

JOB & CLASSIFIED

GENERALIST/EMPLOYEE RELATIONS HUMAN RESOURCES

The Port of Portland has an immediate opening for a Generalist/Employee Relations specialist to provide human resource generalist support in the areas of recruiting, labor relations, employee relations, compensation, and EEO/AAP.

Preferred qualifications include:

- ☛ Course work in personnel/human resource procedures, compensation, or business administration.
- ☛ Course work in statistics, analysis, or quantitative methods.
- ☛ Previous experience in a personnel or human resource department, demonstrated successful general knowledge of recruitment, compensation, EEO/AAP, and employee/labor relations activities and procedures.
- ☛ Demonstrated ability to prepare statistical and evaluative reports.

Also preferred is a demonstrated ability to recruit clerical, technical, supervisory, and professional personnel in accordance with Port Human Resources and affirmative actions practices, and provide guidance in this area to managers. Strong PC skills also a plus.

In addition to a comprehensive benefit package, the Port offers a starting salary range of \$22,410 - \$25,963, commensurate with experience, and a full salary range of \$22,410 - \$33,070.

If interested and qualified, apply in person at the Port Employment Office, 14th floor, 700 NE Multnomah, or call 503-231-5000, ext. 700 for complete application materials. All Applications must be received by Friday, July 28, 1989, 5:00 p.m.



INFORMATION SPECIALIST, LIBRARY Records Mgmt.

The Port of Portland has an immediate opening for an Information Specialist to manage information resources through the Port's technical library, to research information requests and to purchase all publications for the Port. Anticipated duties to include but not limited to:

- ☛ Research information requests using the library resources, outside resources, and computerized on-line data bases.
- ☛ Manage and operate the library.
- ☛ Maintain current knowledge of the Port's library resource, outside resources and Port business functions.
- ☛ Orients staff to services and resources of library.
- ☛ Routes publications and publisher notices.
- ☛ Provides back-up to Records Information Specialist.

Preferred qualifications include:

- ☛ Course work or equivalent experience in library service, cataloging and classifications systems, research and reference work, book selection, and library operations.
- ☛ Good organizational and planning skills.
- ☛ Experience or ability to use microcomputer, OCLC systems, on-line data bases, and work processing systems or software.
- ☛ Good communications skills and good attendance.
- ☛ Demonstrated successful problem solving skills.

In addition to a comprehensive benefit package, the Port offers tuition aid program and employer paid PERS. The Port also offers a starting salary range of \$15,360-\$17,607, with a full salary range of \$15,360-\$22,100. If interested and qualified, apply at the Port Employment Office, 14th floor, 700 N.E. Multnomah or call 503-231-5000, ext. 700 for complete application materials. All applications must be received by 5:00 pm, Friday, July 28, 1989.



MEDICAL CLAIMS ANALYSTS

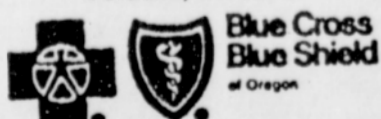
Blue Cross and Blue Shield of Oregon is currently accepting applications for medical Claims Analysts. This position is responsible for accurate and timely payment of Blue Cross and Blue Shield of Oregon's medical claims. Experience necessary to perform this task will include:

- ☛ 1 year recent clerical work experience in a doctor's office or hospital setting
- ☛ Demonstrated knowledge of medical terminology and anatomy. This may be obtained through a classroom setting or office experience
- ☛ ICD-9/CPT-4 Coding
- ☛ A minimum of 6-12 months experience using a CRT in a production oriented environment
- ☛ Fast, Accurate use of a 10-key calculator

Previous claims processing or insurance billing experience highly desirable. Position begins September 5th, 1989 Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary.

Please apply or send resume to:

**Blue Cross
Blue Shield
of Oregon**
Human Resources Dept. 5th Floor
100 S.W. Market
Portland, OR 97201



Equal Opportunity Employer

INFORMATIONAL ADVERTISEMENT

PORTLAND PUBLIC SCHOOLS
CALL FOR BIDS

Sealed bids will be received until 1:00 p.m. on the dates indicated in the Purchasing Department, Multnomah County School District #1J, 501 N. Dixon, Portland, Oregon for the items listed herein:

| BID FILING DATE | BID TITLE |
|-----------------|---|
| August 1, 1989 | Edwards Addition And Remodel |
| August 8, 1989 | Requirement Contract For Unit Price Asbestos Work |

Formal announcement, detailed specifications and bidding document may be obtained at the above address. For additional information, please contact M. J. Hutchens, Dir. of Purchasing, 249-2000, Ext. 581

MULTNOMAH COUNTY

Human Services Technician - Developmental Disabilities Program - \$7.95 per hour; provides technical social service assistance in the Developmental program experience or one year of social services college level coursework or two years of general clerical experience, apply by August 4, 1989.

