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CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

*From* Ed Warmoth, Model Cities Coordinator  
*To* Mayor Schunk  
*Addressed to*  
*Subject* Staffing for Model Cities Agency

April 27, 1970

Here is a summary of the 11 new positions and a salary adjustment for one existing position which have been requested by Mr. Kenneth Hampton, Acting Director of the Model Cities Agency.

We should discuss the proposals and confirm the action that is to be taken.

The attached organization chart shows:

16 Authorized Positions which are filled (Outlined in red and shaded with red). These positions were either authorized by 1969-70 City Budget or added by later ordinances. The salary adjustment is for the position of Technical Assistant-Resources, filled by Tom Brumm.

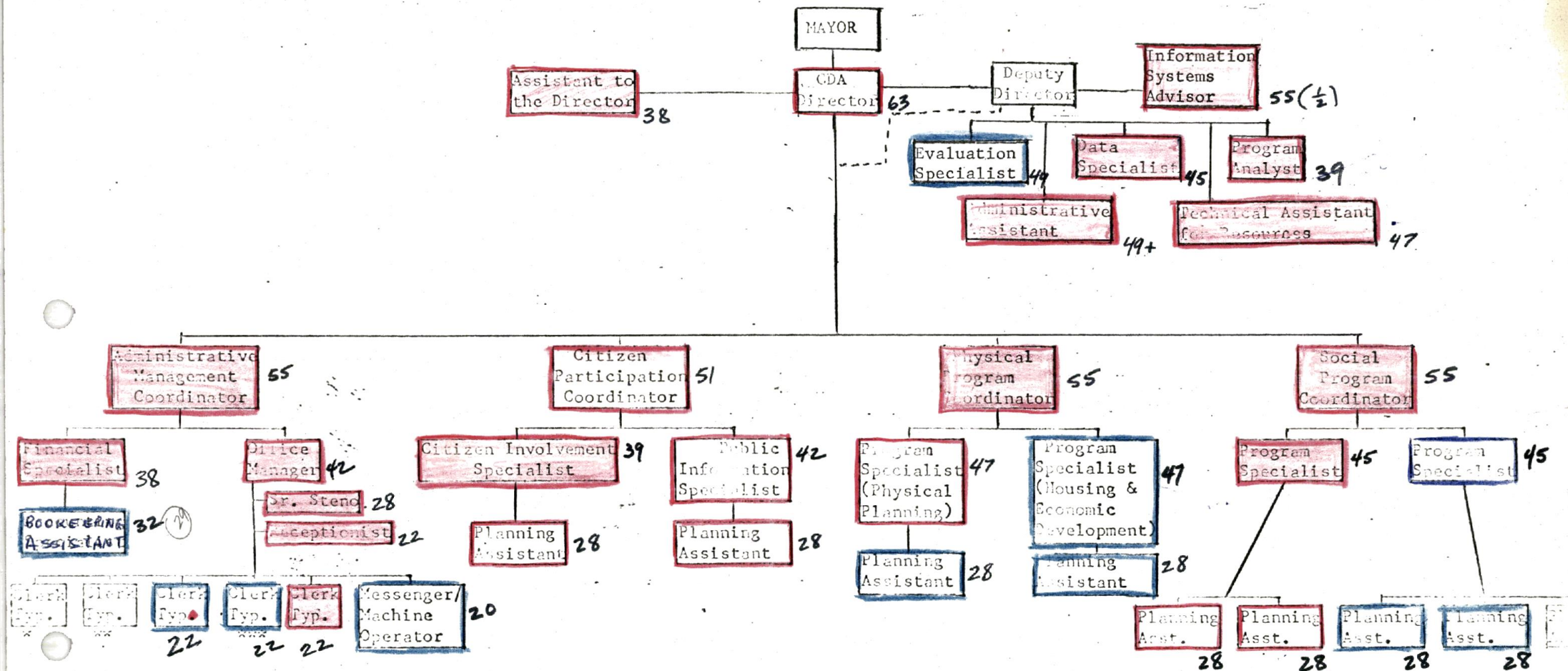
8 Authorized Positions which are vacant (Outlined in red but not shaded). These vacancies result primarily from employee separations or promotions. The agency has been advertising to fill the vacancies and I expect recommendations and G-70 forms to be coming through shortly.

