



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Dave Houghton, Emergency Management Director (503/600)
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: June 15, 2009
Subject: Reclassification Request # 1262 (New - Vacant)

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

Request Information:

Date Request Received: June 1, 2009
Current Classification: N/A
Job Class Number: N/A
Pay Grade: N/A

Position Number: TBD
Requested Classification: TBD
Job Class Number: TBD
Pay Grade: TBD

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

Effective Date: June 15, 2009

Allocated Classification: Program Development Specialist Senior
Job Class Number: 6088
Pay Range: \$57,670.56 to \$70,992.00 annually
Pay Grade: 31

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. 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 position is responsible for working with business, community based organizations, residents and agencies to help them develop and maintain emergency preparedness and response capacity. The incumbent will develop working relationships with community and governmental emergency preparedness organizations to assure coordinated planning and response. The incumbent will assess the community-based organizations capacity and activities to help them optimize their preparedness and resiliency; plan, organize and manage projects that support the effective integration of private and non-profit capabilities into the county's ability to respond and recover from disasters. This position requires a sophisticated and strategic ability to develop relationships and solve complex issues with a diverse range of stakeholders while using independent judgment to represent the interests of the county. These duties and responsibilities are consistent with the Program Development Specialist Senior (6088) classification.

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

cc: HR Manager
HR Maintainer
Class Comp File Copy



MULTNOMAH COUNTY OREGON

Reclassification & Classification Request

RECEIVED

June 1, 2009

MULTNOMAH CO.
COMPENSATIONX ☐ Requested by Supervisor Dave Houghton P Phone/mail stop 503/600

Printed Name

☐ Requested by Employee _____ Phone/mail stop _____

Printed Name

X ☐ New Position☐ Existing Position X ☐ Re-Organization**POSITION INFORMATION**

DEPARTMENT	NON DEPARTMENTAL	WORK UNIT	Emergency Management
CURRENT CLASS & CLASS NUMBER	(BUDGETED ONLY)	POSITION NUMBER	TBA - New
PROPOSED CLASS & CLASS NUMBER	/	POSITION INCUMBENT	Steve Bullock - Temp VACANT
PROPOSED EFFECTIVE DATE	JULY 1, 2009	TIME IN NEW CLASS DUTIES	

A reclassification review is an analysis of a position's duties and responsibilities to determine the best classification fit for that position. Positions are reviewed and allocated as they are established. Positions are reclassified or abolished when job duties change significantly.

Allocation - Placement of a position in the best available classification fit. The process is used with new positions, and with positions affected by classification compensation studies.

Reclassification of a position - A budgetary action moving an existing position (upward, laterally, or downward) from one classification to another classification.

Reclassification of an employee - An incumbent employee may be reclassified when a position is reclassified if:

- o The knowledge, skills, and abilities of the two classifications are generally the same.
- o No Work out of Class appointment was made for the position
- o The majority of the incumbent's duties were characteristic of the new classification at least six months before the date the reclassification was requested.
- o The duties justifying the reclassification were added to the position gradually, and were added because of identifiable changes in the business plan described in the budget narrative.
- o Reclassification may or may not have an immediate affect on pay, but will affect an employee's class seniority date. (Please refer to the appropriate Personnel Rules and/or collective bargaining agreement language governing the process.)

A completed job description and organization chart must be submitted with this form. All documents must have required signatures and be in most updated versions. The blank job description form can be found on the MINT, Depts., Human Resources, Forms, job description.

Questions regarding the reclassification process can be directed to any member of the Classification & Compensation Team - ext. 85015.

