



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: David Koch, DCJ – Juvenile Services Division (B311/1)
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: May 4, 2009
Subject: Reclassification Request # 1251 (New - vacant)

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

Request Information:

Date Request Received: May 1, 2009
Current Classification: New
Job Class Number: N/A
Pay Grade: N/A

Position Number: New
Requested Classification: Program Coordinator
Job Class Number: 6022
Pay Grade: 25

Request is: Approved as Requested
 Approved - Revised

Effective Date: May 4, 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 will coordinate the Culturally Specific Mentoring Program and collaborate with faith-based and other community organizations to develop and implement strategies/activities to achieve the program's goals. Essential functions include program planning and development; program oversight and facilitation; coordination with mentors and the community to identify potentially qualified mentors; and mentor training, monitoring and evaluation. 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: James Opoka, HR Manager
Lorraine Newell, HR Maintainer
Local 88
Class Comp File Copy