11 New Positions (Outlined in blue) These positions are primarily to increase program staff to aid working committees, contact agencies, prepare application forms and reports for HUD, and monitor the technical performance on project contracts. While all the positions are to be established now, they would be phased in for recruiting and training purposes.

This total of 35 positions is comparable to the staffing which was originally proposed to HUD for the program. Ken Hampton has discussed the plan with HUD Leadman Zoltan Szigethy. It appears that program administration funds from HUD for the First Action Year (Sept. 1, 1969 - Aug. 31, 1970) will cover the increased positions since we have been operating with a reduced staff. The request to HUD for funds for the Second Action Year (Sept. 1, 1970 - Aug. 31, 1971) will be due in June. Incidentally, most of these positions have been projected in the Agency's city budget papers for 1970-71.

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\* Primary responsibility for Citizen Participation Work.

\*\* Primary responsibility for Social and Physical Program needs.

\*\*\* Primary responsibility for file maintenance.

PROPOSED STAFFING -- MODEL CITIES AGENCY

<u>Position</u>	<u>CDA#</u>	<u>Salary Range</u>	<u>Council Approved</u>	<u>Proposed</u>
Director	1000	63/\$673.08-769.24	Vacant	
Asst. To Director	1010	38/\$311.20-370.40	Gordon	
Info System Advisor	1100	55/\$512.80-612.00	Ogbuobiri (1/2)	
Evaluation Specialist		49/\$429.60-512.80		
Data Systems Specialist	1110	45/\$381.60-455.20	Petett	
Program Analyst Specialist	1130	39/\$320.80-381.60	St. Johns	
Administrative Asst.	1311	50/\$442.40-528.00	Paschal	
Resources Tech. Asst.	1313	47/\$404.80-483.20	Brumm	
Admin. Mgt. Coordinator	1300	55/\$512.80-612.00	Page	
Financial Specialist	1312	38/\$311.20-370.40	Brame	
Bookkeeping Assistant		32/\$254.40-311.20		
Office Manager	1330	42/\$349.60-416.80	Casey	
Senior Stenographer	1331	28/\$218.40-273.60	McCraney	
Receptionist	1340	22/\$173.60-218.40	Jackson	
Typist Clerk	1332	22/\$173.60-218.40	McKinney	
Typist Clerk		22/\$173.60-218.40	Hicks*	
Info Systems File Clerk		22/\$173.60-218.40		
Messenger-Machine Op		20/\$160.80-204.00		
Citizen Partic. Coord.	1200	51/\$455.20-543.20	Vacant	
Citizen Invol. Specialist	1212	39/\$320.80-381.60	Walker	
Public Info Specialist	1211	42/\$349.60-416.80	Vacant	
CP Planning Asst.	1221	28/\$218.40-273.60	Vacant	
CP Planning Asst.	1222	28/\$218.40-273.60	Vacant	
Physical Prog. Coord.	1500	55/\$512.80-612.00	Hampton	
Physical Plan Specialist	1511	47/\$404.80-483.20	Vacant	
Physical Econ. Specialist		47/\$404.80-483.20		
Physical Planning Asst.		28/\$218.40-273.60		
Physical Planning Asst.		28/\$218.40-273.60		
Social Prog. Coord.	1400	55/\$512.80-612.00	Yancey	
Social Program Specialist	1411	45/\$381.60-455.20	LyDay	
Social Planning Asst.	1421	28/\$218.40-273.60	Vacant	
Social Planning Asst.	1422	28/\$218.40-273.60	Vacant	
Social Planning Asst.		28/\$218.40-273.60		
Social Planning Asst.		28/\$218.40-273.60		
Deputy Director				
Typist Clerk				
Typist Clerk				
Social Program Specialist		45/\$381.60-455.20		
Social Planning Asst.				



