



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-3 DATE 1/29/15
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 1/29/15
Agenda Item #: C.3
Est. Start Time: 9:30 am
Date Submitted: 12/26/14

Agenda Title: BUDGET MODIFICATION # HD-25-15: Authorizing five position re-classifications within various divisions of the Health Department

Requested Meeting Date: 1/29/2015 **Time Needed:** Consent Item

Department: 40 - Health Department **Division:** _____

Contact(s): Robert Stoll – Budget & Finance Manager

Phone: (503) 988-8445 **Ext.** 88445 **I/O Address** 167/2/210

Presenter Name(s) & Title(s): N/A - Consent Agenda

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustments resulting from the reclassification of five positions. This change will not impact the Health Department's total FTE for FY 2015.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Reclassify a 0.90 FTE Program Coordinator to a 0.90 FTE Program Supervisor, position 705877, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 10/25/2014 (reclassification #2658). This position will plan, administer, and participate in STD/HIV/HCV and adolescent health community-based and school-based programming, and will review epidemiologic data to identify gaps, trends, prevention, and sexual and reproductive health needs. This position will also be responsible for supervising staff, hiring, motivating, managing, and evaluating diverse workforce, and will serve as the key liaison to funders, OHA public health offices, Health Department colleagues, and external partner agencies. This change impacts program offer 40011 – STD/HIV/Hep C Community Prevention Program

Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Management Assistant, position 716879,

in the Director's Office of the Health Department. Class Comp approved the reclassification effective 10/20/2014 (reclassification #2661). This position will work closely with Health Department leadership and other key County leaders, acting as a central point of contact for information regarding state policy changes, Medicaid expansion, Coordinated Care Organizations, and community stakeholders. This position is responsible for policy analysis, including providing legislative review for bills related to health system transformation, leading policy groups and analyzing the impact of policy decisions on department functions and responsibilities. This position will also be responsible for resolving issues, identifying and minimizing risks, developing contingency plans, implementing tracking tools to demonstrate progress and highlight priority areas, and representing the director in planning efforts with other departments and outside agencies.

This change impacts program offer 40039 – Business and Quality – Human Resources and Training

Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Data Analyst Senior, position 714426, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 11/06/2014 (reclassification #2689). This position will provide advanced level data analysis for eight primary care health centers, thirteen school-based health centers, six dental clinics and two corrections health clinics. This position will be responsible for collecting, extracting and organizing complex information from multiple systems into a variety of summary and detailed reports to meet business needs, preparing quality assurance management reports, and making recommendations based on research and analysis.

This change impacts program offer 40034—Quality Assurance

Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Program Manager 1, position 708530 in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 5/24/2014 (reclassification #2719). This position is responsible for directing the full continuum of care for low-income people living with HIV; developing, administering, and evaluating policies, protocols, strategies, goals and objectives; financial management, supervising staff, directing the implementation of the Ryan White CARE Act Part A grant, managing relations with contracted service partners, and directing the development of service delivery standards and program outcomes for primary care services.

This change impacts program offer 40012 – Services for Persons Living with HIV

Reclassify a 0.80 FTE Health Assistant 2 to a 0.80 FTE Community Health Specialist 2, position 703658, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 11/25/2014 (reclassification #2720). This position is responsible for community outreach and health promotion including working with the Oregon Refugee Health Advisory Group (ORHAG) to identify gaps and supplement existing health literacy activities, engaging refugees in workshops, developing educational materials, and providing culturally, linguistically, and age –appropriate outreach, navigations, and/or case management to refugees with latent and active tuberculosis. This position will also be responsible for setting up drug therapy schedules, direct observation therapy, monthly check-ins, obtaining medical history, and discussing finding with nursing staff. This change impacts program offer 40010A – Communicable Disease Prevention and Control

3. Explain the fiscal impact (current year and ongoing).

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of the new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 705877 to a Program Supervisor decreased budgeted personnel cost by \$8,095, because the step at which the Program Supervisor is budgeted is lower than the

step at which the Program Coordinator is budgeted. The decrease in cost is offset by an increase in Supplies, and Medical & Dental Supplies for no net fiscal impact this fiscal year.

The reclassification of position 716879 to a Management Assistant is budget neutral as the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 714426 to a Data Analyst Senior increased budgeted personnel cost by \$8,183, because the step at which the Data Analyst Senior is budgeted is higher than the step at which the Community Program Specialist is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 708530 to a Program Manager 1 is budget neutral as the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 703658 to a Health Assistant 2 decreased budgeted personnel cost by \$6,559, because the step at which the Health Assistant 2 is budgeted is lower than the step at which the Community Health Specialist 2 is budgeted. The decrease in cost is offset by an increase in Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will be funded within the department's budget.

4. Explain any legal and/or policy issues involved.

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

No change in revenues.

7. What budgets are increased/decreased?

The Health Department's budget will have the following changes:

- Permanent personnel budget will decrease by \$4,090
- Salary related expense budget will decrease by \$2,085
- Insurance benefits budget will decrease by \$297
- Temporary personnel budget will decrease by \$1,736
- Non Base Fringe budget will decrease by \$65
- Non Base Insurance budget will increase by \$178
- Supplies budget will increase by \$7,644
- Medical & Dental Supplies budget will increase by \$450

These changes will have no financial impact on the budget and do not change the Health

Department's total FTE.

