



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(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 7, 2011
Subject: Reclassification Request #1788 (Program Specialist, Senior to Program Supervisor)

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

Request Information:

Date Request Received: August 31, 2011	Position Number: 704834
Current Classification: Program Specialist, Sr.	Requested Classification: Program Supervisor
Job Class Number: 6088	Job Class Number: 9361
Pay Grade: 31	Pay Grade: 124-126

Request is: ☒ Approved as Requested Effective Date: September 7, 2011

Allocated Classification: Program Supervisor	Job Class Number: 9361
Pay Range: \$50,690.15 - \$78,225.86 Annually	Pay Grade: 124-126

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 ☒ Management/Classified

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 supervising the operations of the Domestic Violence Coordination Office (DVCO) within the Department of Human Services. Duties will include first-level supervision of professional, technical and office support staff involved in multiple domestic violence intervention and prevention program areas; assisting in the development and prioritization of division goals, objectives and policies; budget development and management; program evaluation; technical assistance; and staffing. Program Supervisor is the first full supervisory level classification and is responsible for supervising, directing, coordinating, evaluating and participating in the activities of a section or one or more programs or administrative functions. This class is distinguished by the responsibility for supervising a small program, section or unit that includes professional staff. The duties and level of supervisory responsibility of the position under review are consistent with the Program Supervisor (9361) classification.

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

copy: Kathy Tinkle, Interim Director
Urmila Jhattu, HR Manager
Carolyn Edgett, HR Analyst Senior
Heather Garrett, HR Analyst Senior
Gary Miguel, HR Maintainer
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