



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

Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone

To: Sonia Manhas, Chronic Disease Prevention – Health Department  
From: Candace Busby, Classification and Compensation Unit (503/461-5015)  
Date: March 17, 2010  
Subject: Reclassification Request # 1425 (2 new positions)

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

**Request Information:**

Date Request Received: March 1, 2010

Position Number: TBD – 2 positions

1 regular full time and 1 limited duration

Current Classification: N/A

Requested Classification: Health Educator

Job Class Number: N/A

Job Class Number: 6352

Pay Grade: N/A

Pay Grade: 23

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

Effective Date: March 17, 2010

Allocated Classification: Program Coordinator  
Pay Range: \$48,358.08 - \$59,445.36 Annually

Job Class Number: 6022  
Pay Grade: 25

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. Further, this allocation may require Board of County Commissioners' approval, and so 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:**

These positions will help plan, organize, manage and participate in the Healthy Communities by Design Program by participating in local city and regional planning activities in support of program goals; supporting a coordinated multi-sector approach to Designing Healthy Communities in Multnomah County; providing technical assistance to community partners; and participating in program planning and development.

The purpose of the Health Educator classification is to provide community health educational services designed to inform and motivate people to adopt and maintain healthful practices and lifestyles; and to advocate social and environmental changes as needed to facilitate healthful living conditions and behavior. Health educators design, develop and implement health education programs for community groups and agencies, school districts and others. While these positions advocate for social and environmental changes, health education is not their focus.

Classification Request #1425

March 17, 2010

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Program Coordinators plan, organize, manage, and participate in moderate sized programs. They monitor and evaluate program activities and results against stated goals and objectives. Program Coordinators assist in planning, coordination and implementation of specialized programs; develop or assist in the development of budgets, goals, objectives and activities for the program. They serve as a liaison between the agency and community and conduct significant outreach efforts. These duties and responsibilities are consistent with the described role of these positions.

As we discussed, the overall scope and responsibility of these positions best fit the criteria for the Program Coordinator (6022) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager  
Larry Brown, HR Manager  
Melissa Dailey, HR Analyst  
Joan Sears, HR Maintainer  
Bryan Lally, Local 88  
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Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Central Human Resources  
Multnomah Building -- 501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone

To: Sonia Manhas, Health, Chronic Disease Prevention  
From: Olga Ward/Candace Busby, Classification and Compensation Unit (503/4)  
Date: March 12, 2010  
Subject: Reclassification Request #1426 (vacant)

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

**Request Information:**

Date Request Received: March 1, 2010	Position Number: TBD
Current Classification: n/a	Requested Classification: Health Educator
Job Class Number: n/a	Job Class Number: 6352
Pay Grade: 23	Pay Grade: 23
Request is:	Effective Date: March 12, 2010
<input checked="" type="checkbox"/> Approved as Requested	
<input type="checkbox"/> Approved - Revised	
<input type="checkbox"/> Denied	

Allocated Classification: Health Educator	Job Class Number: 6352
Pay Range: \$45,539.28 - \$56,000.16 annually	Pay Grade: 23

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. Further, this allocation may require Board of County Commissioners' approval, and so 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:**

This new position is a part of the Healthy Communities Program that promotes healthy eating and physical activity in a variety of community settings. The Health Educator will organize and facilitate meetings of internal and external stakeholder groups to develop shared goals and determine roles; and assemble public health data and best practices in worksite wellness interventions. With a focus on health education, this position will develop resources and educational materials, help develop messages and recommendations that promote health equity, provide information and training on emerging and best health-related practices, and utilize mass media to promote health education. This position requires a Bachelor's degree in health education or a related field and three years of increasingly responsible experience involving the development, delivery, and administration of health education programs. These functions are consistent with those of the Health Educator (6352) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22747

cc: Kathleen Fuller-Poe, HR Manager  
Larry Brown, Human Resources Manager 1  
Joan Sears, HR Maintainer  
Bryan Lally, Local 88  
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Central Human Resources  
Multnomah Building -- 501 SE Hawthorne, Suite 400  
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(503) 988-5015 Phone