## SALARY ADJUSTMENT

This position now has a flat salary rate of \$349.60 bi-weekly, set by the 1969-70 city budget document. It has been filled for 10-months at this rate by Mr. Tom Brumm. The recommendation of Mr. Hampton (See letter attached) is to adopt range #47 for this position, \$404.80 to \$483.20, and to authorize step "b" at \$416.80 for Mr. Brumm. (A somewhat similar position of Grants Coordinator with Multnomah County has a range of \$395-460 bi-weekly)

## NEW POSITIONS

Evaluation Specialist -- Range #49 (\$429.60 - \$512.80) This is a key technical position calling for expertise and leadership ability in the field of evaluation. The employee will work with the systems and information staff, plus the physical and social staffs, to design and supervise evaluation activities. The plan for evaluation activities must be submitted with the application to HUD for the Second Action Year or the application will not be considered.

Bookkeeping Assistant -- Range #32 (\$254.40 - \$311.20) Mr. Johnson compared this position to #0510 Accounting Assistant, Range #29 (\$228 - \$283.20) and suggested that the salaries should be comparable.

Physical Environment Program Specialist -- Range #47 (\$404.80 - \$483.20) This is a top level technical position, reporting to the Physical Coordinator.

- (2) Physical Environment Planning Assistant -- Range #28 (\$218.40 - \$273.60) This is the entry level activity for program development. No planning assistants are authorized at this time for the physical program. All planning assistants will be placed in the same range. A flat maximum of \$244.80 has been used in the past.

Social Environment Program Specialist -- Range #45 (\$381.20 - \$455.20) This is a top level technical position, reporting to the Social Coordinator.

- (2) Social Environment Planning Assistant -- Range #28 (\$218.40 - \$273.60) See explanation in physical planning assistant section. This would add two positions to the two planning assistants currently authorized for social programs.

Messenger-Machine Operator -- Range #20 (\$160.80 - \$204.00) This position is needed to relieve higher level clerical and program staff from routine activities. Messenger service will include operation of an automobile for pick-up and delivery of urgent communications, supplementing the regular delivery service.

- (2) Clerk-Typist -- Range #22 (\$173.60 - \$218.40) One of these positions will be used to support program staff and the other will be an information system file clerk. Bob Johnson has suggested that we identify them both as Clerk Typist and allow the Model Cities Agency to assign a special working title.

# Model Cities

Phone 288-7051

Room 210 • 5329 N.E. UNION AVENUE

# Portland

OREGON 97211

April 9, 1970

The Honorable Mayor Terry D. Schruck  
City Hall, 1220 S. W. 5th Avenue  
Portland, Oregon 97204

Dear Mayor Schruck:

Enclosed please find the following positions to be approved by your office for addition to the staff of CDA, along with each salary range:

1. Evaluation Specialist ✓  
Range - 49  
Bi-Weekly Salary - \$429.60 - \$512.80
2. Bookkeeping Assistant ✓  
Range - 32  
Bi-Weekly Salary - \$254.40 - \$311.20
3. Physical Environment Program Specialist (Economic) ✓  
Range - ~~41~~ 47  
Bi-Weekly Salary - \$404.80 - \$483.20
4. Physical Environment Planning Assistant (2) ✓  
Range - 28  
Bi-Weekly Salary - \$218.40 - \$273.60
5. Social Program Planning Assistant (2) ✓  
Range 28  
Bi-Weekly Salary - \$218.40 - \$273.60
6. Messenger-Machine Operator ✓  
Range - 20  
Bi-Weekly Salary - \$160.80 - \$204.00
7. Clerk-Typist ✓  
Range - ~~16~~ 22  
Bi-Weekly Salary - \$135.20 - \$173.60
8. Information Systems File Clerk ✓  
Range - ~~16~~ 22  
Bi-Weekly Salary - \$135.20 - \$173.60

Very truly yours,

*Ken Hampton*

Ken Hampton  
Acting Director

Enclosures  
JAP:gh

173.60  
218.40

**Model Cities**

Phone 288-7051

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**Portland**

OREGON 97211

APR 22 1970

Memo

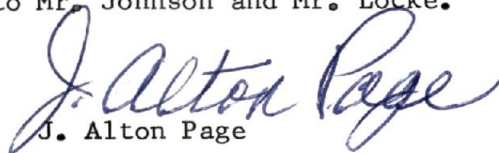
April 21, 1970

To: Ed Warmoth

Subject: Social Program Specialist

Please include this position for approval. It was inadvertently left out in our haste to submit the prior positions for approval.

