



Department of County Management
MULTNOMAH COUNTY OREGON
 Human Resources

Multnomah Building
 501 SE Hawthorne, Suite 400
 Portland, Oregon 97214
 (503) 988-5015 Phone
 (503) 988-3009 Fax

To: Cindy Henderson, Health Department – Business Operations, x25450
From: Melanie Stagnitti, Classification & Compensation Unit 503/4
Date: May 20, 2009
Subject: Reclassification Request #1243 (Finance Specialist 1) *MS*

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

Request Information:

Date Request Received: March 25, 2009	Position Number: 707707
Current Classification: Finance Tech	Requested Classification: Finance Specialist 1
Job Class Number: 6027	Job Class Number: 6029
Pay Grade: 14	Pay Grade: 17

Request is: Approved as Requested Effective Date: Nov 20, 2008
 Approved - Revised
 Denied

Allocated Classification: Finance Specialist 1	Job Class Number: 6029
Pay Range: \$38,147.75 - \$46,896.48	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

Employee Information:

Name of Incumbent Employee: **Cindy Henderson**
 New Job Class Seniority Date: **Nov 20, 2008**

Date	Grade	Step	Rate	Action	Union/Mgt/Ex
11/19/08	14	8	\$20.56	Pre-reclass	Local 88
11/20/08	17	5	\$20.56	Reclass	Local 88

Employees who are reclassified with their position will be placed within the salary range for the new classification. Compensation will be determined in accordance with applicable bargaining agreement or MCPR 4-10. Any compensation or seniority adjustment will be processed in accordance with applicable bargaining agreement or MCPR 2-80 and 4-10.

Reason for Classification Decision:

Over the past two years, new duties and responsibilities have been added to this position in order to meet the increased demands in the work unit due to downsizing and restructuring. The duties of this position include: creating requisitions/release orders; auditing invoices for appropriate approvals, accounting assignment and SAP coding; researching and explaining the procedures/cause for spending for audits/grant management purposes; performing routine account reconciliation by creating "good receipts" and "payment" reports; researching and correcting files/data when an error occurs.

The main duties of a Finance Specialist I which are aligned to this position include: performing routine operational functions including account receivables and payables; the evaluation of routine

fiscal transactions, procedures and practices; recommending and assisting in implementing new and revised systems, procedures and records; Interpreting and applying laws, rules and regulations; conducting routine audits within functional areas; and analyzing data and creating routine financial reports, statements and projections.

Based on the above comparison, the duties of this position are closely aligned with the Finance Specialist 1 (6029) classification.

If you have any questions, please feel free to contact me at 503-988-3102 or ext. 83102.

cc: Kathleen Fuller-Poe, HR Manager
Larry Brown, HR Analyst
Joan Sears, HR Maintainer
Bryan Lally, Local 88
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To: Gayle Pizzuto, Health-ICS, 503-988-3711 160/9
From: Elisabeth Nunes, Classification & Compensation Unit 503/4
Date: January 9, 2009
Subject: Reclassification Request #1133 (VACANT-NEW Program Development Specialist)

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

Request Information:

Date Request Received: December 19, 2008	Position Number: TBD
Current Classification: n/a	Requested Classification: Program Dev. Specialist
Job Class Number: n/a	Job Class Number: 6021
Pay Grade: n/a	Pay Grade: 25

Request is: Approved as Requested Effective Date: January 9, 2009
 Approved - Revised
 Denied

Allocated Classification: Program Coordinator	Job Class Number: 6022
Pay Range: \$48,358.08 - \$59,445.36 annually	Pay Grade: 25

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 re-organization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

ICS Dental has separated Dental Operations from MultiCare Administration, and the Oregon Health Plan contract requirements from the State have increased. This new position is a result of these changes. It will be responsible for ensuring that MultiCare Dental is in compliance with Medicaid and the State DHS contract and performance requirements as well as all applicable laws, rules, and regulations. This position will focus on managing the quality assurance program and processes; coordinating member service; preparing and analyzing data to make recommendations; developing policies and procedures; and initiating and monitoring provider contracts. A Program Coordinator typically plans, organizes, manages, and participates in a moderate-sized program within a division which includes responsibility to monitor and evaluate program activities and results, oversee administrative operations, and provide functional or technical leadership to assigned staff. This new position will function in this manner and therefore best fits within the classification for Program Coordinator.

