



MULTNOMAH COUNTY OREGON

Human Resources – Dept. of County Management
Multnomah Building, 501 SE Hawthorne, Suite 400
Portland, Oregon 97214

To: Len Lomash, MH Division – DCHS

Date: October 13, 2009

From: Joi Doi, Class/Comp Unit

Subject: Reclassification Request #1333 – new vacant position

#2048
9361-67

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

Request Information:

Date Request Received: September 23, 2009

Position Numbers: TBD

Current Classification: NA

Requested Classification: Program Supervisor

Job Class Number: NA

Job Class Number: 9361

Pay Grade: NA

Pay Grade: 25

Request is: Approved as Requested
 Approved - Revised
 Denied

Effective Date: October 13, 2009

Allocated Classification: Program Supervisor

Job Class Number: 9361

Pay Range: \$49,696.23 - \$76,692.02 Annually

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:

- Filled & incumbent reclassified
- Filled & incumbent not reclassified with position
- Vacant new position

New Classification/Position Information:

When the position is vacant or the incumbent is not reclassified with position, the position must be filled in accordance with the normal appointment and recruiting 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 is a new position designed to oversee the daily operations and small team of the EASA program. This position will manage 5-6 County staff and two Lifeworks contract employees

This management job will assign work, monitor cases and caseloads; develop program and team policies and procedures; provide clinical and administrative supervision as well as evaluate/coach performances of assigned team members. This position will also track expenditures against budget, lead development activities and also provide direct treatment services for a small client caseload. These functions align well with the Program Supervisor job class.

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

cc: Carolyn Edgett/Kim Pasquinelli DCHS HR
Local 88

Class Comp File Copy
Pauline Reed, DCHS HR