To: Sonia Manhas, Health, Chronic Disease Prevention  
From: Olga Ward/Candace Busby, Classification and Compensation Unit (503/4)  
Date: March 18, 2010  
Subject: Reclassification Request #1427 (2 vacant)

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

**Request Information:**

Date Request Received: March 1, 2010

Current Classification: n/a

Job Class Number: n/a

Pay Grade: 23

Request is: ☒ Approved as Requested

☐ Approved - Revised

☐ Denied

Position Number: TBD

Requested Classification: Health Educator

Job Class Number: 6352

Pay Grade: 23

Effective Date: March 18, 2010

Allocated Classification: Health Educator

Pay Range: \$45,539.28 - \$56,000.16 annually

Job Class Number: 6352

Pay Grade: 23

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. Further, this allocation may require Board of County Commissioners' approval, and so 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:**

These 2 new positions are funded by the two-year CDC Communities Putting Prevention to Work Grant Initiative. Part of the grant funds the Healthy Active Schools Program that promotes healthy eating and physical activity in school environments. The Health Educators will serve as liaisons to subcontracted organizations and school districts; organize and participate in meetings of stakeholder groups and policy teams to develop shared agreement and understanding of goals; gather, assemble, and present relevant public health data and research, such as related to disparities and the health impacts of school/community design; provide information and training on emerging and best health-related practices. These positions require a Bachelor's degree in health education or a related field and three years of increasingly responsible experience involving the development, delivery, and administration of health education programs. These functions are consistent with those of the revised Health Educator (6352) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22747

cc: Kathleen Fuller-Poe, HR Manager  
Larry Brown, Human Resources Manager 1  
Joan Sears, HR Maintainer  
Bryan Lally, Local 88  
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To: Sonia Manhas, Chronic Disease Prevention – Health Department  
From: Candace Busby, Classification and Compensation Unit (503/4)  
Date: March 17, 2010  
Subject: Reclassification Request # 1428 (1 LD position)

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

**Request Information:**

Date Request Received: March 1, 2010  
Current Classification: N/A

Position Number: TBD – 1 limited duration  
Requested Classification:  
Program Development Specialist  
Job Class Number: 6021  
Pay Grade: 23

Job Class Number: N/A  
Pay Grade: N/A

Request is: ☒ Approved as Requested

Effective Date: March 17, 2010

Allocated Classification:  
Program Development Specialist  
Pay Range: \$48,358.08 - \$59,445.36 Annually

Job Class Number: 6021  
Pay Grade: 25

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. Further, this allocation may require Board of County Commissioners' approval, and so 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 is funded by the two-year CDC Communities Putting Prevention to Work Grant Initiative. The grant initiative is aimed at slowing and reducing rates of overweight and obesity in Multnomah County. This position will provide research, planning, design, development, implementation and monitoring of health promotion campaigns including designing and monitoring of media contractors for these promotion campaigns. The incumbent will work with the program management team to develop proposals and recommendations for community-wide health promotion campaigns that support the policy goals of the healthy active Multnomah County action plan. Additionally, the position will coordinate contracts for campaign development and implementation; and develop policies and procedures for the Communities Putting Prevention to Work incentives fund program. The overall scope and responsibility of this position best fits the criteria for the Program Development Specialist (6021) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager  
Melissa Dailey, HR Analyst  
Bryan Lally, Local 88

Larry Brown, HR Manager  
Joan Sears, HR Maintainer  
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To: Sonia Manhas, Chronic Disease Prevention Program - Health Department  
From: Candace Busby, Classification and Compensation Unit (503/4)  
Date: March 17, 2010  
Subject: Reclassification Request # 1429 (New)