EMPLOYEE SECTION

Describe why the position should be reclassified:

- o **If new duties and responsibilities were added to the position, what are they, and why were they added?** New Duties Added:
 - o Responsible for recruitment and building (COAD) Communities Organizations Active in Disasters, (CERT) Citizen Emergency Response Teams, (NET) Neighborhood Emergency Teams. Conduct/ Facilitate all Trainings and Exercises.
 - o Supervision of Community Connectors: Manage and supervise the Community Connectors and act as liaison between the Emergency Management Department and the Health Department. Develop and maintain call down list for Community Connectors. Conduct and facilitate all trainings, message templates, activation, exercises, etc. Oversee outreach efforts and building and maintaining community and business relationships.
- o **Date(s) the new duties and responsibilities were added/started:** _____

EMPLOYEE SIGNATURE

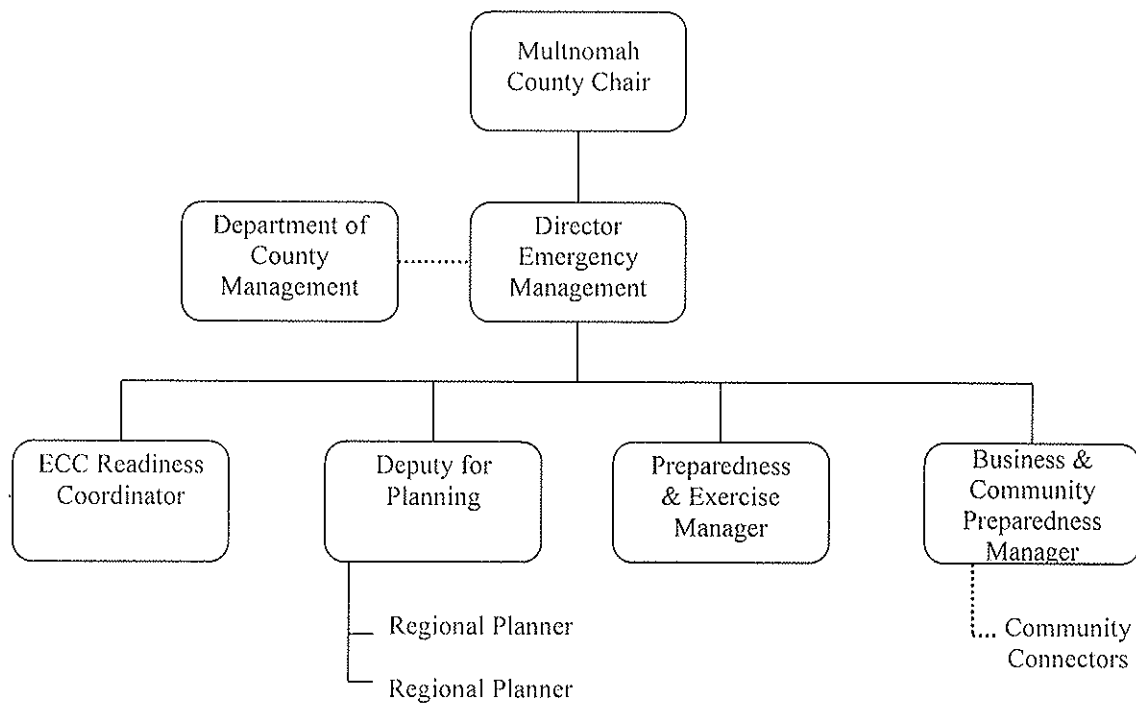
DATE

5/28/09

*Employee's signature indicates that the employee has reviewed the presented above, and represents that facts presented are ☐ **accurate**, ☐ **inaccurate** or ☐ **incomplete**.*

OR
Fax: 503-988-3009

REQUESTS MISSING ORGANIZATION CHARTS, ALL SIGNATURES AND/OR FORMS IMPROPERLY FILLED OUT WILL BE RETURNED TO THE SENDER FOR COMPLETION.



MULTNOMAH COUNTY - POSITION

APPROVED: [x] DENIED: Req.# 1262

Effective Date: 6/15/09

New JCN: 6088

New Title: Program Development Spec Sr

SECTION 1 - POSITION INFORMATION

Today's Date: 05-27-09

Department Name: Non-Departmental-Chair's Office

Division Name: Emergency Management

Current Job Class Title: New-TBD

Class Code #

Position # TBD

Working title:

(if different than class title) Business and Community

Preparedness Manager

Incumbent's Name: ~~Steve Bullock~~ VACANT

Is this (please check the appropriate boxes) your

☐ regular assignment ☐ out of class work assignmentX ☐ Full time☐ Part-time, hours/week _____

Phone Number:

ext. 84233

Supervisor Name/Title: Dave Houghton

Phone Number:

ext. 84580

SECTION 2 - PROGRAM INFORMATION: Describe briefly, the vision, mission, or purpose of the Program where this position is assigned.

