



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: Godwin Nwerem, DCHS, ASO Wraparound  
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*  
Date: September 22, 2010  
Subject: Reclassification Request #1600 (New Program Development Specialist .5 FTE)

---

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

**Request Information:**

Date Request Received: September 3, 2010  
Current Classification: n/a  
Job Class Number: n/a  
Pay Grade: n/a

Position Number: TBD  
Requested Classification: Program Dev. Specialist  
Job Class Number: 6021  
Pay Grade: 25

---

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

Effective Date: September 22, 2010

---

Allocated Classification: Program Dev. Specialist      Job Class Number: 6021  
Pay Range: \$49,318.56 - \$60,635.52 annually      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 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 part-time position will be responsible for the ASO Wraparound program contracts and grants; research and analyses on evidence-based practices, best practices, needs assessments, funding sources and resource inventory information; program planning, development and reporting; policy goals, objectives, interpretation, and compliance monitoring; participation in interdepartmental & interagency collaborative efforts in the program area; contract agency budget management; and other duties related to this new program.

Program Development Specialist provides research, planning, design, development, implementation, monitoring and evaluation of programs, projects or grants. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Senior Program Development Specialist is distinguished by its responsibility for *organizational* policy, procedure and program analysis, planning and development at the *department* level.

Since this new position will be focused on development efforts for a program within the Wraparound Oregon Family Care Coordination Unit of MHASD, it will be carrying out the duties of a Program Development Specialist at the full journey level (6021) but not at the Senior level.

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

cc: Urmilla Jhattu, HR Manager  
Pauline Reed, HR Maintainer  
Local 88  
Class Comp File Copy