



Department of County Management
MULTNOMAH COUNTY OREGON

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

To: Lee Girard, DCHS; Aging and Disability Services
From: Olga Ward/Joi Doi, Classification and Compensation Unit (503/3) *Olga Ward*
Date: November 5, 2010 *Joi E. Doi*
Subject: Reclassification Request #1627 (new – vacant part-time)

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

Request Information:

Date Request Received: October 28, 2010 Position Number: new
Current Classification: n/a Requested Classification: Case Manager 2
Job Class Number: n/a Job Class Number: 6297
Pay Grade: n/a Pay Grade: 21
Request is: Approved - Revised Effective Date: November 5, 2010

Allocated Classification: Case Manager 2 Job Class Number: 6297
Pay Range: \$43,785.36 - \$53,870.40 Annually Pay Grade: 21

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:

The purpose of this new part-time position is to provide a full range of care/service management to veterans who are eligible for the Veterans Directed Home and Community Based Services program. This position will be responsible for applicants' screening and assessment by conducting comprehensive assessments that include areas such as medical issues, social isolation, substance abuse, mental health issues, and others. This position will develop and maintain service plans that address the individuals' needs, goals, and preferences. This position will be responsible for monitoring participants' needs and condition through home visits, phone contacts, and maintaining contact with service providers. This position will oversee and document the participants' service spending plan by providing training and on-going coaching on the use of Consumer Direction Module; review participants' expenditures monthly and coordinate with the Fiscal Management Service regarding any changes to the participants' spending plans. This position will carry a case load of 15 to 40 individuals. This position does not have lead responsibilities over other employees nor does it handle assignments of advance complexity. This position requires education equivalent to a Bachelor's degree in social science, social service, or a related field and two years of increasingly responsible case management work experience. The duties, responsibilities, and qualifications as described best fit the Case Manager 2 (6297) classification.

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

cc: Urmila Jhattu, HR Manager
Carolyn Edgett, HR Analyst Sr.
Local 88
Class Comp File Copy