

# CLASSIFIEDS

■ Advertising  
■ Employment  
■ Bids/Sub-Bids

## Insurance

## Group Underwriter

Blue Cross and Blue Shield of Oregon is accepting applications for a Group Underwriter. Responsibilities include calculation of rates and benefit quotes for prospective groups as well as renewal rates, financial settlements and rating of benefit variation for existing groups.

Qualified applicants will have:

- Strong analytical skills
- ability to work under pressure
- excellent written and oral communication skills
- a college degree in mathematics, healthcare or liberal arts is desired

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #231 at the top of your resume or you may apply in person between 9-4pm Mon-Fri:

Blue Cross Blue Shield of Oregon  
Human Resources Dept., 3rd flr  
100 S. W. Market  
Portland, OR 97201  
TDD# 225-6780  
Equal Opportunity Employer



## Nurse-RN

## Medicare Medical Review Analyst II

Blue Cross and Blue Shield of Oregon is currently accepting applications for an Medicare Medical Review Analyst II position.

Qualified candidates must have a current Oregon RN license and three years current work experience in an acute care hospital setting. Skills in data analysis, decision making and management of multiple projects are required. The ability interpret and apply regulation and guide-lines for specific situations is also necessary. Medicare knowledge would be desirable.

The Medicare Medical Review Analyst II is responsible for performing medical review activities on Medicare claims received from providers to assure application of benefits according to HCFA coverage criteria. This position will also perform appeals of claims and/or process hearing requests in accordance with regulations. The Medicare Medical Review Analyst must identify potential fraud, program abuse and/or quality of care issues.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #235 at the top of your resume or in your cover letter. Send resume to:

Blue Cross Blue Shield of Oregon  
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## Employment

## City Of Portland

Director of Administrative Services-to \$6,184/mo at top of step  
Debt Manager-to \$63,648/yr at top of step  
Recreation Leader/Aquatics-to \$11.73/hr after three years  
Program Coordinator/Regulatory Compliance Coordinator  
(Bureau of Environmental Services)-to \$3,898/mo at top of step

For more info/closing dates  
call (503) 823-4573  
(24 hr job information ) No resumes please.

Bureau Of Personnel  
1220 S.W. 5th Ave., First Fl.  
Portland, OR 97204

Apps also available at:

Urban League  
10 N. Russell

Minorities, females and disabled encouraged to apply.

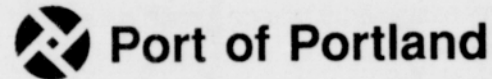
## Port Of Portland Career Opportunities

Senior Economist

Finance And Administration  
Closing Date: December 4, 1992

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m. on the closing date.

Information about career opportunities with the Port can be obtained by calling the Job Hotline at (503) 731-7480.



## Headache Sufferers Wanted

not a gimmick, a natural  
cure provided by a li-  
censed physician, limited  
to first 10 callers.

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"The Eyes and Ears of the Community"  
Office: (503) 288-0033  
Fax #: (503) 288-0015

## Katz Announces Mayoral Transition Teams For Public Safety, Economic Development and Budget

Mayor-Elect Appoints Three of Six Transition Teams To Review City Operations and Prepare Budget

Mayor-elect Vera Katz announced the creation of three of six transition teams whose task it will be to take a "fresh look" at the public safety, economic development and budgeting functions of Portland's city government.

"Because of the relatively short time between the election and my swearing in, and the immediate press of the budget process, I feel it is important that I get right to work," said Katz, who takes office the first week in January.

Katz selected Marsha Congdon, the chief executive officer for U.S. West Communications and Vern Ryles, the past chair of Portland Chamber of Commerce, to co-chair the Economic Development and Job Creation Transition Team; Susan Schreiber, Port of Portland director of Program Development, and Fred Miller, former director of the state Executive Department and currently Vice President of Public Affairs for Portland General Electric, to co-chair the Budget Transition Team; and Gale Castillo, Oregon Human De-

velopment Corporation, and Richard Brown, Portland Chapter of the Black United Front, to co-chair the Public Safety Transition Team.

"The members of the transition teams represent a broad cross-section of the community. Team members were selected based on a combination of interest, experience, and expertise," Katz said. "There are a lot of seasoned civic leaders amongst the teams; there are also some fresh faces to city government issues. That's exactly the mix I was looking for. The people of Portland will be well served by their participation."

"Improving our economy and increasing public safety while keeping a watchful eye on government spending--those are three top priorities of my administration," she said.

As the first step in the transition process, team members and Katz will meet with each bureau manager to examine current bureau operations, looking for opportunities to improve

service to customers and save tax dollars.

Katz said she was leading the efforts to save tax dollars by foregoing the \$10,000 in city tax dollars allocated for her transition. "It might not be much compared to the rest of the city's budget, but it's a start," said Katz. "City taxpayers will not be paying for the direct costs of my transition. Transition expenses are being donated by the private sector."

Katz said that she was pleased with the progress of the transition process to this point. "Mayor Clark, the other Commissioners, and the bureau managers that I have met with have been very cooperative and helpful. Their assistance is smoothing the process, and I appreciate that," said Katz.

Katz said she expects to announce three more transition teams for Environment, Government Operations, and Parks and Culture by early next week, bringing the total to six.

## Volunteers of America

Director: Girls' Emergency Shelter. \$20-23,000/yr. + benefits. MA+1 yr. exp. or BA+3 yrs. exp. req'd. Knowledge of child abuse, positive peer culture, family systems, crisis intervention, mental health. Call VOA, 235-8655, for application packet. Closes 12/4. EOE

## State Unveils New Touchscreen For Employment Services

The Oregon Employment Division launched state government's first multimedia public information system at a press conference today in Eugene.