If necessary, forward copies to Mr. Johnson and Mr. Locke.

  
J. Alton Page

cc: Ken Hampton

MODEL CITIES AGENCY  
5329 N. E. Union Avenue - Room 210  
Portland, Oregon 97211

POSITION

EVALUATION SPECIALIST

SALARY RANGE  
BI-WEEKLY

\$429.60 - \$512.80

*Range 49*

SUMMARY

The Evaluation Specialist is responsible for the development and implementation of evaluation plans, development of evaluative tools, conducting evaluative analysis and for the coordination of evaluative activities related to the programs and projects within the comprehensive plan.

CONTROLS

The Evaluation Specialist works with Information Systems section and is responsible to the Deputy Director.

DUTIES

1. Develop overall evaluation plans and analyze them for adequacy.
2. Analyze program and project objectives for substance and measurability; develop appropriate measures.
3. Develop and implement monitoring schemes for programs and projects.
4. Conduct evaluative research and analysis.
5. Develop evaluative criteria, and identify evaluative data.
6. Monitor contracts related to evaluative activities.
7. Write evaluative reports for distribution to supervisory staff and citizens.
8. Make recommendations for program and project improvements and for on-course adjustments of projects in execution.
9. Assist in developing evaluation budget.

QUALIFICATIONS

At least a bachelor's degree in the Social Sciences and at least two (2) years experience in projects requiring monitoring and evaluation and at least one (1) of these projects will match the complexity of one of the Model Cities projects that the incumbent will be required to deal with. A working knowledge of applied statistics will be required. Ability to communicate with people will be highly essential. Marked ability to write evaluative reports is desired.

MODEL CITIES AGENCY  
5329 N. E. Union Avenue - Room 210  
Portland, Oregon 97211

POSITION

BOOKKEEPING ASSISTANT

SALARY RANGE  
BI-WEEKLY

\$254.40 - \$311.20

*Range 32*

SUMMARY

The Bookkeeping Assistant is a responsible professional position requiring technical training and performs duties under the control and is responsible to the Financial Specialist.

CONTROLS

Works directly under the direction of the Financial Specialist.

DUTIES

1. Makes ledger book entries.
2. Prepares financial reports.
3. Assists in the design of accounting systems and procedures.
4. Maintains and files financial documents.
5. Assists in the processing requisitions, tallies, invoices, petty cash and payroll records.

QUALIFICATIONS

At least one (1) year formal training in Business School or College in the area of double-entry Accounting. In lieu of the above requirements, at least one (1) year experience in double-entry Accounting and Accounting systems will be acceptable.



MODEL CITIES AGENCY  
5329 N. E. Union Avenue - Room 210  
Portland, Oregon 97211

POSITION

PHYSICAL ENVIRONMENT  
PROGRAM SPECIALIST  
(ECONOMIC)

SALARY RANGE  
BI-WEEKLY

\$404.80 - \$483.20

**RANGE 47**

SUMMARY

The Physical Environment Program Specialist works under the direction of the Physical Environment Program Coordinator. His responsibility includes continuous planning and evaluation of the physical aspects of the Model Cities program areas; coordination of the economic, transportation and housing projects; the development and writing of technical reports; the provision of technical assistance to citizens; and presenting and explaining proposals to committees and other groups.

CONTROLS

This is one of two Physical Environment Program Specialist positions directly under the Physical Environment Program Coordinator. The Program Specialist may represent the Program Coordinator at meetings of public and private agencies in all matters pertaining to his specialty.

DUTIES

1. To assist the Program Coordinator in developing work programs.
2. Writing detailed project proposals.
3. Make recommendations on methods for achieving comprehensivity projects designs.
4. To provide technical assistance to the Citizens' Working Committees on physical programs.
5. The establishment of program objectives, strategies, and budgets for physical programs.
6. Achieve maximum efficiency from funding and operating agencies.
7. Provide technical assistance to agencies operating or seeking to operate a Model Cities project.
8. Coordinate the development programs of public, private, and non-profit agencies.