8. What do the changes accomplish?

Changes of classification for positions 705877, 716879, 714426, 708530, and 703658 better fit the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

9. Do any personnel actions result from this budget modification?

- Reclassify a 0.90 FTE Program Coordinator to a 0.90 FTE Program Supervisor, position 705877, in the Community Health Services Division of the Health Department. Class Comp approved #2658.
- Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Management Assistant, position 716879, in the Director's Office of the Health Department. Class Comp approved #2661.
- Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Data Analyst Senior, position 714426, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2689.
- Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Program Manager 1, position 708530 in the Community Health Services Division of the Health Department. Class Comp approved #2719.
- Reclassify a 0.80 FTE Health Assistant 2 to a 0.80 FTE Community Health Specialist 2, position 703658, in the Community Health Services Division of the Health Department. Class Comp approved #2720.

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

N/A

11. Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

N/A

12. If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (e.g. cash match, in kind match, reporting requirements, etc)?

N/A

Required Signature

Elected Official or Joanne Fuller /s/
Dept. Director: _____

Date: 12/24/2014 _____

Budget Analyst: Wendy Lin-Kelly /s/

Date: 12/26/2014 _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-25-15

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	40010A-15	21420	40-30	0030	4SA33-9	60000 - Permanent	178,727	177,107	(1,620)	
2	40010A-15	21420	40-30	0030	4SA33-9	60100 - Temporary	0	1,620	1,620	
3	40010A-15	21420	40-30	0030	4SA33-9	60130 - Salary Related Expns	59,760	59,038	(722)	
4	40010A-15	21420	40-30	0030	4SA33-9	60135 - Non Base Fringe	0	722	722	
5	40010A-15	21420	40-30	0030	4SA33-9	60140 - Insurance Benefits	54,437	54,320	(117)	
6	40010A-15	21420	40-30	0030	4SA33-9	60145 - Non Base Insurance	0	118	118	
21420 Total										0
7	40010A-15	32214	40-30	0030	4FA43-05	60000 - Permanent	47,751	45,051	(2,700)	
8	40010A-15	32214	40-30	0030	4FA43-05	60100 - Temporary	0	2,700	2,700	
9	40010A-15	32214	40-30	0030	4FA43-05	60130 - Salary Related Expns	16,066	14,862	(1,204)	
10	40010A-15	32214	40-30	0030	4FA43-05	60135 - Non Base Fringe	0	1,204	1,204	
11	40010A-15	32214	40-30	0030	4FA43-05	60140 - Insurance Benefits	19,669	19,473	(196)	
12	40010A-15	32214	40-30	0030	4FA43-05	60145 - Non Base Insurance	0	196	196	
32214 Total										0
40-30 Total										1
Program Offer Number 40010A-15 Total										1
13	40011-15	1000	40-30	0030	43500-GF	60000 - Permanent	180,438	179,503	(935)	
14	40011-15	1000	40-30	0030	43500-GF	60130 - Salary Related Expns	58,465	58,118	(347)	
15	40011-15	1000	40-30	0030	43500-GF	60140 - Insurance Benefits	60,024	59,956	(68)	
16	40011-15	1000	40-30	0030	43500-GF	60240 - Supplies	23,605	24,954	1,349	
17	40011-15	1000	40-30	0030	43500-GF3	60000 - Permanent	74,451	71,958	(2,493)	
18	40011-15	1000	40-30	0030	43500-GF3	60130 - Salary Related Expns	23,724	22,800	(924)	

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-25-15

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
19	40011-15	1000	40-30	0030	43500-GF3	60140 - Insurance Benefits	24,424	24,243	(181)	
20	40011-15	1000	40-30	0030	43500-GF3	60240 - Supplies	2,400	5,997	3,597	
1000 Total										(1)
21	40011-15	23840	40-30	0030	4SA14-1	60000 - Permanent	181,222	179,353	(1,870)	
22	40011-15	23840	40-30	0030	4SA14-1	60130 - Salary Related Expns	59,929	59,236	(693)	
23	40011-15	23840	40-30	0030	4SA14-1	60140 - Insurance Benefits	59,587	59,452	(136)	
24	40011-15	23840	40-30	0030	4SA14-1	60240 - Supplies	9,544	12,242	2,698	
23840 Total										0
25	40011-15	32532	40-30	0030	4SA118-2	60000 - Permanent	11,068	10,756	(312)	
26	40011-15	32532	40-30	0030	4SA118-2	60130 - Salary Related Expns	3,532	3,416	(116)	
27	40011-15	32532	40-30	0030	4SA118-2	60140 - Insurance Benefits	3,643	3,620	(23)	
28	40011-15	32532	40-30	0030	4SA118-2	60246 - Med&Dental Supplies	2,251	2,701	450	
32532 Total										0
40-30 Total										(1)
Program Offer Number 40011-15 Total										(1)
29	40012-15	1000	40-30	0030	43550-GF	60000 - Permanent	15,397	15,397	0	
30	40012-15	1000	40-30	0030	43550-GF	60130 - Salary Related Expns	5,146	5,146	0	
31	40012-15	1000	40-30	0030	43550-GF	60140 - Insurance Benefits	4,655	4,655	0	
1000 Total										0
32	40012-15	21700	40-30	0030	4FA14-19-1	60000 - Permanent	172,182	172,182	0	
33	40012-15	21700	40-30	0030	4FA14-19-1	60130 - Salary Related Expns	55,679	55,679	0	
34	40012-15	21700	40-30	0030	4FA14-19-1	60140 - Insurance Benefits	52,276	52,276	0	
35	40012-15	21700	40-30	0030	4FA14-19-10	60000 - Permanent	89,400	89,400	0	
36	40012-15	21700	40-30	0030	4FA14-19-10	60130 - Salary Related Expns	28,428	28,428	0	