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

**Request Information:**

Date Request Received: March 1, 2010  
Current Classification: N/A  
Job Class Number: N/A  
Pay Grade: N/A

Position Number: TBD  
Requested Classification: Project Manager  
Job Class Number: 9063  
Pay Grade: 127

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

Effective Date: March 17, 2010

Allocated Classification: Program Supervisor  
Pay Range: \$49,696.23 - \$76,692.02 Annually

Job Class Number: 9361  
Pay Grade: 124 - 126

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. Further, this allocation may require Board of County Commissioners' approval, and so 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:**

This is one of two new supervisory positions funded by the two-year CDC Communities Putting Prevention to Work Grant Initiative. The grant initiative is aimed at slowing and reducing rates of overweight and obesity in Multnomah County. This position will develop and manage a strategic plan to implement the Healthy Communities by Design project, including developing a project plan, organizing stakeholder groups and policy teams to identify policy priorities, building consensus and fostering collaboration. The position will oversee and prepare contracts; negotiate revisions, changes and additions to contractual agreements with subcontractors including with the Cities of Gresham and Portland, and community based organizations. This supervisory position coordinates and supervises the work of two program staff including recruiting new staff, assessing staff training needs, assisting the team in identifying and delivering objectives, providing coaching and evaluation of staff performance. The incumbent will serve on the management team and participate in program planning and development.

Project Managers oversee the planning, development, administration and implementation of major projects by creating Master Plans/Master Schedules that detail budgets, timelines, resources, project components, assigned teams, project goals, and project deliverables. Projects/work assigned to Project Manager are massive in scale, have large/major direct budget (\$5 to \$10 million in direct operating scope) responsibility, and frequently impact multiple departments. Project Management Professional (PMP) certification is preferred. The operating budget for the Healthy Communities by Design program is \$1 million and does not require the creation of Master Plans/Master Schedules that detail budgets, timelines, resources, project components. Those components are necessary for the Project Manager classification, as is PMP certification. As we discussed, this position does not fit the purpose, duties or requirements of the Project Manager/NR classification.

Program Supervisors develop plans for achieving program objectives and operational goals, manage programs, sections or units by assigning work, developing work procedures consistent with county and department policy and monitoring the work of subordinates to meet agreed upon goals, objectives and target dates. Program Supervisors supervise, direct, coordinate, evaluate and participate in the activities of a section or one or more program; and perform work requiring technical knowledge of a specialized area, the application of management skills, initiative and judgment in anticipating and determining requirements. The overall scope and responsibility of this position best fit the criteria for Program Supervisor (9361).

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager  
Larry Brown, HR Manager  
Melissa Dailey, HR Analyst  
Joan Sears, HR Maintainer  
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To: Sonia Manhas, Chronic Disease Prevention Program - Health Department  
From: Candace Busby, Classification and Compensation Unit (503/4) *C. Busby*  
Date: March 17, 2010  
Subject: Reclassification Request # 1430 (New)

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

**Request Information:**

Date Request Received: March 1, 2010  
Current Classification: N/A  
Job Class Number: N/A  
Pay Grade: N/A

Position Number: TBD  
Requested Classification: Project Manager  
Job Class Number: 9063  
Pay Grade: 127

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

Effective Date: March 17, 2010

Allocated Classification: Program Supervisor  
Pay Range: \$49,696.23 - \$76,692.02 Annually

Job Class Number: 9361  
Pay Grade: 124 - 126

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. Further, this allocation may require Board of County Commissioners' approval, and so 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:**

This is one of two new supervisory positions funded by the two-year CDC Communities Putting Prevention to Work Grant Initiative. The grant initiative is aimed at slowing and reducing rates of overweight and obesity in Multnomah County. This position will develop and manage a strategic plan to implement the Healthy Active Schools Program, including developing a project plan, organizing stakeholder groups and policy teams to identify policy priorities, building consensus and fostering collaboration. This program includes coordination with all eight school districts in Multnomah County, internal county partners such as the SUN Community School Program, and a network of community based subcontracted organizations to develop and implement school and district policies that promote healthy eating and physical activity in school programs. The position will oversee and prepare contracts; negotiate revisions, changes and additions to contractual agreements. This supervisory position coordinates and supervises the work of four program staff including recruiting new staff, assessing staff training needs, assisting the team in identifying and delivering objectives, providing coaching and evaluation of staff performance. The incumbent will serve on the management team and participate in program planning and development.



