



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources  
Multnomah Building  
501 SE Hawthorne, Suite 300  
Portland, Oregon 97214  
(503) 988-5015 Phone

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To: Jon Kawaguchi, Environmental Health *Olga Ward*  
From: Olga Ward/Candace Busby, Classification and Compensation Unit (503/3/300) *Busby*  
Date: December 21, 2010  
Subject: Reclassification Request #1646 (Environmental Health Specilaist Sr - new)

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

**Request Information:**

Date Request Received: December 13, 2010  
Current Classification: n/a  
Job Class Number: n/a  
Pay Grade: n/a

Position Number: new  
Requested Classification: Environment Health Spec. Sr  
Job Class Number: 6358  
Pay Grade: 31

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Request is: ☒ Approved as Requested

Effective Date: January 1, 2011

Allocated Classification: Environmental Health  
Specialist Senior  
Pay Range: \$58,818.96 - \$72,411.84 Annually

Job Class Number: 6358  
Pay Grade: 31

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 new position is in the Health Department Environmental Health program. This position will plan, prioritize, assign, lead and review the work of staff; assist with the development of work plans, and coordinate and organize work of others in major programs (food, water, pool/spa, tourist and traveler, child care, etc.). This position will also conduct special investigations in areas such as health and nuisance violations and perform mediation in cases of conflict between Environmental Health Specialists and facility operators. In addition, this position will provide input on budget development, participate in budget preparation, anticipate future needs and monitor and control budget expenditures. This position differs from the work of Environmental Health Specialists by exercising project/program lead supervision over Environmental Health Specialists, performing the most complex assignments, and developing and recommending county-wide policies on health inspection operations. This position requires education equivalent to a Bachelor's degree with at least 45 quarter units of science courses related to environmental sanitation and three years of responsible Environmental Health experience with one year of lead or supervisory experience desirable. In addition, this position requires possession of registration as an Environmental Health Specialist in the State of Oregon. The duties, responsibilities, and qualifications as described above are consistent with the Environmental Health Specialist Senior (6358) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22747.

cc: Kathleen Fuller-Poe, HR Manager  
Melissa Dailey, HR Analyst

Joan Sears, HR Maintainer  
Bryan Lally, Local 88

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