



Department of County Management  
**MULTNOMAH COUNTY OREGON**

Human Resources  
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To: Jim Spitzer, Program Mgr. 1 – Health Dept.

Date: August 18, 2009

From: Joi Doi, Class/Comp Unit

Subject: Reclassification Request #1300 (Vacant new position)

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

**Request Information:**

Date Request Received: **August 10, 2009**

Current Classification: NA

Job Class Number: NA

Pay Grade: NA

Position Number: TBD

Requested Classification: Project Manager

Job Class Number: 9063 (exempt)

Pay Grade: 127

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

Effective Date: August 18, 2009

Allocated Classification: **Program Supervisor**  
Pay Range: \$49,696.23 - \$76,692.02 annually

Job Class Number: **9361**  
Pay Grade: **124-126**

**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:**

This is a new limited duration position that will lead, manage and evaluate grant activities that are primarily focused on developing and evaluating training protocols and tools for public health emergency preparedness. In this capacity, the LD position will develop, manage and evaluate project deliverables, assigned resources, and supervise a small team as well as contractors.

**Reason for Classification Decision:**

While this new position will oversee a variety of assignments and have an important project to manage, the focus is more general in nature and more administrative than what's required for the Project Manager job class. Absent the required project management rigor such as developing a Master Plan, Master Schedule, and requisite training/PMP (Project Management Professional) certification, either the Program Development Specialist series or Program Supervisor should be used to classify this new position. Because this new LD position will supervise a small team, Program Supervisor better fits the work assignments as described.

If you have any questions, please feel free to contact Joi Doi at 503-988-3241.

cc: Larry Brown, HD Human Resources  
Joan Sears, HR Maintainer  
Class Comp File Copy  
Local 88 Representative, B. Lally