PHYSICAL ENVIRONMENT PROGRAM SPECIALIST (ECONOMIC) - Continued

QUALIFICATIONS

Candidates must possess one of the following requirements:

1. Master's degree in Economic or related fields, plus one (1) year of experience, or
2. Bachelor's degree from an accredited college or university preferably in Economic or Business Administration or related fields.
3. Or have a Bachelor's degree plus four (4) years experience in a field related to economic development and/or housing and mortgaging activities.
4. Or have six (6) years experience in a responsible position dealing with business development.

MODEL CITIES AGENCY  
5329 N. E. Union Avenue - Room 210  
Portland, Oregon 97211

POSITION

PHYSICAL ENVIRONMENT  
PLANNING ASSISTANT (2)

SALARY RANGE

BI-WEEKLY

\$218.40 - \$273.60

**RANGE 28**

SUMMARY

The Physical Environment Planning Assistant (Land Use Planning or Economic) works under the direction of the Physical Environment Program Specialist; he is ultimately responsible to the Physical Environment Program Coordinator. His responsibilities entails assisting the Program Specialist to carry out the continuous planning functions and evaluation of the physical aspects of the Model Cities program areas. He is also responsible for assisting the Program Specialist in conducting research and interpretation thereof; the compilation of and writing of various reports; and insuring that citizens' and other groups receive the necessary technical assistance.

CONTROLS

These two positions are directly under the Physical Environment Program Coordinator. The Physical Environment Program Specialist has ultimate responsibility for insuring that the assistants are functioning in necessary areas. Therefore, the Physical Environment Planning Assistants are responsible to the Physical Environment Program Coordinator for their conduct.

DUTIES

1. To assist the Program Specialist in carrying out work programs, proposals and projects designs.
2. To insure citizens groups have access to adequate technical assistance resources.
3. Carry out program objectives, strategies, and budget requirements.
4. Provide technical assistance to all requesting agencies in regard to any physical program.

QUALIFICATIONS

The Physical Environment Planning Assistant must have had four (4) years of experience with physical programs or community organizations, or related work and experience. Applicant must be able to communicate effectively and work with people and organizations.

MODEL CITIES AGENCY  
5329 N.E. Union Avenue - Room 201  
Portland, Oregon 97211

POSITION

SOCIAL PROGRAM SPECIALIST

SALARY RANGE

Bi-weekly

~~\$757 - \$905~~

381.60 - 455.20 (RANGE #45)

SUMMARY

The Social Program Specialist works under the direction of the Social Environment Program Coordinator with responsibility for continuous planning and evaluation of the employment and economic development programs. He formulates plans and designs and conducts investigations, interprets research results and prepares reports.

This is one of six Program Specialist positions directly under the Social Environment Program Coordinator. The Coordinator has overall responsibility for developing the comprehensive program plan. The Social Program Specialist works under the direction of the Coordinator. May represent the Coordinator at meetings of public and private agencies in all matters pertaining to his specialty.

DUTIES

1. Develop work programs in cooperation with the Local, State, Federal agencies, including evaluation and monitoring for operating agencies.
2. Works with committees and residents in identifying and developing projects and activities.
3. Conduct program analysis and investigation.
4. Preparing reports - responsible for organization of report using the appropriate style in presenting the report.

QUALIFICATIONS

The Social Program Specialist must fulfill one of the following requirements:

- A. Have a Bachelors Degree in Social Science, and two (2) years of responsible experience in the Social Service area with disadvantaged persons; and/or
- B. Must have been responsibly employed in public assistance program, preferably training in monitoring and information systems requirements for at least two (2) years, and in addition have at least two (2) years experience in social work sufficient enough to be acutely aware from first hand knowledge of social problems.



MODEL CITIES AGENCY  
5329 N. E. Union Avenue - Room 210  
Portland, Oregon 97211

POSITION

SOCIAL PROGRAM  
PLANNING ASSISTANT (2)

SALARY RANGE  
BI-WEEKLY

\$218.40 - \$273.60

**RANGE 28**

SUMMARY

The Program Planning Assistant is required to work with the Social Environment Program Coordinator and the Social Program Specialist. Performs duties in planning, implementation, and evaluation of social programs. This will include consumer protection, health, welfare, and other social services. Assists the Social Program Specialists in conducting program investigations, interpretation of research results, and the preparation of reports.

