



Department of County Management
MULTNOMAH COUNTY OREGON

Human Resources

Multnomah Building
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To: Jodi Davich, ICS/HIV Clinic, Health Department
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: December 17, 2009
Subject: Reclassification Request # 1363 (Vacant)

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

Request Information:

Date Request Received: November 24, 2009
Current Classification: N/A

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

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

Request is: ☒ Approved - Revised

Effective Date: December 17, 2009

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

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

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 your Department Human Resources Unit for assistance.

Reason for Classification Decision:

This new grant funded position will focus on quality improvement activities within the HIV Clinic as specified in the 2009/2010 Ryan White Part C Expanding Capacity Grant. The position will receive and track quality improvement (QI) requests for assistance and provide technical assistance to HIV clinic staff utilizing performance improvement (PI) tools, documenting and evaluating quality/improvement projects and activities, and training staff regularly on QI and PI concepts and tools. The position will prepare and submit periodic grant reports and coordinate efforts and projects among the five Clinic Building Better Care teams. The scope of this work is consistent with the Program Development Specialist classification as its responsibilities focus on quality/performance improvement activities within the HIV Clinics, whereas the Program Development Specialist Senior classification is typically responsible for interdivisional and/or interagency strategic projects. This position requires a Bachelor's degree, with a Masters in Public health preferred; and 2 years of progressive leadership and experience in a public health or ambulatory care setting which included work with quality improvement processes; with 2 years of experience working in the HIV delivery system and experience with Building Better Care highly desired. The best fit for this position is the Program Development Specialist classification (6021)

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

cc: Kathleen Fuller-Poe, HR Manager
Bryan Lally, Local 88

Joan Sears, HR Maintainer
Class Comp File Copy