



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: James D. Spitzer, Health Department, Office of Emergency Preparedness  
From: Candace Busby, Classification and Compensation Unit (503/4)  
Date: August 28, 2009  
Subject: Reclassification Request # 1306 (New)

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

**Request Information:**

Date Request Received: August 12, 2009  
Current Classification: N/A

Position Number: TBD  
Requested Classification: Research/Evaluation  
Analyst 2

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

Job Class Number: 6086  
Pay Grade: 26

Request is: ☒ Approved as Requested

Effective Date: August 28, 2009

Allocated Classification: Research/Evaluation  
Analyst 2

Job Class Number: 6086

Pay Range: \$49,715.28 to \$61,178.49 annually

Pay Grade: 26

**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

**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 limited duration position is part of a team that will develop Just In Time Training (JITT) as required by a one year grant. This position provides a lead role in the identification, evaluation and analysis of JITT practices and adult learning models contributing to project deliverables. Typical functions are to develop, refine and apply criteria for identifying best practice methods and materials to support project objectives; research, collect, and organize information and materials on prospective JITT best practices related to project objectives; further evaluate, develop and refine candidate best practice methods and materials using well defined approaches that appropriately involve peer reviewers, prospective users, and other stakeholders to test and evaluate the training product. The incumbent's work will contribute to an article on the project that is a candidate for a major publication; contribute to proposals and presentations suitable for acceptance by and presentation at major conferences; and contribute to organizing project methods and deliverables to be accessed by local health department users. Based on our analysis of these responsibilities the appropriate classification for this position is Research/Evaluation Analyst 2 (6086).

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

cc: HR Manager                      HR Maintainer                      Local 88                      Class Comp File Copy