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-25-15

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
37	40012-15	21700	40-30	0030	4FA14-19-10	60140 - Insurance Benefits	28,240	28,240	0	
21700 Total										0
40-30 Total										0
Program Offer Number 40012-15 Total										0
38	40034-15	10020	40-80	0030	4CA117-1-3	60000 - Permanent	291,112	296,952	5,839	
39	40034-15	10020	40-80	0030	4CA117-1-3	60100 - Temporary	13,442	7,386	(6,056)	
40	40034-15	10020	40-80	0030	4CA117-1-3	60130 - Salary Related Expns	94,354	96,274	1,920	
41	40034-15	10020	40-80	0030	4CA117-1-3	60135 - Non Base Fringe	4,188	2,197	(1,991)	
42	40034-15	10020	40-80	0030	4CA117-1-3	60140 - Insurance Benefits	90,744	91,168	423	
43	40034-15	10020	40-80	0030	4CA117-1-3	60145 - Non Base Insurance	975	839	(136)	
10020 Total										0
40-80 Total										0
Program Offer Number 40034-15 Total										0
44	40039-15	1000	40-00	0030	409320	60000 - Permanent	181,594	181,594	0	
45	40039-15	1000	40-00	0030	409320	60130 - Salary Related Expns	58,324	58,324	0	
46	40039-15	1000	40-00	0030	409320	60140 - Insurance Benefits	49,608	49,608	0	
1000 Total										0
40-00 Total										0
Program Offer Number 40039-15 Total										0
47	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(66,961,177)	(66,961,058)	119	

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-25-15

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
48	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	3,964,734	3,964,615	(119)	
3500 Total										0
	72-80 Total									0
	Program Offer Number 72020-15 Total									0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-25-15

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Annualized				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
703658	6047	Community Health Specialist 2	66207	32214	4FA43-05	0.50	19,253	5,999	10,241	35,493
703658	6047	Community Health Specialist 2	66207	21420	4SA33-9	0.30	11,552	3,599	6,144	21,296
703658	6294	Health Assistant 2	66207	32214	4FA43-05	(0.50)	(21,063)	(6,926)	(10,372)	(38,361)
703658	6294	Health Assistant 2	66207	21420	4SA33-9	(0.30)	(12,638)	(4,155)	(6,223)	(23,016)
705877	6022	Program Coordinator	66742	1000	43500-GF	(0.15)	(9,560)	(3,143)	(3,052)	(15,756)
705877	6022	Program Coordinator	66742	1000	43500-GF3	(0.40)	(25,486)	(8,380)	(8,137)	(42,002)
705877	6022	Program Coordinator	66742	32532	4SA118-2	(0.05)	(3,189)	(1,048)	(1,018)	(5,255)
705877	6022	Program Coordinator	66742	23840	4SA14-1	(0.30)	(19,114)	(6,285)	(6,103)	(31,502)
705877	9361	Program Supervisor	66742	1000	43500-GF	0.15	8,157	2,623	2,951	13,731
705877	9361	Program Supervisor	66742	1000	43500-GF3	0.40	21,746	6,994	7,866	36,606
705877	9361	Program Supervisor	66742	32532	4SA118-2	0.05	2,721	875	984	4,580
705877	9361	Program Supervisor	66742	23840	4SA14-1	0.30	16,310	5,245	5,899	27,454
708530	9361	Program Supervisor	61177	1000	43550-GF	(0.10)	(8,391)	(2,843)	(2,024)	(13,257)
708530	9361	Program Supervisor	61177	21700	4FA14-19-1	(0.65)	(54,540)	(18,478)	(13,153)	(86,171)
708530	9361	Program Supervisor	61177	21700	4FA14-19-10	(0.25)	(20,977)	(7,107)	(5,059)	(33,143)
708530	9615	Program Manager 1	61177	1000	43550-GF	0.10	8,391	2,843	2,024	13,257
708530	9615	Program Manager 1	61177	21700	4FA14-19-1	0.65	54,540	18,478	13,153	86,171
708530	9615	Program Manager 1	61177	21700	4FA14-19-10	0.25	20,977	7,107	5,059	33,143
714426	6021	Program Specialist	67036	10020	4CA117-1-3	(1.00)	(54,544)	(17,934)	(18,106)	(90,584)
714426	6456	Data Analyst/Sr	67036	10020	4CA117-1-3	1.00	63,720	20,951	18,772	103,443
716879	9615	Program Manager 1	67046	1000	409320	(1.00)	(67,045)	(21,562)	(19,013)	(107,619)

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-25-15

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
716879	9710	Management Assistant	67046	1000	409320	1.00	67,045	21,562	19,013	107,619
Total Annualized Changes:						0.00	(\$2,134)	(\$1,584)	(\$155)	(\$3,873)

