

# JOBS/CLASSIFIED ADVERTISING

## ACCOUNTING

### Group Accountant I

Qualified candidates must have previous experience in bookkeeping and/or accounting requiring knowledge & use of accounting principals. Competition of three community college level accounting courses with "C" or above grade average will substitute for experience. Applicants must also have general office experience, interaction with the public, type 30 wpm, 10 key, as well as good written communication skills. Previous insurance experience and CRT/PC experience is desirable. The Group accountant is responsible for establishing & maintaining accurate up-to-date eligible records for all groups. Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening is required. To assure your resume is processed immediately, place ad #188 at the top of your resume or in your cover letter. Send resume to:



**Blue Cross and Blue Shield of Oregon**  
Human Resources Dept. 5th flr. 100 S.W. Market  
Portland, Oregon 97201 TDD#225-6780  
Equal Opportunity Employer

## DATA PROCESSING

### Operation Support Analyst

A major health insurance company is seeking an Operations Support Analyst who is responsible for performing EDP operation activities which include:

- Identifying, documenting, & resolving problems related to production processing.
- Processing request to implement changed programs, JCL or documentation into production.
- Defining & recommending enhancements to production job streams or the automation of manual procedures.

Qualified applicants must have 1 1/2 years related experience, excellent knowledge of MVS, JCL and utilities, VSAM, TSO/ISPF, LIBRARIAN, and adequate knowledge of FDR, CLIST language, VSAM ASSIST and data set maintenance and recovery technique. Individual must be available for 2nd or third shifts.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hour and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #244 at the top of your resume or in your cover letter. Send resume to:



**Blue Cross and Blue Shield of Oregon**  
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100 S.W. Market Portland, Oregon 97201 TDD#225-6780  
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## ACCOUNTING

### Assistant Auditor

Blue Cross-Blue Shield of Oregon is currently accepting applications for an assistant auditor position in the Medicare Reimbursement and Audit Dept. Qualified applicants will perform desk review and filed audits on medicare cost reports submitted by providers. Audits are performed at the provider site requiring 1-2 weeks per month travel with audit team.

Qualified candidates will have a college degree in accounting including auditor course credits. Previous work in accounting or health care is desired. Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, Flex-time work hours competitive salary. Pre-employment drug screening required.

To assure your resume is processed immediately, place ad #236 at the top of your resume or in your cover letter. Send resume to:



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## INSURANCE

### Medical Claims Analysts

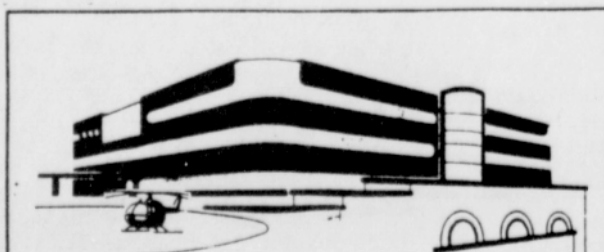
Blue Cross and Blue Shield of Oregon is currently accepting applications for Medical Claims Analysts. This position is responsible for accurate and timely payment of Blue Cross and Blue Shield of Oregon's medical claims. Experience necessary to perform this task will include:

- 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

Blue Cross and Blue Shield of Oregon offers an excellent employee benefit package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #185 at the top of your resume or in your cover letter. Send resume to:



**Blue Cross Blue Shield of Oregon**  
Human Resources Dept. 5th floor  
100 S.W. Market  
Portland, Oregon 97201  
Equal Opportunity Employer



### JOB OPPORTUNITY

Call our 24-Hour JobLine at 280-4727 for a listing of current openings at Emanuel Hospital & Health Center.

**EMANUEL HOSPITAL & HEALTH CENTER**  
A Legacy Member  
Equal Opportunity Employer, M/FH.

## DATA PROCESSING

### Methods and Procedures Analyst

Blue Cross and Blue Shield of Oregon is accepting applications for a Methods and Procedures Analyst in our Benefit Services Dept. The successful candidate will:

- Participate in analysis, design, Testing and Implementation of system modifications and new product development for our claims processing system. This includes heavy participation in discussions involving users and technical staff, in the documentation of current processing and procedures, Acceptance testing of new code, and on-line demonstration to users.