Project Managers oversee the planning, development, administration and implementation of major projects by creating Master Plans/Master Schedules that detail budgets, timelines, resources, project components, assigned teams, project goals, and project deliverables. Projects/work assigned to Project Manager are massive in scale, have large/major direct budget (\$5 to \$10 million in direct operating scope) responsibility, and frequently impact multiple departments. Project Management Professional (PMP) certification is preferred. The operating budget for the Healthy Communities by Design program is \$1 million and does not require the creation of Master Plans/Master Schedules that detail budgets, timelines, resources, project components. Those components are necessary for the Project Manager classification, as is PMP certification. As we discussed, this position does not fit the purpose, duties or requirements of the Project Manager/NR classification.

Program Supervisors develop plans for achieving program objectives and operational goals, manage programs, sections or units by assigning work, developing work procedures consistent with county and department policy and monitoring the work of subordinates to meet agreed upon goals, objectives and target dates. Program Supervisors supervise, direct, coordinate, evaluate and participate in the activities of a section or one or more program; and perform work requiring technical knowledge of a specialized area, the application of management skills, initiative and judgment in anticipating and determining requirements. The overall scope and responsibility of this position best fit the criteria for Program Supervisor (9361).

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager  
Larry Brown, HR Manager  
Melissa Dailey, HR Analyst  
Joan Sears, HR Maintainer  
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(503) 988-5015 Phone

To: Sonia Manhas, Health Department, Chronic Disease Prevention Program  
From: Candace Busby, Classification and Compensation Unit (503/4) *C. Busby*  
Date: March 8, 2010  
Subject: Reclassification Request # 1431 (New)

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

**Request Information:**

Date Request Received: March 1, 2010  
Current Classification: N/A  
Job Class Number: N/A  
Pay Grade: N/A

Position Number: TBD  
Requested Classification: Office Assistant Sr.  
Job Class Number: 6002  
Pay Grade: 14

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

Effective Date: March 8, 2010

Allocated Classification: Office Assistant Sr.  
Pay Range: \$34,869.60 - \$42,929.28 Annually

Job Class Number: 6002  
Pay Grade: 14

**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:**

This new regular position will support the Chronic Disease Prevention Programs by maintaining detailed records, including verifying information, and researching and correcting discrepancies. The incumbent will use independent judgment to create and maintain data systems for a variety of programs, projects and contracts, summarize and analyze data, research and compile information and develop reports. The position will schedule meetings and activities with internal and external stakeholders; process and maintain personnel, payroll, travel and training, accounting and purchasing information; and assist with managing volunteers/student interns. Based on general instruction this position will assess the assignment, decide how to accomplish it, and use creative problem solving techniques to overcome barriers. The position requires the ability to use initiative to adjust standard procedures to resolve conflicts in priorities, methods or instructions. The incumbent will work quite independently, coordinate with others, demonstrate good follow-through skills, attention to detail, and have significant interactions with staff, partners and the public. The level of independence and scope of job functions are consistent with those of the Office Assistant Senior (6002) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager  
Bryan Lally, Local 88

Joan Sears, HR Maintainer  
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Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone

To: Wendy Lear, Business Services Director - Health Department  
From: Candace Busby, Classification and Compensation Unit (503/4)  
Date: March 18, 2010  
Subject: Reclassification Request # 1432 (New)

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

**Request Information:**

Date Request Received: March 1, 2010  
Current Classification: N/A  
Job Class Number: N/A  
Pay Grade: N/A