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-25-15

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
703658	6047	Community Health Specialist 2	66207	32214	4FA43-05	0.29	11,231	3,499	5,974	20,704
703658	6047	Community Health Specialist 2	66207	21420	4SA33-9	0.18	6,738	2,100	3,584	12,422
703658	6294	Health Assistant 2	66207	32214	4FA43-05	(0.29)	(13,931)	(4,703)	(6,170)	(24,804)
703658	6294	Health Assistant 2	66207	21420	4SA33-9	(0.18)	(8,359)	(2,822)	(3,702)	(14,882)
705877	6022	Program Coordinator	66742	1000	43500-GF	(0.10)	(6,373)	(2,096)	(2,035)	(10,504)
705877	6022	Program Coordinator	66742	1000	43500-GF3	(0.27)	(16,990)	(5,586)	(5,425)	(28,001)
705877	6022	Program Coordinator	66742	32532	4SA118-2	(0.03)	(2,126)	(699)	(679)	(3,503)
705877	6022	Program Coordinator	66742	23840	4SA14-1	(0.20)	(12,743)	(4,190)	(4,068)	(21,001)
705877	9361	Program Supervisor	66742	1000	43500-GF	0.10	5,438	1,749	1,967	9,154
705877	9361	Program Supervisor	66742	1000	43500-GF3	0.27	14,498	4,662	5,244	24,404
705877	9361	Program Supervisor	66742	32532	4SA118-2	0.03	1,814	583	656	3,053
705877	9361	Program Supervisor	66742	23840	4SA14-1	0.20	10,873	3,497	3,933	18,303
708530	9361	Program Supervisor	61177	1000	43550-GF	(0.10)	(8,391)	(2,843)	(2,024)	(13,257)
708530	9361	Program Supervisor	61177	21700	4FA14-19-1	(0.65)	(54,540)	(18,478)	(13,153)	(86,171)
708530	9361	Program Supervisor	61177	21700	4FA14-19-10	(0.25)	(20,977)	(7,107)	(5,059)	(33,143)
708530	9615	Program Manager 1	61177	1000	43550-GF	0.10	8,391	2,843	2,024	13,257
708530	9615	Program Manager 1	61177	21700	4FA14-19-1	0.65	54,540	18,478	13,153	86,171
708530	9615	Program Manager 1	61177	21700	4FA14-19-10	0.25	20,977	7,107	5,059	33,143
714426	6021	Program Specialist	67036	10020	4CA117-1-3	(0.67)	(36,641)	(12,047)	(12,091)	(60,779)
714426	6456	Data Analyst/Sr	67036	10020	4CA117-1-3	0.67	42,480	13,967	12,514	68,962
716879	9615	Program Manager 1	67046	1000	409320	(0.67)	(44,697)	(14,374)	(12,675)	(71,746)

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-25-15

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
716879	9710	Management Assistant	67046	1000	409320	0.67	44,697	14,374	12,675	71,746
Total Current FY Changes:						0.00	(\$4,090)	(\$2,085)	(\$297)	(\$6,472)



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: October 21, 2014
To: Kim Toevs, Health Department: Community Health Services
From: Karie Miller, Classification and Compensation Unit (503/3/300)
Request #: 2658
Position Number: 705877

Karie Miller

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

Request Information:

Date Received: October 20, 2014	Effective Date: October 25, 2014 (as requested)
Current Classification: Program Coordinator	Allocated Classification: Program Supervisor
Job Class Number: 6022	Job Class Number: 9361
Pay Grade: 25	Pay Grade: 124-126
	Pay Range: \$26.22 - \$40.46 Hourly

Position Information:

- ☒ Classified Management
- ☒ Vacant - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with the normal appointment procedures. If the position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult your Department Human Resources Unit for assistance.

Reason for Classification Decision:

This vacant position is requested to be reclassified from a Program Coordinator to a Program Supervisor as a result of three teams emerging from new funding and the need to move them under one supervisor in order to consolidate and align programmatic efforts. The reclassified position will plan, administer, and participate in STD/HIV/HCV and adolescent health community-based and school-based programming, and supervise, coordinate, and evaluate professional staff working in the program area. The position will be responsible for program planning, coordination, and evaluation, including developing short- and long-term goals, objectives, and client outcomes for adolescent sexual health promotion activities; providing leadership and direction in the areas of program planning, implementation, and evaluation that addresses health disparities and promotes health; reviewing epidemiologic data, service provision data, community assessments and resource allocation to identify gaps, trends, prevention, and sexual and reproductive health needs; identifying evidence-based and innovative/emerging best practices; conducting strategic planning activities and developing annual prevention plans; coordinating and prioritizing staff efforts; and preparing and presenting reports, plans, and recommendations. This position will also be responsible for supervising staff; providing supervision and mentoring of volunteers and interns; selecting, hiring, motivating, managing, and evaluating a diverse workforce; working with and coaching employees to correct deficiencies; providing and arranging training for staff; initiating and implementing personal actions such as promotions, transfers, disciplinary, and termination procedures; and assisting in the development and monitoring of the budget, and approving of expenditures. Additionally, this position will serve as the key liaison to funders, OHA public health offices, Health Department colleagues, and external partner agencies; work on department-wide initiatives; provide technical assistance and support to community based organizations in program development, implementation, and evaluation; and provide contract and grant management. Qualifications include the equivalent to a bachelor's degree with major coursework in health education or adolescent education; and three (3) years of increasingly responsible professional leadership or technical program experience in health promotion, education, public health or social work.

An analysis of the Program Coordinator, Program Specialist Senior, and Program Supervisor classifications was performed before making an allocation decision:

The *Program Coordinator (6022)* classification is assigned to planning, administering, and participating in small to moderately sized ongoing programs and is tasked with leading daily program operations by providing technical supervision of staff and/or volunteers engaged in program services. Qualifications include the equivalent to a bachelor's degree with major course work in public administration, social work, or a related field, and two (2) years of responsible program coordination, and/or outreach experience. The Program Coordinator classification provides limited technical lead duties and does not hire, formally evaluate, discharge staff, or resolve personnel grievances; therefore, this classification is no longer a good match for the position under review.