Qualified candidates will have a degree in computer or other analytical science or equivalent work experience. A minimum of 2 years training experience in Data Processing and Design concepts such work methods, work study, work flow, forms design, clerical, procedures and procedures writing is required. Emphasis on communication and the ability to work well under pressure. Requires demonstrated excellent attendance.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screen is required.

To assure that your resume is processed immediately, place ad #223 at the top of your resume or in your cover letter. Send resume to



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Human Resources Dept., 5th Flr.  
1100 S.W. Market Portland, Oregon 97201  
TDD #225-6780  
Equal Opportunity Employer.

### HRIC ANALYST

The Port of Portland has an immediate opening for a HRIC Analyst to provide ad hoc reports relating to all facets of Human Resources management and labor costs and to ensure payroll related liabilities are paid in a timely manner and are properly documented.

The successful candidate will be responsible for:

1. Maintaining analytic knowledge of mainframe and PC based computer hardware/software operations.
2. Accuracy and integrity of the HR/Payroll system internal/external control tables and employee files.
3. Coordinating HRIC processing with IT, Accounting, and Port operating staff.
4. Analyzing, proposing, testing, and implementing HR/Payroll system programming and procedural changes and enhancements.
5. Writing advanced report programs against the CEH, HRS, Labor and Payroll files.
6. Conducting project analysis as directed by HRIC Manager.
7. Administering the biweekly payroll, liability, and tax reporting cycles to ensure accuracy, validity of payment, and proper cash management of Port funds.
8. Maintaining up-to-date working knowledge of all wage and hour laws and tax reporting and collection requirements. Ensures Port compliance and informs appropriate Port personnel of changes in laws.

Preferred qualifications include:

- Course work or experience in accounting principles, computer applications, payroll management, and Human Resource administration.
- Extensive experience in computerized HR/Payroll systems.
- Experience in employee compensation, including wages and benefits.
- Experience in employee compensation, including wages and benefits.
- Experience in working with employees of all levels in an organization.
- Knowledge of data processing systems.

In addition to a starting salary range of \$25,337 to \$28,975 per year, commensurate with experience, the Port offers a comprehensive benefit package.

If interested and qualified, apply in person at the Portland Employment Office, 700 N.E. Multnomah, 14th Floor. Applicants residing outside the tri-county, Portland metropolitan area, Clark County, and physically disabled applicants may request application materials by calling (503) 231-5000, extension 700. All applicants must be received by Friday, May 25, 1990, at 5:00 p.m.

The Port is an equal opportunity employer.



**Port of Portland**  
700 N.E. Multnomah  
P.O. Box 3529  
Portland, OR 97208

### CAREER OPPORTUNITIES IN APPRENTICESHIP

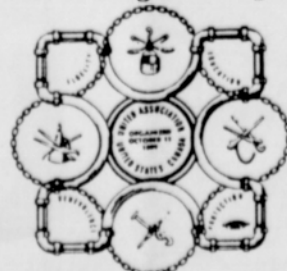
Are you interested in a FUTURE with the Piping Trades?  
Applications will be taken for Plumbers and Steamfitters.

WHEN: June 11 through June 22  
WHERE: 1400 S.W. 5th St., room 407, Portland, Oregon  
PHONE: 229-6008

REQUIREMENTS: Must provide reliable proof by non-returnable copies of birth certificate, drivers license, high school diploma or GED transcripts.

AGE: Must be at least 18 years of age.  
EDUCATION: Must be a high school graduate or a GED

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## FIREFIGHTER

Portland International Airport

The Port of Portland is recruiting a Civil Service list of qualified candidates to fill future Airport Firefighter vacancies. Airport Firefighters work shifts of 24 hours on / 48 hours off which rotate to include weekends and holidays. They are highly trained in crash fire rescue procedures, perform routine fire station chores and respond to physically demanding emergency situations.

Starting salary is \$26,125 annually.

Basic qualifications include:

- Must be at least 18 years of age.
- Must have valid Oregon or Washington driver's license (or obtain one upon appointment).
- Must demonstrate a commitment to an established regime of physical conditioning and fitness.
- Must have the ability to follow instructions and learn operating procedures.

