



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: Mohammad Bader

Date: December 15, 2009

From: Joi Doi, Class/Comp Unit

Subject: Reclassification Request #1359

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

Request Information:

Date Request Received: November 19, 2009
Current Classification: Program Dev. Specialist
Job Class Number: 6021
Pay Grade: 25

Position Number: 713676
Requested Classification: Program Supervisor
Job Class Number: 9361
Pay Grade: 124 - 126

Request is: ☒ Approved as Requested
☐ Approved - Revised

Effective Date: December 15, 2009

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

Job Class Number: 9361
Pay Grade: 124 - 126

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 is a new vacant position established in the ADS Adult Protective Service Program utilizing position # 713676 that had been originally classified to Program Development Specialist. A supervisor job class was requested to better align staff to management positions; currently there are 37 FTE of different disciplines and functions supervised by 2 managers. With the addition of a 3rd supervisor position, the running of daily operations and technical supervision of case managers/investigators will be more effective.

Reason for Classification Decision:

This new position requires an in-depth knowledge of ADS program services as well as personnel management concepts and practices to supervise/assess the work assignments of 13 professional field investigators. Additionally, this job will perform program planning and development activities and participate in ongoing ADS management meetings to enhance internal communications, employee relations functions, and the training of/consultation with new staff and community partners. Such requirements and work assignments are consistent with the Program Supervisor job class.

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

cc: Carolyn Edgett, Kim Pasquinelli, DCHS Human Resources
Pauline Reed, HR Maintainer
Class Comp File Copy
Dana Lloyd, ADS Administrative Services Officer
Local 88 Representative, B. Lally