



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: Kerstin Kohring, Health, Pharmacy  
From: Olga Ward/Candace Busby, DCM Class Comp  
Date: July 22, 2009  
Subject: Reclassification Request #1285 (Vacant - New)

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

**Request Information:**

Date Request Received: July 17, 2009  
Current Classification: n/a  
Job Class Number: n/a  
Pay Grade: n/a

Position Number: TBD  
Requested Classification: Pharmacy Technician  
Job Class Number: 6119  
Pay Grade: 13

Request is: ☒ Approved as Requested  
☐ Approved - Revised  
☐ Denied

Effective Date: July 22, 2009

Allocated Classification: Pharmacy Technician  
Pay Range: \$33,846.48 - \$41,676.48

Job Class Number: 6119  
Pay Grade: 13

**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  
☐ Filled & incumbent reclassified - see Employee Information Section  
☐ Filled & incumbent not reclassified with position 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:**

The purpose of this new position is to provide technical support to pharmacists in the processing of prescriptions and the maintenance of the Pharmacy Department. This position will gather patient information needed to prepare prescriptions; take phone messages to refill requests; prepare prescriptions by counting, pouring or mixing medications and labeling containers; pull medications from stock for the pharmacists; process received medications through pharmacy; check stock for out-dated medications. These duties are consistent with those of the Pharmacy Technician (6119) classification.

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

cc: Kathleen Fuller-Poe, HR Manager  
Larry Brown, HR Analyst Sr  
Joan Sears, HR Maintainer  
Local 88  
Class Comp File Copy



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To: Joy Belcourt, Health Department- Multicare Dental Administration  
From: Candace Busby, Classification and Compensation Unit (503/4)  
Date: August 27, 2009  
Subject: Reclassification Request #1309 (New)

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

**Request Information:**

Date Request Received: August 17, 2009  
Current Classification: N/A  
Job Class Number: N/A  
Pay Grade: N/A

Position Number: TBD  
Requested Classification: Office Assistant SR  
Job Class Number: 6002  
Pay Grade: 14

Request is: ☒ Approved as Requested

Effective Date: August 27, 2009

Allocated Classification: Office Assistant SR  
Pay Range: \$34,869.60 to \$42,929.28 annually

Job Class Number: 6002  
Pay Grade: 14

**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 new position is being added to MultiCare Dental due to increased enrollment in the Oregon Health Plan (OHP) as a result of additional funding. OHP enrollment has increased from 24,000 to 28,000 clients in the past few months and may go as high as 32,000 clients in the next few months. This position and the other three Office Assistant Seniors in this unit triage incoming patients and their requests for service and schedule appointments for them accordingly; explain OHP and MultiCare Dental care program services to enrollees; enter and maintain patient account information in the EPIC database; and explain eligibility and services to clients. The position will assist in coordination of dental services to clients with special needs and are the initial point of contact for resolution of patient complaints and concerns. Additionally the position will coordinate and process all dental program referrals, exceptional needs dental referrals and other outside specialty referrals for MultiCare Dental clients; assist with resolution of data with the state MMIS portal; process and review claims and OHP membership issues and resolution for the MultiCare Dental Managed Care Plan as required by the State Medicaid Program. These duties and responsibilities are consistent with the Office Assistant Senior (6002) classification.

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