



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: Alison Frye, Health Department, HIV Clinic
From: Candace Busby, Classification and Compensation Unit (503/3/300) *C. Busby*
Date: December 23, 2010
Subject: Reclassification Request # 1651 (714403)

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

Request Information:

Date Request Received: December 22, 2010	Position Number: 714403
Current Classification: Social Worker	Requested Classification: Health Educator
Job Class Number: 6295	Job Class Number: 6352
Pay Grade: 28	Pay Grade: 23

Request is: ☒ Approved as Requested Effective Date: December 23, 2010

Allocated Classification: Health Educator	Job Class Number: 6352
Pay Range: \$46,458.00 - \$57,127.68 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:

☒ Filled & incumbent not reclassified with position See New/Vacant Section ☒ Represented

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.

Employees in positions reclassified downward to a classification with a lower salary range will receive no change in pay. If an employee's pay exceeds the maximum of the lower salary range, pay will be frozen at the existing rate until the new salary range is higher than the employee's rate of pay. Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40. The Department Human Resource Unit will originate and process required documentation. Contact your Department HR Unit for additional information.

Reason for Classification Decision:

As a result of Senate Bill 177, the County initiated a review of the Social Worker classification to comply with the new regulations which are effective January 1, 2011. Part of the review included researching the qualifications of the former Social Worker job class and the re-titled classification, Clinical Services Specialist. During this review it was learned that the recently hired employee filling position # 714403 does not have the required Masters degree in Social Work or in a related field. Personnel Rule 5-20 (Recruitment and Examination) and Personnel Rule 5-50 state employees must meet the qualifications of the classification to which they are assigned at the time of hire and when a position is classified. The current incumbent does not meet either the minimum qualifications for

Social Worker or Clinical Services Specialist, and therefore the department is requesting the position be reallocated to the Health Educator classification.

Clinical Services Specialist (aka "Social Worker") performs advanced-level assessments, diagnostic testing, therapeutic and prevention treatments, and highly skilled intervention services for clients and their families. Such services as performed by Clinical Services Specialists are also billable for reimbursement by appropriate agencies. Clinical Services Specialist also can assume responsibility for overall clinical team case management review whereas other more general health or humans services job classes cannot.

The purpose of Health Educator is to provide community health educational services to inform and motivate people to adopt and maintain healthful practices and lifestyles. Health Educators research, assess, plan, advocate, and implement social/environmental changes that facilitate healthful living conditions and behaviors. They also monitor/evaluate related program, health strategies, health interventions, and project goals.

This position as revised, performs health education and medical case management and coordination of case plans to meet the health education and psycho-social needs of HIV Health Services Center clients. Essential job functions include: assessing individual and family needs for health education; developing and implementing health education strategies, interventions and programs for clients and target populations; serving as a health education resource to the medical team delivering health education presentations/communications covering various HIV related health issues; participating in team-based evaluations; and providing brief crisis and harm reduction interventions. Qualifications for Health Educator are equivalent to a Bachelor's degree with major coursework in health education or a related field, and three years of increasingly responsible experience in the development, delivery and administration of health education programs. Certification as a Certified Health Education Specialist is desirable. As revised, the general purpose, qualifications and major responsibilities of this position are consistent with the Health Educator (6352) classification.

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

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

Larry Brown, HR Manager
Joan Sears, HR Maintainer
Class Comp File Copy