Multnomah County Emergency Management's (MCEM) vision is an emergency management program that anticipates and responds effectively to emergencies with compassion, equity, transparency, efficiency, diligence and collaboration. MCEM's mission is to lead Multnomah County efforts to mitigate, prepare, respond and recover from all emergencies, disasters and operational interruptions. ORS 401 mandates the County to establish an Emergency Management program and MCC 1000 created the Multnomah County Office of Emergency Management. This office reports directly to the County Chair and receives administrative support from the Department of County Management.

PURPOSE OF POSITION: Briefly summarize the purpose of this position and how it supports the Program.

(Note: This position must be available on a systematically recurring basis for 24/7 Duty Officer emergency alert and response as part of the fundamental staffing structure of Emergency Management.) The purpose of this position is to work with businesses, community-based organizations, residents and agencies to help them develop and maintain preparedness and response capacity. This capacity is part of the community's own resiliency as well as a potential resource that can be coordinated by the County to prevent, protect, respond to and recover from emergencies. This position requires a sophisticated and strategic ability to develop and maintain relationships and solve complex issues with a diverse range of stakeholders while using independent judgment to represent the interests of the County.

SECTION 3 - DESCRIPTION OF JOB DUTIES -- Most jobs generally consist of four to six major functions that relate directly to the purpose of the position. List these major functions, along with key tasks performed. Functions will be sets of tasks that generally take 10% or more of the job. List the major functions with the corresponding percentage of time, in **descending** order of time required.% of Time **ESSENTIAL JOB FUNCTIONS**

25 %	FUNCTION 1: COMMUNITY ACTIVITIES Develop working relationships to support, encourage, and educate individuals, businesses and community-based organizations on their role in preparing for and responding to emergencies through meetings, provision and participation in training sessions. Develop working relationships with community and governmental emergency preparedness organizations to assure coordinated planning and response. This work will specifically include working with organizations that can contribute to equity in preparedness, resiliency and response.
35 %	FUNCTION 2: PROJECT MANAGEMENT Assess the community-based organizations capacity and activities to help them optimize their preparedness and resiliency. Plan, organize and manage projects that support the effective integration of private and non-profit capabilities into the County's ability to respond and recover from disaster. Specific examples include the frameworks of Community Organizations Active in Disasters (COAD), Citizen Emergency Response Teams (CERT), Neighborhood Emergency Teams (NET) and the Red Cross.
10 %	FUNCTION 3: PROGRAM DEVELOPMENT Develop a strategic approach to community activities and assure relevant educational strategies and materials are used. Direct the development, review, and submission of grant applications for preparedness grant funding through local, state, and federal sources.
10%	FUNCTION 4: COMMUNITY TRAININGS Establish Citizen Corps Community training programs. These include: Know Your Neighbor, Map Your Neighborhood, Ready Safe Go, and Three Days Three ways. Recruit and train community volunteers to assist in responding to disasters and building resiliency in their own communities.

10%	FUNCTION 5: MANAGER/SUPERVISOR Manage and supervise the Community Connectors in their preparedness and response roles and act as liaison for them between the Emergency Management Office and the Health (and other) Department(s). Develop and maintain call down list for Community Connectors. Develop, conduct and facilitate all trainings, message templates, activation, exercises, etc. Oversee outreach efforts and building and maintaining their community and business relationships.
5 %	FUNCTION 6: MAINTAIN A SAFE AND HEALTHFUL WORKPLACE The incumbent will implement safety and health policies/procedures applicable to their area and ensure activated employees or volunteers supervised receive safety and health orientation and guidance so that they can safely and properly do their work. They will follow all policies/procedures in place to provide for a safe and healthful work place, and strive for continuous improvement in providing a safe and healthful work place.
5 %	Other duties as assigned: ALERT AND RESPONSE TO EMERGENCIES Function in an activated ECC role as assigned to support an emergency response or related exercises. Will have recurring assignment to cover Duty Officer responsibilities, maintain fleet logs, operations protocol and vehicle maintenance.
100%	

