



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
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To: Dave Houghton, Director Emergency Management
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: September 16, 2009 *revised from September 11, 2009*
Subject: Reclassification Request # 1281 (New)

We have completed our review of your request and the decision is outlined below. The revision is to correct the title of the requested classification.

Request Information:

Date Request Received: July 16, 2009
Current Classification: N/A
Job Class Number: N/A
Pay Grade: N/A

Position Number: TBD
Requested Classification: Emergency Mgmt Admin
Job Class Number: 9667
Pay Grade: 126

Request is: ☒ Approved as Revised

Effective Date: September 11, 2009

Allocated Classification: Program Manager 1
Pay Range: \$57,511.21 to \$88,778.95 annually

Job Class Number: 9615
Pay Grade: 127 - 129

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

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. Please consult with your Human Resources Unit for assistance.

Reason for Classification Decision:

This new position is responsible for planning, organizing, directing and integrating the daily operations of Multnomah County Emergency Management; providing oversight of the Emergency Coordination Center (ECC) when activated; overseeing the coordination, development, and maintenance of the County's Comprehensive Emergency Management Plan; and providing expert professional assistance and guidance to the Director and county management on a wide range of emergency management issues. The position will direct the work of two grant funded regional planners and the County Preparedness Coordinator (who is responsible for coordination of interdepartmental emergency plans). The incumbent is considered the Deputy Director of the department and performs the duties of the director in his absence. This position requires a Bachelor's degree and at least five years of progressively responsible administrative or management experience including two years experience in emergency management. Certification as a Certified Emergency Manager (CEM) and completion of FEMA Emergency Management Institute Professional development Series is highly desirable or must be obtained within three years of hire. These duties, responsibilities and level of qualifications are consistent with the Program Manager 1 (9615) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Karin Lamberton, HR Manager
Susan Giesbrecht, HR Analyst
Leola Warner, HR Maintainer
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