



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: September 10, 2014
To: Wendy Kirby, ASD Pre-trial Services, DCJ
From: Olga Ward, Classification and Compensation Unit (503/3/300)
Request #: 2619 *Olga Ward*
Position #: 708577

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

Request Information:

Date Received: September 9, 2014	Effective Date: September 10, 2014
Current Classification: Clerical Unit Coordinator	Allocated Classification: Program Specialist
Job Class Number: 6003	Job Class Number: 6021
Pay Grade: 19	Pay Grade: 25
	Pay Range: \$50,801.04 - \$62,472.96 Annually

Position Information:

- ☒ Represented
☒ Vacant - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with the normal appointment procedures. If the position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult your Department Human Resources Unit for assistance.

Reason for Classification Decision:

This Clerical Unit Coordinator position has been vacant since 7/3/14. As part of the Support Restructure Plan, the Adult Services Division (ASD) has identified the need of this position to manage support staff training, keeping up with training materials and communicating new support processes. This position will review case file records process for compliance; evaluate staff processes and data for consistency; and identify training needs. This position will also contribute to the development of policy and procedures for automated systems used by ASD support staff.

Minimum qualifications for this position are: an equivalent to an associate's degree and four years experience in a support classification with DCJ.

An analysis of Operations Process Specialist, Program Specialist Senior, and Program Specialist was performed before making an allocation decision:

The *Operations Process Specialist (6500)* classification is responsible for serving as a department business area coordinator and subject matter expert to support and assist in the development, modification and implementation of new and existing information systems. The goal of this work is to improve the effectiveness of staff and the delivery of services to department clients, increase the use and understanding of data for decision making, and facilitate information systems training and support activities to help integrate information systems into the department's operations. Qualifications include the equivalent to an Associate's degree with major coursework in business, public administration, or a related field; and three (3) years of increasingly responsible experience using the information systems and/or technologies or their equivalents in the assigned functional area.

While the position in question will serve to improve the effectiveness of staff and the delivery of services; its main purpose is not to participate in the development, modification and implementation of new and existing information systems; therefore, the Operations Process Specialist classification is not the right match for this position.

The *Program Specialist Senior (6088)* classification provides leadership for a variety of internal and/or external County programs ranging from ongoing fully developed programs and functions to initiatives still in their early or exploratory stages. Programs are significant, extremely complex in nature, and require astute, often sensitive/delicate execution of interdivisional and interagency agreements, contracts and/or grants. Incumbents are considered technically authoritative/knowledge leaders within their program areas and are primary drivers of assigned grants/contracts. Qualifications include the equivalent to a Bachelor's Degree with major course work in public administration, business, statistics/math or a related field and five (5) years of increasingly responsible and major program development, policy analysis, or program compliance/monitoring, and evaluation experience. Program Specialist Seniors have greater consequence of error and breadth of self-initiated work, routinely identify problems, and formulate solutions independently or through consensus with stakeholders; therefore, this classification is not a good match for this new position. The scope of duties and responsibilities of this position is not at the level of the Program Specialist Senior classification.

The *Program Specialist (6021)* classification develops, implements, monitors, and provides ongoing evaluation of County programs, projects, or grants. Incumbents in this classification are considered specialists within their program area and exercise a significant degree of discretion, decision-making, and latitude under limited or infrequent supervisory direction. Program Specialists are viewed as subject matter experts, implementers, and people who help drive initiatives. Qualifications include the equivalent to a Bachelor's Degree with major course work in a related field, and two (2) years of responsible program planning, development, research assistance, or evaluation experience.

This position will act as a subject matter expert performing auditing, training and system improvement services. The duties, responsibilities and qualifications support that this position is allocated to Program Specialist (6021).

Rules and Rights:

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

If the position requires specialized KSAs, please submit a request for approval through Labor Relations.

If you have any questions, please feel free to contact me at 503-988-7600.