The *Program Specialist Senior (6088)* classification is responsible for providing leadership for a variety of internal and/or external County programs which are significant, extremely complex in nature, and require astute, often sensitive/delicate execution of interdivisional and interagency agreements, contracts, and/or grants. Incumbents are knowledge leaders in their area of assignment and are distinguished from other classifications by the level of responsibility assumed, leadership role, and the fact that they are the primary "drivers" of assigned grants/contracts. Program Specialist Seniors provide technical direction, final review and approval regarding financial commitments, program obligations and services. Also, they are further distinguished by the greater consequence of error and breadth of self-initiated work, routinely identifying problems and formulating solutions independently or through consensus with stakeholders. Qualifications include the equivalent to a bachelor's degree and five (5) years of increasingly responsible and major program development, policy analysis, or program compliance/monitoring and evaluation experience. Subject matter expertise in the area of assignment is preferred. The position under review will have supervisory responsibility, which is not a core component of the Program Supervisor classification; therefore, this classification is not a good match.

The *Program Supervisor (9361)* classification is responsible for supervising, coordinating, and evaluating professional staff assigned to a small program, or to supervise the staff of a section or unit within a large program. Program Supervisors are "hands on", working managers responsible for performing direct program service work and often function as subject matter experts for their small teams, resolving critical or complex program issues and problems. Qualifications include the equivalent to a bachelor's degree with major course work in business administration, public administration, or a related field; and three (3) years of increasingly responsible professional leadership or technical program experience in the desired field or discipline.

The duties, responsibilities and qualifications support this position is allocated to Program Supervisor (9361).

Rules and Rights:

This classification decision is subject to all applicable requirements stated in Multnomah County 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. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

If you have any questions, please feel free to contact me at 503.988.7603.



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: October 24, 2014
To: Kathleen Fuller-Poe, Health Department: Human Resources
From: Karie Miller, Classification and Compensation Unit (503/3/300)
Request #: 2661 *Karie Miller*
Position Number: New - TBD

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

Request Information:

Date Received: October 20, 2014	Effective Date: October 20, 2014
Current Classification: N/A	Allocated Classification: Management Assistant
Job Class Number: N/A	Job Class Number: 9710
Pay Grade: N/A	Pay Grade: 127
	Pay Range: \$63,353.76 - \$88,696.56 Annually

Position Information:

- ☒ Unclassified Executive
- ☒ Vacant - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with the normal appointment procedures. If the position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult your Department Human Resources Unit for assistance.

Reason for Classification Decision:

This new position in the Director's Office of the Health Department is requested for classification as a Management Assistant as a result of changes from Health System Transformation. The primary purpose of this position will be to work closely with Health Department leadership and other key County leaders, acting as a central point of contact for information regarding transformation including state policy changes, Medicaid Expansion, Coordinated Care Organizations, and community stakeholders. This position will be responsible for policy analysis, including providing legislative review for bills related to health system transformation; tracking state policies; leading policy groups on health system transformation; reviewing Health Share of Oregon policies and drafting talking points and/or presentations for the Department Director for meetings; providing recommendations to the Director and Human Resources Manager; developing, reviewing, and/or editing department position papers for the Director; analyzing the impact of policy decisions on department functions and responsibilities; developing and managing department-wide implementation strategies for county and department policies, goals, and projects; coordinating and managing complex projects; developing and conducting process improvement surveys and analyses and recommending changes to department programs, services, systems, and procedures. The position will also be responsible for resolving issues, identifying and minimizing risks, developing contingency plans, and identifying and implementing steps for project success; creating tables, timelines, and other tracking tools to demonstrate progress and highlight priority areas; convening and tracking ad hoc work groups as necessary, and developing communication plans for those groups; assisting the director in managing critical, highly visible/leveraged projects by monitoring project tasks, scope, resources, issues, risks, and communications; working with County leadership to develop communication strategies to address key issues for the Board and Board staff; communicating health system transformation developments, data, and other information to stakeholders; researching issues to provide critical information to leaders; participating in and facilitating cross-departmental projects to address policy and program priorities; representing the director in planning efforts with other departments and outside agencies; managing and coordinating

planning sessions and projects; coordinating and assisting with the strategic planning and budget processes; developing strategies to engage and educate the public and stakeholders; and coordinating and convening community partners and providers to leverage community assets. Qualifications include the equivalent to a bachelor's degree in public health, public administration, or other social science area; and four (4) years of increasingly responsible leadership experience that includes at least two (2) years of senior level consulting experience, supervisory experience, or project management experience.

An analysis of the Program Specialist, other Administrative Analyst/Administrative Assistant, and Management Assistant classifications was performed before making an allocation decision:

The *Program Specialist (6021)* classification develops, implements, monitors and provides ongoing evaluation of County programs, projects or grants. Incumbents in this classification are considered specialists within their program area and exercise a significant degree of discretion, decision making and latitude under limited or infrequent supervisory direction. Qualifications include the equivalent to a bachelor's degree with course work in social work, sociology, public health, English, journalism, business administration, public administration, or a related field; and two (2) years of responsible program planning, development, research assistance or evaluation experience. Program Specialists have a more tactical role in ongoing programs, are viewed as subject matter experts, and are managed by an exempt supervisor who provides technical direction, final review, and approval regarding financial commitments, program obligations and services; therefore, this classification is not a good match.

Other *Administrative Analyst/Administrative Assistant* classifications are responsible for performing a variety of professional, technical, and analytical work in providing administrative support services within a division or department. While this position will have responsibility for some of the duties assigned to these types of classifications, it will report directly to a Deputy Director, will participate and represent the County and meetings and conferences with external partners, and will have responsibility and accountability for complex projects and work assignments determined solely by the Deputy Director; therefore, these classifications are not a good match for this position.

