for a major training component or program. Community Information Specialists perform a variety of information referral, assessment, and outreach functions that link clients to specialized programs; serve as community contact to provide community educational communications/publications; serve as general liaison for assigned program areas; and assist in the development/maintenance of related program information and resources.

The purpose of your position is summarized as ensuring that HBI staff establish, strengthen linkages, and partnerships with mental health (MH) providers for participants in the ICC program; providing MH services to clients in need; integrating strategies for depression screening, individual counseling, peer support and education; and developing and maintaining program information. Additionally, you help improve access to culturally-relevant MH services; make referrals, perform assessments, and engage in community outreach functions linking clients to programs and services; serve as ICC liaison; assist with co-ordination and reporting for Male Involvement project; and perform case management duties. Ms. Smith indicated that when the March of Dimes grant for \$16,000 annually was received in 2009, your duties were expanded. Advocacy, short term case management, establishing relationships, and becoming knowledgeable of eligibility requirements to assist clients to address their issues/barriers were added. The desk audits clarified that your duties are consistent with the definition of the Community Information Specialist described above. Although many of your duties since the ICC program started are within the Community Health Specialist 2, your duties are now more focused on the specialized programs within your assigned program areas than on engaging in activities with the general intent of protecting and improving community health and assisting clients or groups to use the health care system.

Further analysis of the essential functions, decision making information from the position description and the supervisory input noted above, plus the desk interviews, supports that a majority of the duties performed by your position are more similar to the Community Information Specialist classification definition than the Program Coordinator's. With respect to the Program Coordinator classification, the duties performed by your position are not as highly responsible nor do they have the significant policy or procedural responsibilities as Program Coordinators. For instance, written materials you have developed included attendance and appointment tracking forms, referral forms, flyers, a presentation on the ICC program, training materials, etc. Program Coordinators are expected to develop more complex written materials. The daily duties of your position are more focused on developing and implementing strategies to increase attendance at support and educational groups in your assigned program areas; identifying, maintaining lists and referring clients to community resources; and engaging in direct outreach at community events, than on higher level administrative and operational work assignments performed by Program Coordinators. Program planning, management and evaluation account for a small percentage of the duties performed by your position.

Community Information Specialists' minimum qualifications are an Associate's Degree from an accredited college or university in a Human Services related field, or equivalent combination of education and experience; three years of responsible public information and public education experience, preferably in aging or disability services programs; and AIRS (Alliance of Information and Referral Systems) Certification or ability to become certified within one year of hire. Based on the information provided on the position description, the incumbent meets the qualifications for the Community Information Specialist. For the reasons explained above this position's purpose and responsibilities best fit the Community Information Specialist (6013) classification.

If you have any questions, please feel free to contact Candace Busby at ext. 24422 or Leila Wrathall via email at Leila.wrathall@multco.us.

cc: Kathleen Fuller-Poe, HR Manager
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