Page 2 of 2
Reclassification Request #1133
January 9, 2009

Appeal Rights

The outcome of a reclassification request may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

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

cc: Kathleen Fuller-Poe, HR Manager
Larry Brown, HR Analyst
Joan Sears, HR Maintainer
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To: Steven Sutton, Health Department, Corrections Health 503-988-4883
From: Elisabeth Nunes, Classification & Compensation Unit 503/4
Date: March 11, 2009
Subject: Reclassification Request #1189 (Comm. Health Nurse x2 to Mental Health Consultant x2)

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

Request Information:

Date Request Received: March 5, 2009	Position Number: 705936, 702089
Current Classification: Comm. Health Nurse	Requested Classification: Mental Health Consultant
Job Class Number: 6315	Job Class Number: 6365
Pay Grade: 6315	Pay Grade: 28

Request is: Approved as Requested Effective Date: July 1, 2009
 Approved - Revised
 Denied

Allocated Classification: Mental Health Consult. Job Class Number: 6365
Pay Range: \$52,805.52 - \$64,957.68 annually Pay Grade: 28

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:

Since these positions are reclassified due to re-organization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

The mental health program within Corrections Health is streamlining service delivery which requires reorganization. The resulting new positions will provide direct services of assessment, crisis intervention, counseling case management, and discharge planning for the mentally ill client population in jail. Other services provided will include case consultation, group facilitation, education, research, and some administrative and patient care duties in collaboration with nurses. According to Oregon statutes, in order to provide the necessary mental health services, these positions must be certified as Qualified Mental Health Professionals (QMHP). These qualifications and other responsibilities best fit the criteria for the Mental Health Consultant classification.

Appeal Rights

The outcome of a reclassification request may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

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

cc: Kathleen Fuller-Poe, HR Manager
Larry Brown, HR Analyst
Joan Sears, HR Maintainer
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To: Darren Chilton, Health Department, Business Services x84507 167/210
From: Melanie Stagnitti, Classification & Compensation Unit 503/4
Date: May 27, 2009 (Rescind and Replace the March 11, 1009 Result Notice)
Subject: Reclassification Request #1184 (VACANT- Finance Specialist 2)

Based on the department's request, we have re-reviewed this classification request using a revised position description. We have completed our review based on the revised position description and the decision is outlined below.

Request Information:

Date Request Received: March 5, 2009
Current Classification: Procurement Analyst
Job Class Number: 6112
Pay Grade: 24

Position Number: 702915
Requested Classification: Finance Specialist 2
Job Class Number: 6030
Pay Grade: 23

Request is: Approved as Requested
 Approved - Revised
 Denied

Effective Date: July 1, 2009

Allocated Classification: Finance Specialist 2
Pay Range: \$45,539.28 - \$56,000.16 annually

Job Class Number: 6030
Pay Grade: 23

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:

Since this position is reclassified due to re-organization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

Due to reorganization, the duties and responsibilities of three positions (Procurement Analyst, Finance Specialist 1, and Finance Tech) will be merged into this one position. The essential job functions include: developing and implementing auditing systems; performing standard and non-standard fiscal transaction, procedures and practices; interpreting and applying laws, rules, regulations and fiscal policies and procedures; preparing a variety of detailed periodic and annual management reports; preparing and analyzing performance data in comparison to benchmarks and standards. These duties align to those of a Finance Specialist 2.