Human Services Specialist - Children's Medical Health Partners Project - \$30,798 - \$40,048 annually; coordinate the development of a case managed service delivery system for children with severe mental or emotional disturbances and their families; requires the equivalent of a Master's in mental health or related field and two years of progressively responsible children's program experience; apply by August 4, 1989.

Program Development Specialist - Youth Program Office - \$12.59 per hour (half-time position); provides research and technical assistance to the Youth Program Office manager and to the Juvenile Services Commission to aid in program planning, development and evaluation; requires one year of related experience; apply by August 4, 1989.

Financial Technician - Aging Services Division - \$10.42 per hour; responsibilities include preparing accounting transactions, entering fiscal data into a personal computer, preparing and reconciling reports and participating in contractor monitoring and assessment; requires one year of experience; apply by August 4, 1989.

Financial specialist 1 - Health Division - \$12.59 per hour; responsibilities include reviewing procedures to assure fiscal accountability, compliance and revenue maxi-

mization, implementing and managing a PC network, supervision accounts payable unit and participating as a member of the budgeting team; apply by August 4, 1989.

Social Worker - \$11.76 per hour; performs advanced, comprehensive social work which includes assessment and analysis of complex psycho-social factors and coordination of case plans; requires a MS in social work or related field with a supervised practicum and two years of experience; apply by August 4, 1989.

Nutritionist - \$12.67 per hour; performs nutrition counseling providing direct services to individuals and families and serving as a consultant to Health Division staff; requires eligibility for Registered Dietitian certificate; apply by August 4, 1989.

Pre-Admission Screening Nurse - \$12.26 per hour; responsible for the Pre-Admission Screening Team in the Long Term Care Program; interprets and assists in administering Title XIX services by assessing medical, nursing and rehabilitation needs and interfacing with providers; requires BSN or nursing school and two years of experience; apply by August 4, 1989.

Financial Specialist 2 - Aging Services Division - \$14.26 per hour; responsibilities include supervisory processing of revenue and expense transactions, assisting in the development and implementation of fiscal controls, directing fiscal assessment of contractor agencies, and assisting in the preparation and maintenance of the budget; requires two years of progressively responsible experience; apply by August 4, 1989.

WHERE TO APPLY Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204.
"An Equal Opportunity Employer"

MOTOR CARRIER AUDITOR

The Oregon Public Utility Commission is recruiting for auditors to perform compliance audits of motor carrier companies to determine whether appropriate highway use taxes and prorated registration fees have been paid. Two positions are located in Salem, one in Portland, and one in Eugene. To qualify, you must have two years of recent experience in motor carrier transportation or a related field OR one year of such experience if gained as a member of the staff of the Public Utility Commission; AND three more years of responsible pertinent experience OR a Bachelor's degree with coursework in business administration, economics, engineering, chemistry, or related fields. In addition, you must have had experience in analyzing numerical records, auditing numerical records, bookkeeping, or accounting. Experience with personal computers will be considered a plus. For application materials, call 503/373-7949, or write Public Utility Commission/Personnel Services, 400 Labor & Industries Bldg, Salem OR 97310-0335. Equal Opportunity Employer

Programmer

Georgia-Pacific Corporation has an opening in the Portland Data Processing office for a self-motivated Programmer. Two or four year degree in Math or Information Science is preferred. At least one year's experience on IBM Systems 34 or 36 using RPG II is required.

Please apply in person, Thursday, 7/27 through Friday 8/4 from 8:30 - 4:30. If unable to apply in person, please send cover letter and resume with complete salary history by 8/4 to Ann Ashton:

Georgia-Pacific
900 SW 5th Avenue
Portland, OR 97204
Equal Opportunity Employer

Lane Community College Reference Librarian Learning Resource Center (Half-time)

Application and job description are available at Personnel Service, Lane Community College, 4000 E. 30th Avenue, Eugene, Or 97405. (503) 726-2211. LCC application must be postmarked no later than July 31, 1989. An Affirmative Action/Equal Opportunity Institution.

SUB-BIDS REQUESTED Park Stadium End Zone Improvements Corvallis, Oregon

Bid Date: August 8, 1989 at 2:00 p.m.

MARION CONSTRUCTION
P.O. Box 12218
Salem, OR
(503) 581-1920 FAX (503) 399-0823

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractors and women & minority business enterprises.

PORTLAND OBSERVER
"The Eyes and Ears of the Community"
288-0033

REQUEST FOR PROPOSAL

The Metropolitan Service District (Metro) is soliciting proposals for professional technical services to conduct the waste sort component of a waste stream characterization study. The waste sort provides the data for the analysis of the Metro region waste stream components. The selection process will be based on experience relevant to waste management issues and/or waste characterization and ability to complete the project within budget and schedule.

