



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone  
(503) 988-3009 Fax

To: Dave Houghton, Director Emergency Management  
From: Candace Busby, Classification and Compensation Unit (503/4)  
Date: September 10, 2009  
Subject: Reclassification Request # 1280 (New)

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

**Request Information:**

Date Request Received: July 16, 2009  
Current Classification: N/A

Position Number: TBD  
Requested Classification: Program Development  
Specialist Senior  
Job Class Number: 6088  
Pay Grade: 31

Job Class Number: N/A  
Pay Grade: N/A

Request is:  Approved as Revised

Effective Date: September 10, 2009

Allocated Classification: Program Coordinator  
Pay Range: \$48,358.08 to \$59,445.36 annually

Job Class Number: 6022  
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

**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 identifies County departmental and agency contacts and develops working relationships to clarify the expected response (or related support) role in incidents by each department or agency and assists departments develop and refine preparedness and related Continuity of Operations Plans (COOP). This position is responsible for working with County departments and MCSO to identify organizational roles, response plans and staffing, potential response support and training needs. The position will assure that department and agency response plans are integrated into the Emergency Operations Plan, coordinate training for both response readiness and the Emergency Coordination Center (ECC) support positions, and organize exercises to test plans and enhance learning. This position requires strong relationship development and active listening skills as well as project management skills to facilitate the planning and implementation of COOP projects across County departments. These duties and responsibilities are consistent with the Program Coordinator (6022) classification.

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

cc: Karin Lamberton, HR Manager  
Susan Giesbrecht, HR Analyst  
Leola Warner, HR Maintainer  
Bryan Lally, Local 88  
Class Comp File Copy