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

cc: Kathleen Fuller-Poe, HR Manager
Larry Brown, HR Analyst
Joan Sears, HR Maintainer

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To: Susan Kirchoff, ICS Director – Health Dept.
 From: Joi Doi, Class/Comp Unit *Joi E. Doi*
 Date: May 22, 2009
 Subject: Reclassification Request #1234 (Vacant position)

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

Request Information:

Date Request Received: April 3, 2009	Position Number: TBD
Current Classification: NA	Requested Classification: Program Supervisor
Job Class Number: NA	Job Class Number: 9361
Pay Grade: NA	Pay Grade: 124-126

Request is: Approved as Requested Effective Date: May 22, 2009
 Approved - Revised

Allocated Classification: Community Health Nurse -- with 6.5% Lead Premium	Job Class Number: 6315
Pay Range: 53,515.44 - \$70,219.44 annually	Pay Grade: 6315 plus 6.5% Lead Premium

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:

This new position will design, implement, and evaluate training and education programs regarding staff development and clinical skill building in the Primary Care program unit. It has no direct staff to supervise but does require a BS in Nursing from an accredited university; 5 years of clinical experience; demonstrated leadership ability; and experience in staff education development and training. Similar training functions have been allocated to Program Coordinator across the County. Given this position requires a BS in Nursing, utilizing the Community Health Nurse job class and adding the 6.5% lead premium per the ONA contract, accommodate overseeing/guiding the training function and providing performance assessment/input of staff. The position as designed, does not have authority to: hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline assigned employees; adjust labor grievances, or effectively recommend such action as stated by Oregon statutes which define managers and supervisors for public sector employers.

Reason for Classification Decision:

This position has no management responsibilities as defined but does require a BS in Nursing:

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

cc: Larry Brown, HD Human Resources
 Joan Sears, HR Maintainer
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To: Haiou He, Health Department – PDES (125/B827/250)
 From: Candace Busby, Classification and Compensation Unit (503/4)
 Date: July 15, 2009
 Subject: Reclassification Request #1264 (Sara Kersey)

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

Request Information:

Date Request Received: June 2, 2009	Position Number: 701343
Current Classification: Program Development Technician	Requested Classification: Research/Evaluation Analyst 1
Job Class Number: 6020	Job Class Number: 6085
Pay Grade: 15	Pay Grade: 18

Request is: Approved as Requested Effective Date: December 2, 2008
 Approved - Revised
 Denied

Allocated Classification: Research/Evaluation Analyst 1 Job Class Number: 6085
 Pay Range: \$39,296.16 to \$48,358.08 annually Pay Grade: 18

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

Employee Information:

Name of Incumbent Employee: Sara Kersey
 New Job Class Seniority Date: December 2, 2008

Date	Job Class and Number	Grade	Step	Rate	Action
12/1/2008	Program Development Technician	15	8	\$21.19	Pre-reclass
12/2/2008	Research/Evaluation Analyst 1	18	5	\$21.19	Post-reclass
5/17/2009			6	\$21.81	Step increase

Employees who are reclassified with their position will be placed within the salary range for the new classification. Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 4-10. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 2-80 and 4-10.

Per MC Personnel Rule 5-50-030, when the position is reclassified downward, the employee will be placed on the recall list for reappointment to the higher classification. The employee's Department Human Resource Unit will originate and process required documentation. Contact your Department HR Unit for additional information.

July 15, 2009

Reason for Classification Decision:

As a member of the CDC Medical Monitoring Project (MMP), the incumbent is responsible for data collection, project coordination and assistance with the dissemination of research results to programs, partners and the scientific community. The incumbent recruits health facilities and patients to participate in the CDC surveillance project, including training clinic staff on participant recruitment protocols and procedures, and working with clinic staff to generate a list of eligible participants; contacts and schedules eligible participants for interview; interviews project participants; conducts complex meta-abstraction on HIV medical records data; coordinates data collection team to enter data and conducts quality assurance of both interview and medical record data; and assists in the dissemination of project results including data cleaning and validation, preparing reports and presentations of project data to community partners and stakeholders. These duties and responsibilities are consistent with the Research/Evaluation Analyst 1 (6085) classification.

The Research/Evaluation series and Principal Investigator are scheduled for a county-wide classification study due to begin in August. As a result, this position will be reviewed again as part of the Research/Evaluation series study. Please look for the invitation to attend the study information meeting and plan to attend to learn more about the study process and timelines. As part of the study, you will be requested to submit another position description.

Appeal Rights

The outcome of a reclassification request may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

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 Analyst Senior
Joan Sears, HR Maintainer
Bryan Lally, Local 88
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