



Department of County Management
MULTNOMAH COUNTY OREGON

Central Human Resources
Multnomah Building -- 501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone

To: Felicia Akubuiro, Aging & Disability, DCHS
From: Olga Ward/Joi Doi, Classification and Compensation Unit (503/4)
Date: July 20, 2010
Subject: Reclassification Request #1489 (new Case Manager 1)

Joi Doi

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

Request Information:

Date Request Received: May 26, 2010	Position Number: TBD
Current Classification: n/a	Requested Classification: Case Manager 1
Job Class Number: n/a	Job Class Number: 6298
Pay Grade: n/a	Pay Grade: 16
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: July 20, 2010
<input type="checkbox"/> Approved - Revised	
<input type="checkbox"/> Denied	

Allocated Classification: Case Manager 1	Job Class Number: 6298
Pay Range: \$37,751.04 - \$46,458.00 Annually	Pay Grade: 16

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
☐ 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:

This new position will be responsible for delivery of Nutritional and Medical benefits to people with disabilities and the elderly. The Case Manager 1 will provide ongoing case management services to eligible individuals; determining and documenting initial and ongoing eligibility for Supplemental Nutritional Assistance Program and various Medicaid programs, completing required documentation and issuing benefits within required time frames. Additionally, this position will serve as advocate for the assigned clients by meeting their housing, transportation, mental health and other needs. This position is distinguished from the Eligibility Specialist (6300) classification by having assigned clients for whom needs assessments are conducted. This position requires education equivalent to the completion of twelfth grade and at least one year of experience working with clients of human/social service programs. The duties and requirements as described above best fit the Case Manager 1 (6298) classification.

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

cc: Urmila Jhattu, HR Manager
Gary Miguel, HR Analyst 2
Pauline Reed, HR Maintainer
Local 88
Class Comp File Copy