



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
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To: Lee Girard, DCHS, ADS, ext. 83768
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)
Date: October 12, 2009
Subject: Reclassification Request #1338 (New Community Information Specialist)

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

Request Information:

Date Request Received: October 2, 2009
Current Classification: n/a
Job Class Number: n/a
Pay Grade: n/a

Position Number: TBD
Requested Classification: CIS
Job Class Number: 6013
Pay Grade: 17

Request is: ☒ Approved as Requested
☐ Approved - Revised
☐ Denied

Effective Date: November 1, 2009

Allocated Classification: CIS
Pay Range: \$38,147.76 - \$46,896.48 annually

Job Class Number: 6013
Pay Grade: 17

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
☐ Filled & incumbent reclassified - see Employee Information Section
☐ Filled & incumbent not reclassified with position 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:

A Community Information Specialist performs a variety of information referral, assessment, and outreach functions that link clients to specialized programs; serves as community contact to provide community educational communications/publications; serves as general liaison for assigned program areas; and assists in the development/maintenance of related program information and resources.

This new position will provide specialized information and assistance to seniors, people with disabilities and family caregivers by assessing needs, identifying resources most appropriate to fit their needs, triaging with other service providers, screening for specific program eligibility, and following up with those clients who are particularly vulnerable. This position is also responsible for a variety of public information and education work and to serve as community liaison for assigned program area. These responsibilities include information and assistance service delivery; specialized program implementation; resource development & maintenance; and public information/community education activities. These functions and responsibilities best fit the Community Information Specialist classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22342.

cc: Paula Brunt, HR Manager
Pauline Reed, HR Maintainer

Local 88
Class Comp File Copy