Position Number: TBD  
Requested Classification: Contract Specialist Senior  
Job Class Number: 6031  
Pay Grade: 31

Request is: ☒ Approved as Requested

Effective Date: March 18, 2010

Allocated Classification: Contract Specialist SR  
Pay Range: \$57,670.56 - \$70,992.00 Annually

Job Class Number: 6031  
Pay Grade: 31

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. Further, this allocation may require Board of County Commissioners' approval, and so 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 lead the creation and monitoring of multiple (more than 50) IGA's and contracts with school districts, educational service districts, regional governments, and community based organizations associated with the 2 year \$7 million CDC *Communities Putting Prevention to Work* Grant Initiative. Responsibilities include: design and implement a process for contracting and reporting that mirrors the CDC grant objectives and comply with ARRA reporting requirements; compile data and prepare proposals and reports for contract compliance and reporting; provide functional supervision of two staff as assigned; develop a variety of service contracts and IGA's that comply with the CDC grant requirements and ensure their timely processing; convene and staff committees and workgroups of stakeholders to design, implement and monitor a complex network of program and service contracts which meet the program objectives; and provide technical consultative support for special needs.

Contract Specialists provide contract management coordination between various operating programs to ensure the proper processing and tracking of contracts. In addition, Contract Specialist Seniors develop work procedures consistent with policies, work with vendors/contractors to develop a variety of service and supply contracts; develop and coordinate activities of collaborating agencies; provide research and analysis of special areas or customer needs; and provide functional supervision for assigned staff. The overall scope and responsibility of this position best fit the criteria for the Contract Specialist Senior (6031) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager  
Melissa Dailey, HR Analyst  
Bryan Lally, Local 88

Larry Brown, HR Manager  
Joan Sears, HR Maintainer  
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501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone

To: Wendy Lear, Business Services Director - Health Department  
From: Candace Busby, Classification and Compensation Unit (503/4)  
Date: March 18, 2010  
Subject: Reclassification Request # 1433 (New )

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

**Request Information:**

Date Request Received: March 1, 2010  
Current Classification: N/A  
Job Class Number: N/A  
Pay Grade: N/A

Position Number: TBD  
Requested Classification: Finance Specialist Senior  
Job Class Number: 6032  
Pay Grade: 28

Request is: ☒ Approved as Requested

Effective Date: March 18, 2010

Allocated Classification: Finance Specialist SR  
Pay Range: \$52,805.52 - \$64,957.68 Annually

Job Class Number: 6032  
Pay Grade: 28

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. Further, this allocation may require Board of County Commissioners' approval, and so 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, under general direction, will collect, analyze and report on complex financial information provided by more than 50 contractors associated with the 2 year \$7 million CDC *Communities Putting Prevention to Work* Grant Initiative and other ARRA and federal awards. The position will primarily work in the field offering direction and guidance to program managers responsible for program implementation. The incumbent will interpret complex federal financial reporting requirements; work with contractors to design processes and establish procedures to ensure they have the proper accounting procedures in place to meet sub-recipient and ARRA financial reporting requirements. These requirements include keeping financial commitments on time and on track. The incumbent will provide technical assistance and problem solving if agency spending and program implementation are lagging. The position will independently prepare, monitor and audit financial plans for assigned programs and recommend corrective action to senior managers. This includes to: investigate, research and audit program activities and agencies to ensure compliance for the duration of the federal award; develop and monitor complex program budgets and report on adherence; examine the adequacy of the program's internal routines and controls; review scope and adequacy of internal and external audits; and proactively determine and recommend corrective action.

The overall scope and responsibility of this position best fit the criteria for the Finance Specialist Senior (6032) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager  
Melissa Dailey, HR Analyst  
Bryan Lally, Local 88

Larry Brown, HR Manager  
Joan Sears, HR Maintainer  
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