The RFP is available in the Solid Waste Department, Metropolitan Service district, 2000 S.W. First, 3rd Floor. Potential proposers can also request a proposal mailed to them by calling the Solid Waste Department at (503) 221-1646.

Proposals must be received no later than 5:00 p.m., Wednesday, August 9, 1989, in order to be considered. Questions regarding the proposal should be directed to Terry Petersen at (503) 221-1646 ext. 145.

Oregon Department Of Energy Request For Proposals Portland Metro Area Solar Access Project Proposals Due 5:00 pm, Friday, August 4th

The Oregon Department of energy IS SEEKING A QUALIFIED CONSULTANT FOR the final phase of a project to facilitate the adoption of model solar access ordinances by local governments. The project is 100 percent federally funded.

To obtain a copy of the request for proposal, call (503) 378-6968, or toll free in Oregon 1-800-221-8035. Proposals must be received by 5:00 pm, Friday, August 4, 1989. **NO LATE PROPOSALS WILL BE ACCEPTED.** Request may be addressed to:

Solar Access RFP
Grants & Contracts Section
Oregon Department of Energy
625 Marion Street NE
Salem, OR 97310

ADVERTISEMENT FOR BID

Sealed bids for the Heating Plant Cogeneration Equipment Purchase project will be received by the Oregon State Board of Higher Education until 2:00 PM, PDT, August 15, 1989.

Additional information may be obtained by contacting the OSU Physical Plant, Adams Hall, Corvallis, Oregon 97331-2001 or telephone 503-754-4921.

MULTNOMAH COUNTY Proposals Due: August 10, 1989 at 2:00 P.M. Proposal No. B76-800-4005

Sealed proposals will be received by the Director of Purchasing, 2505 S.E. 11th Ave., Portland, OR 97202 for:

Janitorial services for eight floors and the basement of the Multnomah County Courthouse as per specifications on file with the Purchasing Director. No proposal will be received or considered unless the proposal contains a statement by the bidder as part of his bid that the requirements of ORS 279.350 shall be included. Multnomah County reserves the right to reject any or all proposals.

MANDATORY PRE-BIDS WILL BE HELD ON: July 27, 1989, 8:00 AM for floors 5 thru 8, and July 28, 1989 at 8:00 AM for floors 4 thru basement, at the Courthouse. 1021 SW 4th, Portland, OR ATTENDANCE IS REQUIRED ON BOTH DAYS.

Specifications may be obtained at: Multnomah County Purchasing Section 2505 S.E. 11th Avenue Portland, OR 97202 (503) 248-5111

Lillie M. Walker, Director
Purchasing Section

MULTNOMAH COUNTY Asphalt Concrete Pavement Overlay, various NE & SE streets (Job No. 9-3)

Bids Due August 10, 1989 at 2:00 P.M.

Bid No. B61-250-4021

Sealed bids will be received by the Director of Purchasing, Multnomah County Purchasing Section, 2505 S.E. 11th Ave., Portland, OR 97202 for: Asphalt Concrete Pavement Overlay on SE Stark, NE Woodard Road, NE Mershan Road, and SE Oxbow Road.

Plans and Specifications are filed with the Purchasing Director and copies may be obtained from the above address for a \$5.00 non-refundable fee. **CHECKS AND MONEY ORDERS ONLY.** Plans and Specifications will not be mailed within the Tri-County area.

PREBID CONFERENCE: NONE
PREQUALIFICATION OF BIDDERS Pursuant to the Multnomah County Public Contact Review Board Administrative Rules (AR40.030 Prequalification shall be required for this project for the following class(es) of work: Asphalt Concrete Pavement and Oiling-Highways, Roads, Streets and Airport Runways.

Prequalification applications or statements must be prepared during the period of one year prior to the bid date. Prequalification application and proof of prequalification by the Oregon Department of Transportation must be actually received or postmarked to Multnomah County Purchasing Section by not later than 10 days prior to bid opening.

All bidders must comply with the requirements of the prevailing wage law in ORS 279.350.

Details of compliance are available from the Purchasing Section, Department of General Services, 2505 S.E. 11th Avenue, Portland, OR 97202, (503) 248-5111.

Contractors and subcontractors must be licensed for asbestos abatement work if the project involves working with asbestos.

NONDISCRIMINATION Bidders on this work will be required to comply with the provisions of Federal Executive Order 11246. The requirements for Bidders and Contractors are explained in the Specifications.

No proposal will be considered unless accompanied by a check payable to Multnomah County, certified by a responsible bank, or in lieu thereof, a surety bond for an amount equal to ten percent (10%) of the aggregate proposal. The successful bidder shall furnish a bond satisfactory to the Board in the full amount of the contract.

Multnomah County reserves the right to reject any or all bids.

LILLIE WALKER,
PURCHASING SECTION

PORTLAND OBSERVER
FAX #
503}288-0015