SECTION 4 - GUIDELINES List the Laws, Rules, Policies, and Procedures that provide the boundaries within which this position operates. Address if the position must closely follow set procedures, or if interpretation and the ability to act/decide on a course of action is allowed or required.

The position operates in the context of applicable federal, state and local laws, administrative rules and ordinances. This position operates with minimal supervision and uses independent judgment and initiative to strategically develop and maintain effective community relationships while representing the County's interests. This is done based on brief discussions/emails with MCEM staff and management as well as County and external organizations' representatives.

SECTION 5 - WORK CONTACTS Describe with whom (outside of coworkers) this position routinely interacts in order to complete work assignments.

<u>Who/Position(s) contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Residents	In person and by email, telephone interoffice mail	To accomplish emergency preparedness planning, training, exercising and program development efforts	Daily, after-hours, weekends
Businesses	In person and by email, telephone interoffice mail	To accomplish emergency preparedness planning, training, exercising and program development efforts	Daily, after-hours, weekends
Community-based organizations	In person and by email, telephone interoffice mail	To accomplish emergency preparedness planning, training, exercising and program development efforts	Daily, after-hours, weekends
Local and State Governmental Agencies	In person and by email, telephone interoffice mail	To accomplish emergency preparedness planning, training, exercising, grant development and program development efforts	Weekly to daily
Community Connectors	In person and by email, telephone interoffice mail		Weekly to monthly

SECTION 6 - DECISION MAKING Provide examples of decisions made by this position and their impact.

This position is required to independently determine an appropriate course of action when alerted to an emergency situation at any time during a 24/7 period. This position requires "on-the-fly" decisions on organizing and implementing response to emergencies and disasters. The incumbent is routinely required to apply their understanding of the National Incident Management System and the County's emergency operations plans, procedures, and program development tools during interaction with County and non-County personnel.

This position uses a high level of independent judgment and decision making to strategically develop and maintain effective business and community relationships while representing the County's interests. This work is done in the context of brief discussions/emails with the Director and MCEM staff as well as appropriate County and external personnel. While this position has no formal authority to "manage" businesses, community-based organizations and other agencies, it requires substantial "management by influence" to assure community resource capacity is optimized by facilitating agreements that reduce overlaps and closes gaps. This work ultimately reduces the response and recovery burden on local government.

Because business and community preparedness capacity directly affects the demands placed on local government response, these decisions and the effectiveness of this position can directly affect the state of preparedness and efficacy of response in an emergency.

SECTION 7 - BUDGET AUTHORITY Can this position regularly commit department operating monies and funds?
☐ Yes ☒ No

If "YES", how much money in general, and for what purpose(s)?

SECTION 8 - REVIEW OF WORK Describe who or what position reviews and/or directs the work of this position.
 List name and job title: Dave Houghton, Director, Emergency Management

How often are work assignments reviewed and for what purposes (accuracy, meeting goals, policy content, analysis, etc.)?

The incumbent is expected to work independently under the general direction of the Director, MCEM. Monthly, with occasional *ad hoc* discussions including weekly staff "stand-up" meetings.

SECTION 9 - SUPERVISORY DUTIES List the positions and number of current incumbents this position supervises.

JOB CLASS NAME	JOB CODE	# OF POSITIONS PER CLASSIFICATION
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No formal supervision at this point, but may supervise staff/interns. This position has dotted line supervisory responsibility for 10 Community Connectors at the Health Department, which will be expanded through work with other departments.

For positions supervised, please clarify the level of responsibility for the following decisions. Check the appropriate boxes.

