



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
 Human Resources

Multnomah Building  
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 (503) 988-5015 Phone

To: Annie Neal, Program Manager, Domestic Violence Coordination Office  
 From: John Kaneski, Classification and Compensation Unit (503/3/300) *John Kaneski*  
 Date: September 13, 2011  
 Subject: Reclassification Request #1796 (LDA Program Specialist to regular Program Specialist position)

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

**Request Information:**

Date Request Received: September 12, 2011	Position Number: 714951
Current Classification: Program Specialist (LDA)	Requested Classification: Program Specialist (regular assignment)
Job Class Number: 6021	Job Class Number: 6021
Pay Grade: 25	Pay Grade: 25

Request is:  Approved as Requested      Effective Date: October 1, 2011

Allocated Classification: Program 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 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:**

Vacant - 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.

**Reason for Classification Decision:**

This position will be responsible for implementing a strategic plan for the Defending Childhood Initiative (DCI) Project designed to increase the capacity of existing systems to recognize and appropriately respond to children's exposure to violence. Primary responsibilities will include: developing and implementing an overall training plan; providing technical assistance to community partners and nonprofit agencies; managing the DCI grant; and providing staff support to the Collaborative Planning Body. Two classifications were reviewed as possible matches to this position: Program Coordinator (6022) and Program Specialist (6021). These are discussed in more detail below and on the following page.

**Program Coordinator (6022) vs. Program Specialist (6021)**

Program Coordinators manage daily program operations and lead/provide technical supervision to assigned staff and/or volunteers engaged in program services. Program Specialists develop, implement, monitor and evaluate programs, projects or grants. Program Coordinator is distinguished from Program Specialist based on the following: Program Coordinators accomplish program work primarily through others (i.e., staff, volunteers, etc.); however, work is not usually accomplished through commissions or loosely-formed policy bodies; programs are established/ongoing and provide a tangible outcome or service; major work functions do not result primarily in a producing a policy, strategic plan or initiative; and incumbents often have responsibility for a program budget.

Program Specialists are typically viewed as Subject Matter Experts and implementers who help drive initiatives; are much stronger on policy/program analysis and contract/grant compliance; and their job emphasis is more on facilitation and implementation than coordinating the work of others. Major work functions often result in the development of policies, strategic plans or initiatives.

One of the outcomes from the DCI program will be the development of a strategic training plan/initiative and this position will be expected to become a Subject Matter Expert in areas relating to children's exposure to violence. In addition, the position being reviewed will be an implementer and sole contributor, which will be driving this grant-funded initiative. Due to the nature and scope of these duties and responsibilities, the Program Specialist (6021) classification provides the best fit for this position.

Note: This position is currently a Limited Duration Assignment which will become vacant, effective September 30, 2011. Since the grant funding for the implementation of this new project is expected to last approximately 3 years, the position is expected to be filled through regular assignment.

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

copy: Kathy Tinkle, Interim Director  
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Carolyn Edgett, HR Analyst Senior  
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