Preferred qualifications, in the event of a substantial number of applicants, include previous crash fire rescue or paramedic experience and/or education.

Applications will be given out only at the Portland International Airport, Conference Room A, mezzanine level of the terminal building, from 1:00 p.m. to 7:00 p.m. Friday, June 1, 1990 and from 9:00 a.m. to 1:00 p.m., Saturday, June 2, 1990. No advance inquiries or telephone calls, please.

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700 N.E. Multnomah  
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## Employment

### CITY OF PORTLAND

Assistant Management Information Systems (MIS) Analyst - to \$2,550/mo  
Benefits Technician - to \$2,011/mo  
Communications Services Director - to \$3,018/mo  
Energy Director - to \$47,133/yr  
Planning Director - \$59,883/yr  
Police Officer - to \$3,217/mo  
Water Laboratory Technician - to \$28,912/yr

For more info/closing dates call (503) 248-4573 (24 hr job information). No resumes please.

BUREAU OF PERSONNEL  
1220 S.W. 5th Ave., First Fl.  
Portland, OR 97204

applications also available at:

URBAN LEAGUE  
10 N Russell

Minorities, females and disabled encouraged to apply.

### Portland Center for the Performing Arts

Salary range: \$5.57/hour. Part time, year-round.

We're looking for people who like phone work to answer ticket information lines, accept telephone ticket information requests, fill out charge forms and obtain authorizations. You will work at the New Theatre Building in downtown Portland. We especially need people to work the weekend shift, Saturday 9 am-8 pm and Sunday 10 am-8 pm.

You should have one year experience in telephone reception work, preferably in a high-volume situation. Prior ticket selling or performing arts/entertainment experience is helpful. You must be available to work on an occasional basis, between 9 am - 8 pm, seven days a week. Shifts vary in frequency depending on event schedule. You should have clear handwriting, an ability to memorize and a good telephone voice. You should be able to work with others and independently. You must be willing to be CPR certified.

Applications available only to residents of the First Opportunity Target Area: N and NE neighborhoods between the Banfield Freeway on the South, NE 42nd on the East, Columbia Bv. on the North and N Chautauqua including Columbia Villa on the West. APPLY IN PERSON: May 25-June 7, 8:00 a.m. through 5:00 p.m., Memorial Coliseum Personnel Office, 1401 N. Wheeler.

An Equal Opportunity/Affirmative Action Employer

### Medical Specialist

Memorial Coliseum  
Civic Stadium

Portland Center for the Performing Arts

Salary: \$11,5105/hour. PART TIME

We're looking for people who like to work independently and with a wide variety of patients, mostly nights and weekends. Shifts average four hours. You will be responsible for the immediate health care needs of patrons during sports, concerts and other events at the Memorial Coliseum Complex, Civic Stadium, and Portland Center for the Performing Arts facilities.

You must have a current RN license or EMT 4 certification, CPR and heart-aid training with experience in medical care. You must be physically able to lift people, to walk long distances on hard floors, and to climb stairs.

Applications available only to residents of the First Opportunity Target Area: N and NE neighborhoods between the Banfield Freeway on the South, NE 42nd on the East, Columbia Bv. on the North and N Chautauqua including Columbia Villa on the West. APPLY IN PERSON: May 23-June 5, 8:00 a.m. through 5:00 p.m., Memorial Coliseum Office, 1401 N. Wheeler.

An Equal Opportunity/Affirmative Action Employer

### RE-ADVERTISEMENT FOR BID

Sealed bids for the Agricultural Sciences II Building project will be received by the Oregon State Board of Higher Education until 7:00 p.m., local time, June 5, 1990.

Additional information may be obtained by contacting the OSU Physical Plant, Adams Hall, Corvallis, Oregon 97331-2001 or telephone 503-737-4921; or by contacting the architect, Settecase Smith Doss Architecture, 725 Commercial SE, Salem, OR 97301, (503) 581-5151. A mandatory prebid walkthrough is scheduled for May 25, 1990 at 9:30 a.m. in the LaSells Stewart Center Agricultural Leaders Room.