The *Management Assistant (9710)* classification plans, directs, and performs a variety of complex, highly visible/sensitive projects and work assignments on behalf of the Department Director as her/his direct report. Assignments include program monitoring and evaluation, leading strategic planning activities, and coordinating public information and meetings on behalf of the Department Director. Management Assistants serve as executive department liaisons to other County departments, the Board of County Commissioners, and outside public and private agencies. Qualifications include the equivalent to a bachelor's degree with course work in the specific required field needed by the Department Director; and four (4) years of increasingly responsible leadership experience that includes at least two (2) years of senior level consulting experience, supervisory experience, or project management experience.

The duties, responsibilities and qualifications support this position is allocated to Management Assistant (9710).

Rules and Rights:

This classification decision is subject to all applicable requirements stated in Multnomah County 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. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

If you have any questions, please feel free to contact me at 503.988.7603.



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: November 26, 2014
To: Margaret Robinson, Health Department: STD/HIV/Hepatitis C & Adolescent Health Promotion
From: Karie Miller, Classification and Compensation Unit (503/3/300)
Request #: 2719
Position Number: 708530

Karie Miller

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

Request Information:

Date Received: November 24, 2014	Effective Date: May 24, 2014
Current Classification: Program Supervisor	Allocated Classification: Program Manager 1
Job Class Number: 9361	Job Class Number: 9615
Pay Grade: 124-126	Pay Grade: 127-129
	Pay Range: \$63,353.76 - \$97,797.84 Annually

Position Information:

- ☒ Classified Management
- ☒ Filled & incumbent reclassified - see Employee Information Section

Employee Information:

Name of Incumbent Employee: Margaret Robinson (SAP# 7047)

Date	Job Class and Number	Grade	Annual	Action
5/23/14	Program Supervisor (9361)	124-126	\$80,337.12	Pre-Reclass
5/24/14	Program Manager 1 (9615)	127-129	TBD	Post-Reclass

Reason for Classification Decision:

This filled position within the Health Department's STD/HIV/Hepatitis C and Adolescent Health Promotion program is requested for reclassification by the employee from a Program Supervisor to a Program Manager 1. Over the past couple of years, several management positions have been reclassified to non-management status and others have been eliminated; as a result others have assumed the duties, responsibilities, and staff previously assigned to those positions. For the past 18 months, this position has been delegated leadership roles in Community Health Services including independently awarding large contracts through the RFP process, determining the scope of work and the budgets for inter-governmental agreements, and reallocating resources for various sub-populations through multiple contracts with a variety of agencies in a six-county geographic area spanning two states. This position is responsible for directing and overseeing the full continuum of care for low-income people living with HIV; developing, administering, and evaluating policies, protocols, strategies, goals, and objectives; responsible for financial management, including data collection, assessment, and analysis; supervising management, professional, paraprofessional, technical, administrative staff, and contractors; providing strategic direction by developing, defining, and implementing new collaborations to deliver improved and innovative services; directing the implementation of the Ryan White CARE Act Part A grant; managing relationships with contracted service delivery partners; developing comprehensive plans for providing care and support services; managing complex interdivisional and/or interagency strategic programs and projects involving multiple jurisdictions, multiple disciplines, and/or community groups; directing the development of service delivery standards and program outcomes for primary care services; providing strategic direction for the establishment of standards and client level outcomes for support services; managing the development of program and contractor quality management plans, improvement goals, and indicators; overseeing the implementation of quality improvement activities; leading quality management activities; analyzing and evaluating the effect of policy decisions upon service delivery and operations; formulating recommendations based on data-driven analysis and study; functioning as a subject matter expert for the programs and resolving critical or complex

program issues/problems; serving on various external statewide and regional policy and planning committees; representing the County and assigned programs to various program and planning groups; developing and making formal presentations, conducting community outreach, and responding to formal requests for information; preparing grants/contracts/work plans; monitoring and participating in the development and administration of the program budgets; selecting, motivating, coaching, and evaluating a diverse workforce; and working with employees to correct deficiencies. Qualifications for the classification include the equivalent to a bachelor's degree with major course work in business administration, public administration, or a related field; and five (5) years of increasingly responsible and major program experience in the desired field or discipline, including three (3) years of program supervisory and/or leadership experience. The employee's qualifications include a Master's of Public Health, a graduate certification in Urban and Regional Planning, experience working in the Ryan White HIV program since 2001 managing contracts and staffing the Planning Council, and five (5) years of previous work experience in other community health programs.

An analysis of the Program Supervisor, Program Manager 1, and Manager 2 classifications was performed before making an allocation decision:

The *Program Supervisor (9361)* classification supervises, coordinates, and evaluates professional staff assigned to a small program, or supervises the staff of a section or unit within a large program. Incumbents are "hands on," working managers responsible for performing direct program service work and often function as subject matter experts for their small teams, resolving critical or complex program issues and problems. Qualifications include the equivalent to a bachelor's degree with major course work in business administration, public administration, or a related field; and three (3) years of increasingly responsible professional leadership or technical program experience in the desired field or discipline. The position under review will be responsible for overall leadership, direction, and management of HIV Care Services; therefore, this classification is not a good match.

The *Program Manager 1 (9615)* classification manages multiple programs within a large division comprised of homogenous professional client services or exercises direct oversight and control of a major program that functions as an autonomous small "division" reporting to a Department Director. Incumbents supervise management, professional, paraprofessional and/or technical staff whose work assignments require a professional body of knowledge and expertise gained through advanced education, training, and often formal certification/testing. This classification has budget responsibility and significant program scope/impact. Qualifications include the equivalent to a bachelor's degree with major course work in business administration, public administration, or a related field; and five (5) years of increasingly responsible and major program experience in the desired field or discipline, including three (3) years of program supervisory and/or leadership experience.

