



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

Multnomah Building  
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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