



MULTNOMAH COUNTY OREGON

Human Resources – Dept. of County Management
Multnomah Building, 501 SE Hawthorne, Suite 400
Portland, Oregon 97214

To: Lee Girard, Aging Services Division – DCHS Date: October 15, 2009

From: Joi Doi, Class/Comp Unit *Joi E. Doi*
Subject: Reclassification Request #1325 – new vacant position

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

Request Information:

Date Request Re-submitted: October 14, 2009	Position Numbers: TBD
Current Classification: NA – new position	Original Requested Classification: OA Senior
Job Class Number: 6002	Job Class Number: 6022
Pay Grade: NA	Pay Grade: 14
Request is: <input type="checkbox"/> Approved as Requested	Effective Date: October 8, 2009
<input checked="" type="checkbox"/> Approved - Revised	
<input type="checkbox"/> Denied	
Allocated Classification: Community Inf. Specialist	Job Class Number: 6013
Pay Range: \$38,147.76 - \$46,896.48 Annually	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:

- Filled & incumbent reclassified
- Filled & incumbent not reclassified with position
- Vacant new position

New Classification/Position Information:

When the position is vacant or the incumbent is not reclassified with position, the position must be filled in accordance with the normal appointment and recruiting 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 is a new position designed to provide additional outreach, education, and professional referral services for Oregon Veterans regarding benefits and other Veteran services.

Originally, ADS requested an Office Assistant Senior allocation to provide the additional program services for the small VSO team. However, Class Comp believes the professional level duties and services the County's Veteran Services Office (VSO) desires from this new position are significantly higher than those normally assigned to a senior level administrative support staff function. Specifically, the outreach function, assisting in the development of educational materials, designing and conducting presentations in the community, and advising/referring Vets and their families to various programs and benefits offered throughout the state, warrant a higher level of skill, formal education, and social services training/work experience. After discussing this option with ADS management, they agreed with the Class Comp team's assessment and re-submitted updated materials to support a professional level Community Information Specialist.

If you have any questions, please feel free to contact Joi Doi at 503-988-3241.

cc: Carolyn Edgett/Kim Pasquinelli DCHS HR	Class Comp File Copy
Local 88	Pauline Reed, DCHS HR