Function	RESPONSIBILITY LEVEL			
	Take the Action, then Inform Supervisor	Effectively Recommend	Provide input	N/A
Hire/Promote/Transfer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge/Suspend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Discipline	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Increase Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime / Leave Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Performance Appraisal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SECTION 10 - WORKING CONDITIONS - This position requires:

Condition	Relative Frequency			
	Infrequently < 10%	Seldom 10% - 25%	Moderately 25% - 50%	Always >50%
Work overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work different shifts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work on weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent daytime travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION 11 – PHYSICAL FACTORS - Check the box that best describes the overall amount of physical effort required to perform this job.

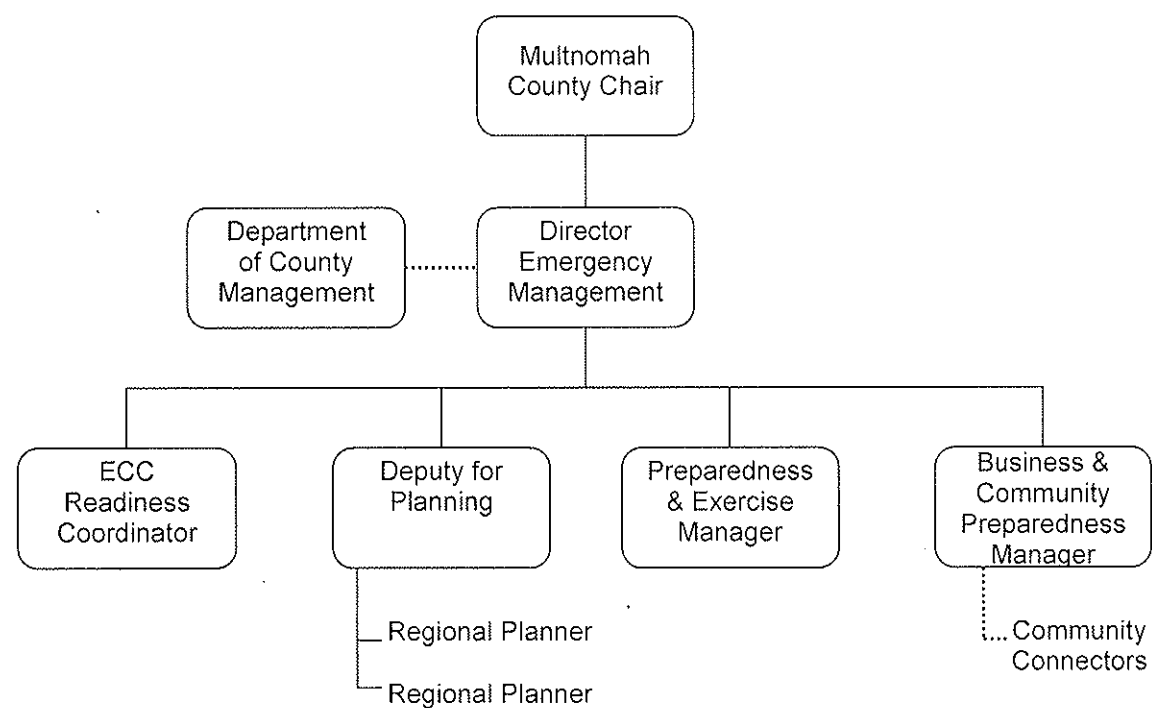
- ☒ **Standard** - Normally seated, standing or walking at will; requires ability to do some bending and light carrying.
- ☐ **Restricted / Not Mobile** - Confined to immediate work area; can only leave station during assigned breaks.
- ☐ **Exertive** - Extensive walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of light or moderately heavy items.
- ☐ **Strenuous** - Considerable and rapid physical exertion or demands on the body such as frequent climbing of tall ladders, continuous lifting of heavy objects, crouching or crawling in restricted areas; exertion requires highly intense muscular action leading to substantial muscular exhaustion.

Please identify each appropriate **physical activity** required in the performance of this job and indicate the relative code (see below) for each activity. Enter "N/A" in column I if you are not required to perform the respective activity.