CONTROLS

This position is in the Social Environment and Social Environment Program Coordinator has the overall responsibility for directing the activity. The day-to-day activity will be directed by the Program Specialist.

DUTIES

1. Assist Program Specialist in collecting background information during the planning and designing of investigations.
2. Apply acceptable methods and techniques in conducting the investigation and ability to check details.
3. Prepare reports describing and illustrating work which substantiates procedures and findings.
4. Assist various working committees by gathering material and information needed, and attendance when assigned to such committees.

QUALIFICATIONS

The Social Program Planning Assistant must have a high school education and at least two (2) years of experience with social program agencies or community organizations. Training and experience in group relations are desirable. Marked ability to communicate and relate with people is desirable; or other related experiences may be substituted for a portion of these qualifications.

MODEL CITIES AGENCY  
5329 N.E. Union Avenue - Room 210  
Portland, Oregon 97211

POSITION

MESSENGER-MACHINE OPERATOR

SALARY RANGE  
BI-WEEKLY  
\$160.80 - \$204.00

**RANGE 20**

SUMMARY

The Messenger-Machine Operator will be responsible for the care and usage of all office machines. He will also be responsible for delivery and pick-up of materials from other agencies as necessary.

CONTROLS

The Messenger-Machine Operator will be responsible to the Office Manager.

DUTIES

1. Deliver and pick-up correspondence from City Hall.
2. Deliver and pick-up correspondence from operating agencies; deliver special correspondence to the CPB members; deliver packages too expensive to be mailed; and deliver correspondence to working committees.
3. Mailing of CDA correspondence at the close of each work-day.
4. When not engaged in the above listed duties, he will be responsible for operating the office machines.

QUALIFICATIONS

This is a training position for eventual staff up-grading. The Messenger-Machine Operator should have a high school education or the equivalent. (G.E.D. will be acceptable.) He should have a valid drivers license and a safe driving record.

This is the position **now** occupied by Mrs. Garnett Hick

MODEL CITIES AGENCY  
5329 N. E. Union Avenue - Room 210  
Portland, Oregon 97211

POSITION

CLERK-TYPIST

SALARY RANGE

BI-WEEKLY

**\$ 173.60 - 218.40**  
~~\$135.20 - \$173.60~~

**RANGE 22**

SUMMARY

The Clerk-Typist types letters, reports, and other material from copy, rough draft or dictaphone; files material and records; answers telephone and acts as a receptionist.

CONTROLS

Directly responsible to the Administration Management Coordinator and works under the supervision of the Office Manager.

DUTIES

1. Provides general typing services where and when assigned by the Office Manager.
2. Acts as receptionist in the absence of the regular receptionist.
3. Operates all business machines, Xerox, Gestetner, Ditto and Postage Meter when assigned thereto.

QUALIFICATIONS

Must have a standard high school education or equivalent. Must have a knowledge of office practices and procedures and have the ability to understand and follow oral and written instructions. Must demonstrate the ability to type at least fifty (50) words per minute from straight copy. Shall have a pleasing personality, pleasant voice and a desire to be helpful in dealing with the public.

MODEL CITIES AGENCY  
5329 N. E. Union Avenue - Room 210  
Portland, Oregon 97211

POSITION

INFORMATION SYSTEMS FILE CLERK

SALARY RANGE  
BI-WEEKLY

**\$173.60 - 218.40**  
~~\$125.20 - \$173.00~~

**RANGE 22**

SUMMARY

The Information Systems File Clerk types letters, reports and other material from copy, rough draft or dictaphone and is primarily concerned with the filing of materials and records.

CONTROLS

Directly responsible to the Administration Management Coordinator and works under the supervision of the Office Manager.

DUTIES

1. Will be responsible for maintaining every file in the agency.
2. Provide typing services of material relative to Information Systems Management.
3. Shall perform other duties as assigned.

QUALIFICATIONS

Must have a standard high school education or equivalent. Must have a knowledge of office practices and procedures and have the ability to understand and follow oral and written instructions. Must demonstrate the ability to type at least fifty (50) words per minute from straight copy. Shall have a pleasing personality, pleasant voice and a desire to be helpful in dealing with the public. The applicant should also have extensive file-clerk experience.