



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: Janice Garceau, DCJ - Family Court Services  
From: Candace Busby, Classification and Compensation Unit (503/3/300)  
Date: August 11, 2011  
Subject: Reclassification Request #1752 ( New - TBD)

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

**Request Information:**

Date Request Received: July 8, 2011  
Current Classification: N/A  
Job Class Number: N/A  
Pay Grade: N/A

Position Number: TBD  
Requested Classification: Program Coordinator  
Job Class Number: 6022  
Pay Grade: 25

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Request is: ☒ Approved as Requested

Effective Date: August 11, 2011

Allocated Classification: Program Coordinator  
Pay Range: \$49,318.56 - \$60,635.52 Annually

Job Class Number: 6022  
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:**

Family Court Services was awarded a federal grant through the Office on Violence Against Women (OVW) Safe Havens: Supervised Parenting Time and Safe Exchange Grant Initiative. This position will provide direct supervision services to clients, act as liaison with the FCS Manager and community partners and provide on-sight lead supervision to parenting time monitors.

Program Coordinators lead other staff or volunteers and are utilized as functional program "managers" of ongoing programs. Program Development Specialists (PDS) perform more complex analyses, conduct and oversee QA/program evaluation functions, and administer complex grants that can be several million dollars in scope, lasting several years. As part of the current PDS study, Class Comp and LPGI consultants have been able to better define the distinctions and level of work between Program Coordinators, PDSs and PDS Seniors. At this time, because this is an ongoing program providing a service, with the work done primarily through the parenting time monitors Program Coordinator (6022) best fits the work.

The position will undergo additional review as part of the study in the coming weeks, and the classification may change pending the consultants' findings and recommendations. If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: James Opoka, HR Manager  
Bryan Lally, Local 88

Joanne Campbell, HR Maintainer  
Class Comp File Copy