Activity Levels	Relative Frequency			
	Infrequently < 10%	Seldom 10% - 25%	Moderately 25% - 50%	Always >50%
Lift/Carry - Heavy - 45 lbs. & over	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry - Moderate - 15 - 45 lbs.	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry - Light - 15 lbs. & less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Pull / Push	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Reach / Work Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Good manual dexterity, use fingers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Use of both hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Able to stand while performing work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Able to sit when performing work duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Crawl/Crouch	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to run in order to perform work	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to kneel in order to perform work	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repeated bending	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to climb in order to perform work	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate motorized equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Discharge firearms	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Ability to speak effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Effective listener in order to perform work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Repetitive motions	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>

Activity Levels (cont.)	Relative Frequency			
	Infrequently < 10%	Seldom 10% - 25%	Moderately 25% - 50%	Always >50%
Specific visual requirements:				
- Near vision, 20 inches or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
- Mid-range, more than 20 inches/less than 20 ft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
- Distance, 20 feet or more	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
- Color, ability to identify and distinguish colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
- Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Other Special Factors: Work extended hours	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 12 - ORGANIZATION CHART Attach an Organization Chart that shows where this position is housed. A hand drawn sketch is fine but must indicate the position's supervisor and alignment/relationship to co-workers or other functional groups.



SECTION 13 – SUPERVISOR INPUT Is there any section or sections which you think require clarification? If yes, please cite the section, content area, etc. and include your comments that better describe the factor(s).

Section 3; Function 2: The County-recognized COAD referred to in this section operates in the context of a national model that includes federally recognized National Voluntary Organizations Active in Disaster (NVOADs) and Oregon's state recognized voluntary organizations (ORVOADs).

Section 3; Function 5: Community Connectors are recruited, trained and exercised to link the County's emergency response and/or coordination organization(s) to community leadership structures and community organizations primarily in diverse racial, ethnic and cultural populations. When activated, Community Connectors report to the Public Information Officer position within the Incident Command structure. These positions assure that emergency response messages to the public are translated when necessary, well understood, clarified and modified if needed to assure community adherence to recommendations affecting life safety issues.

EDUCATION/TRAINING/EXPERIENCE(to be completed by the supervisor) Describe the number of years and type of previous experience, education or training necessary to meet the minimum requirements of this position (not the incumbent's level of education or experience, but what's typically required for this level of job/work in the market).

Education requirements:

Bachelor's degree from an accredited university with major work in management, communications, public administration, or similar major areas.

General years of professional work experience to satisfactorily perform key functions of this job:

Three years of progressively more responsible work for a municipal, state or federal government agency. Experience with community organization programs, management or outreach preferred.

List any required KSA's (knowledge, skills and abilities) for this position:

*Contact your local HR team regarding the approval process for all KSA's.

Include any additional information that would add to the understanding of this position's duties and focus of work:

This position requires that community preparedness is driven by equal and meaningful access and equal quality to groups from each cultural and linguistic population within the county, based on an understanding of each population's distinct needs. The person occupying this position should demonstrate the ability to recognize the dynamics of the group's culture and skills in cross-cultural practices, and the ability to communicate effectively.

List additional training, certification, licensure, etc., and why such training, certification, etc. is needed:

Description	Desired	Required	By what agency or by whom
ICS 100,200, 300, 400, 700	X <input type="checkbox"/>	<input type="checkbox"/>	FEMA or FEMA-certified trainers or the equivalent. (Courses will be required after employment so that the individual understands the response organizational framework and can operate effectively in that environment.)
Other FEMA courses as indicated by current grant requirements	X <input type="checkbox"/>	<input type="checkbox"/>	FEMA or FEMA-certified trainers or the equivalent.

SIGNATURES – Signatures below indicate that the information contained is an accurate description of assigned duties and requirements have been reviewed AND APPROVED AS SUBMITTED by all parties.

Employee (required)

Date

Supervisor (required)

Date

Division/Department Head

Date

Department HR Manager/Analyst (required)

Date