The *Manager 2 (9364)* classification exercises oversight and supervision of assigned programs that are critical to the County including the supervision of staff assigned to such programs, and exercises responsibility that is programs-specific in nature. This classification makes decisions that involve the implementation of program direction; has responsibility for functions and resources associated with assigned programs; and is accountable for program outcomes for the assigned areas of responsibility. The Manager 2 classification has responsibility for 5-9% of total division budget, one (1) to two (2) management direct reports, and 5-9% of FTEs in the division. The position under review does not have responsibility that encompasses all of the distinguishing characteristic requirements of this classification; therefore, this classification is not a good match.

The duties, responsibilities and qualifications support that this position is allocated to Program Manager 1 (9615).

Rules and Rights:

This classification decision is subject to all applicable requirements stated in Multnomah County 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. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

If you have any questions, please feel free to contact me at 503.988.7603.



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: November 6, 2014
To: Yvonne Myette, Health Department: Integrated Clinical Services (Quality Services)
From: Karie Miller, Classification and Compensation Unit (503/3/300)
Request #: 2689
Position Number: 714426

Karie Miller

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

Request Information:

Date Received: November 6, 2014	Effective Date: November 6, 2014
Current Classification: Program Specialist	Allocated Classification: Data Analyst Senior
Job Class Number: 6021	Job Class Number: 6456
Pay Grade: 25	Pay Grade: 32
	Pay Range: \$29.92 - \$36.79 Hourly

Position Information:

- ☒ Classified Represented
- ☒ Vacant - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with the normal appointment procedures. If the position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult your Department Human Resources Unit for assistance.

Reason for Classification Decision:

This vacant position within the Health Department's Integrated Clinical Services (Quality Services) division is requested for reclassification from a Program Specialist to a Data Analyst Senior as a result of the increase in primary care reporting needs and the need to begin succession planning for complex work that is done from EPIC. The primary purpose of this reclassified position will be to provide advanced level data analysis and report writing from EPIC for eight primary care health centers, thirteen school-based health centers, six dental clinics, and two corrections health clinics. This position will be responsible for collecting, compiling, extracting, and organizing complex information and data from multiple systems into a variety of summary and detailed reports and/or presentations; developing tools to present data in a useful format to meet business needs; making recommendations to providers, program managers/directors, and senior/executive management; preparing required reports for internal and external users and/or to meet statutory requirements; designing, developing, and maintaining relevant dashboards and other quality assurance management reports; analyzing, evaluating, and modifying operating methods and procedures; making recommendations based on research and analysis; investigating and resolving data and calculation errors or inconsistencies; creating and maintaining database tables; serving as a key partner within specific program areas to develop performance management and reporting strategies to evaluate potential areas of risk and address areas for improvement; interviewing users to determine information needs and priorities; determining needs and designing reports or other methods to meet those needs; providing expert technical assistance to outside agencies/contractors on automated data systems; and provide training, technical support, and consultation for staff. Qualifications include the equivalent to a bachelor's degree with major course work in statistics, computer science, business, or a related field; and five (5) years of increasingly responsible work experience in statistics, operational analysis, or related field that including performing analysis, statistical evaluation, database design, maintenance, administration, and statistical reporting. One of the five years of experience must be in the assigned program area.

An analysis of the Data Analyst, Data Analyst Senior, and the Business Analyst and IT series of classifications was performed before making an allocation decision:

The *Data Analyst (6073)* is a full professional-level classification with responsibility for performing complex technical and analytical work in the design and creation of queries and reports in order to extract data from the County's unique, non-enterprise, business data application systems. This classification is responsible for designing, implementing, and maintaining smaller, independent, department-specific, data application systems, and for complex ad-hoc reporting, data mining, data integrity, organizing, analyzing, and summarizing data received from a variety of sources. Qualifications include the equivalent to a bachelor's degree with major course work in math, computer science, business, or a related field, and two (2) years of work experience in statistics, operational analysis or related field that included performing analysis, statistical evaluation or database design, maintenance, administration, and statistical reporting. While some of the duties and responsibilities of the reorganized position will fall within this classification, other duties such as providing advanced-level data analysis and report writing and extracting data from multiple systems and databases fall outside the scope of this classification; therefore, this classification is not a good match.

The *Data Analyst Senior (6456)* is the advanced professional-level classification responsible for the data design, organization, administration, support, and maintenance of the County's unique, non-enterprise, business data application systems. This classification is responsible for designing, implementing, and maintaining smaller, independent, department-specific, data application systems; providing a variety of advanced-level professional data analysis and report writing; creating, managing, and overseeing sophisticated databases/data systems by extracting data from multiple information systems and databases; and providing complex ad-hoc reporting or studies to assist users and senior/executive managers with business operations and/or policy issues. Qualifications include the equivalent to a bachelor's degree with major course work in statistics, computer science, business, or a related field, and five (5) years of increasingly responsible work experience in statistics, operational analysis, or related field that included performing analysis, statistical evaluation, database design, maintenance, administration, and statistical reporting. One of the five years of experience must be in the assigned program area.

Positions in the *Business Analyst* classification typically are responsible for assisting system users in the analysis and timely resolution of business process or configuration problems in Enterprise Resource Planning (ERP) systems. Positions in the professional *Information Technology* classifications are assigned to the Central IT organization, support a variety of customers around the County, and work on enterprise-wide applications. Given that the reorganized position will not be responsible for work with ERP systems and will not be assigned to the Central IT department, these classifications are not a good match.

