



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

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

Current Classification: NA – new position

Job Class Number: 6002

Pay Grade: NA

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

Position Numbers: TBD

Original Requested Classification: OA Senior

Job Class Number: 6022

Pay Grade: 14

Effective Date: October 8, 2009

Allocated Classification: Community Inf. Specialist

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:

☐ 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
Local 88

Class Comp File Copy
Pauline Reed, DCHS HR