The duties, responsibilities and qualifications support the position is allocated to Data Analyst Senior (6456).

Rules and Rights:

This classification decision is subject to all applicable requirements stated in Multnomah County 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. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Previously approved specialized KSAs for a position do not transfer with a reclassification. If the position requires specialized KSAs, please submit a request for approval through Labor Relations.

If you have any questions, please feel free to contact me at 503.988.7603.



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: November 25, 2014
To: Irina Grigorov, Health Department: Communicable Disease Services
From: Karie Miller, Classification and Compensation Unit (503/3/300)
Request #: 2720
Position Number: 703658

Karie Miller

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

Request Information:

Date Received: November 25, 2014	Effective Date: November 25, 2014
Current Classification: Health Assistant 2	Allocated Classification: Community Health Specialist 2
Job Class Number: 6294	Job Class Number: 6047
Pay Grade: 11	Pay Grade: 15
	Pay Range: \$18.08 - \$22.26 Hourly

Position Information:

- ☒ Classified Represented
- ☒ Vacant - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with the normal appointment procedures. If the position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult your Department Human Resources Unit for assistance.

Reason for Classification Decision:

This vacant position within the Health Department's Communicable Disease Services division is requested for reclassification from a Health Assistant 2 to a Community Health Specialist 2 due to retirement by the former incumbent and a need to address requirements of a newly awarded grant -- Oregon Refugee Health Promotion Program (RPH). The primary purpose of this position will be to collaborate with community based organizations to promote health literacy, reduce gaps in health services, and ensure access to affordable healthcare for refugees. This position will be responsible for community outreach and health promotion including working with the Oregon Refugee Health Advisory Group (ORHAG) to identify gaps and prioritize supplementing existing health literacy activities; partnering with public health experts to provide health literacy group classes; providing support for existing literacy activities; engaging refugees in workshops and providing community outreach by attending events and disseminating informational flyers; recognizing social and medical risk factors; developing educational materials for workgroups and presentations; providing culturally, linguistically, and age appropriate outreach, navigations, and/or case management to refugees identified with latent and active tuberculosis; setting up drug therapy schedules, direct observation therapy, monthly check-ins, obtaining medical history, and discussing findings with nursing staff; providing case management to engage clients in care; developing training materials and coordinating/providing training; reducing systemic barriers to insurance coverage to ensure refugees have continued access to healthcare; reaching out to uninsured clients and assisting in obtaining insurance coverage; identifying and building relationships with organizations outside of the established refugee resettlement networks, and coordinating resources to ensure they are properly equipped to provide resources and care to the refugee community. Qualifications include a high school graduation or equivalent; and at least two (2) years of experience in community outreach services providing health information, advocacy, social support and assistance in using the health care system to groups and families; and a member of the community, close affiliation, or shared life experience with the community being served.

An analysis of the Health Assistant 2, Community Health Specialist 1 and 2, and Program Specialist classifications was performed before making an allocation decision:

The *Health Assistant 2 (6294)* classification provides routine health assistance in support of health care providers to ensure the delivery of patient care and treatment at the clinics or in other health care settings; interacts with patients both in person performing simple procedures/treatments and by phone; and providing technical and clerical assistance in operating the clinic. Qualifications include the equivalent to the completion of the twelfth grade, and have – or be able to obtain – a current CPR certificate. The reclassified position will no longer be responsible for the delivery of patient care and treatment at clinics; therefore, this classification is not a good match.

The *Community Health Specialist 1 (6046)* classification provides health information, advocacy, social support, and assistance in using the health care system to individuals and families in home and community settings. Incumbents assist other program staff in providing health education, advocacy, and support. This classification requires no prior experience and the assignments can be learned with on-the-job training. The reclassified position does require prior experience and education; therefore, this classification is not a good match.

The *Community Health Specialist 2 (6047)* classification is responsible for developing and conducting outreach activities designed to protect and improve community health. Incumbents provide health information, advocacy, social support, and assistance in using the health care system to groups and to families. Qualifications include a high school graduation or equivalent; and at least two (2) years of experience in community outreach services providing health information, advocacy, social support and assistance in using the health care system to groups and families; and a member of the community, close affiliation, or shared life experience with the community being served. This classification requires a great degree of independence in performing program activities, and responsibility for developing and conducting activities designed to protect and improve community health.

The *Program Specialist (6021)* classification is a full professional-level class with responsibility for developing, implementing, monitoring, and providing ongoing evaluation of County programs, project or grants. Employees in this classification are considered subject matter experts within their program area and work typically involves extensive collaboration between the program and other public entities. Qualifications include the equivalent to a bachelor's degree with major course work in social work, sociology, public health, English, journalism, business administration, public administration, or a related field; and two (2) years of responsible program planning, development, research assistance or evaluation experience. Even though the Program Specialist develops and implements community outreach plans, the emphasis of this classification is on driving initiatives and having a strong focus on policy and program analysis/evaluation and contract compliance; therefore, this classification is not a good match.

The duties, responsibilities and qualifications support the position is allocated to Community Health Specialist 2 (6047).

Rules and Rights:

This classification decision is subject to all applicable requirements stated in Multnomah County 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. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Previously approved specialized KSAs for a position do not transfer with a reclassification. If the position requires specialized KSAs, please submit a request for approval through Labor Relations.

If you have any questions, please feel free to contact me at 503.988.7603.