A system of touchscreen computers in self-service information booths or kiosks, will be set up in shopping malls, grocery stores and other convenient locations in the Eugene and Springfield area as part of a six-month demonstration project.

Funds for developing the touchscreen system came from federal automation grants and other federal monies. The cost of the project to date is \$150,000. The system will improve the quality and timeliness of services to the public, reduce paperwork and data entry errors, and offer information at expanded locations and hours without adding staff.

"The touchscreen literally puts state government at your fingertips," said Governor Barbara Roberts. "It helps make government more of what it should be: more understandable, available and accessible to the people it serves. It helps us to do more for people as we reduce the size of government."

Users can receive information

## Accounting

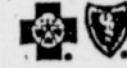
## Assistant Auditor

Blue Cross and 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 with major in accounting including auditor course credits. Previous work in acctg. or health care is desired.

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## Nursing

## Pre-Certification Coordinator

The Medical Affairs Dept. is currently seeking a RN professional to fill a Pre-Certification Coordinator position.

The Pre-Certification Coordinator will conduct reviews for pre-certification program including precertifying 2nd opinions, discharge planning and benefit extension review.

Successful candidate must be an RN currently licensed in the State of Oregon with 3-5 years recent hospital experience. Utilization review and quality assurance background desirable. Good communication skills a must.

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100 S. W. Market  
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about available jobs, unemployment benefits and community services such as health care, housing and child care by touching colorful images on the computer screen. A video narrator appears on the screen to explain how to use the touchscreen and how to apply for services.

For example, an individual is guided through a series of screens that offer job types so the user can choose those of interest. The computer lists the jobs currently available in the selected category, the salary range, and instructions on how to apply. A print option lets the user make a printed copy of the information.

"The touchscreen and other computer systems we're developing will provide citizens with new options for accessing employment information," said Pamela Mattson, Employment Division administrator. "To the extent these new systems meet that need, our employees will be able to spend more time working with customers one-on-one to find jobs, develop careers, or help employers determine the right skill level for a job opening."

Planned additions to the system include a Spanish translation of the

touchscreen and simplified filing for unemployment benefits. The division will ask the Oregon Legislature to evaluate the project and determine if it should be expanded statewide.

"The touchscreens enable us to reach different populations with the same information, and we have the flexibility of offering these services in a variety of languages," said Mattson. "The best part of the touchscreen is that you don't have to know anything about computers to use it effectively."

The system can record the information requests made, allowing the division to determine what topics and services are most useful to citizens and if the project should be expanded to include other government services.

The touchscreens are part of a much larger project to simplify and expand the division's services to the public. Other components of the system include: a touchtone telephone system for claiming unemployment benefits; a dial-in system that allows employer to list new job openings using their personal computers; and other computer-based programs for exploring career options and developing resumes and job applications.

## Portland Parks And Recreation Offering New Schedule Of Winter Outings Through Its Outdoor Recreation Program

Portland Parks and Recreation is offering a complete schedule of outdoor trips and classes through its Outdoor Recreation program this winter. Offerings include cross-country skiing, telemark skiing, snowshoeing, fly fishing, bus tours and more.

Outdoor Recreation is offering an extensive program of cross country ski lessons, tours and overnight trips. As an introduction to the sport, Outdoor Recreation presents a series of eight free workshops throughout the season introducing the basics of cross-country skiing. Dates, times and workshop locations can be obtained by calling Portland Parks and Recreation.

In January, February and March, Outdoor Recreation offers three levels of cross country skiing lessons to ac-

commodate everyone from first timers to experienced skiers. Day-long guided ski tours are also available throughout the season to the best of the Cascades ski trails. Overnight cross-country ski trips are planned to some of the Northwest's most spectacular sites such as Glacier National Park, Brietenbush Hot Springs, the Methow Valley and Yellowstone National Park. Specialized lessons and tours tailored to the needs of older adult skiers are also available.

Guided bus tours are scheduled to Kahneeta, Depoe Bay for whale watching, and the Newport Seafood and Wine Festival, to name a few.

For a free brochure and further information call Outdoor Recreation at 796-5132.

## PROGRESSIVE REALTY INC.

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### For Sale

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- 3 B.R 1 Ba Full Bsmt 41,500
- 2 B/R, 1 Ba, Dbl Garage move in Condition 44,500
- 890 Sq Ft. Commercial Bldg. Good MLK Bv. Location. 15,500

Call Doc For Details

## PSU Announces Orientation Workshops for Winter Term

The Academic Support Center at Portland State University will offer two different types of workshops to students who are newly admitted or considering admittance to PSU for winter term.

Advising workshops take place Tuesday through Thursday beginning Nov. 17; they will run through Dec. 31. These information sessions discuss general education requirements, registration and using the class schedules. Tuesday workshops take place from 3 to 4:30 p.m. in Room 28 of Smith Center; Wednesday workshops go from 5:30 to 7 p.m. in Room 28 Smith Center; and Thursday workshops run from 11 a.m. to 12:30 p.m. in Room 230 of Smith Center.

Orientation workshops intended to help students acclimate to PSU campus life also will be offered. They will explore how to buy books, where to purchase parking passes, and how to find out about student organizations. These workshops are offered Friday,

Dec. 11, from 3 to 5 p.m. in Room 140 of the School of Business; Monday, Jan. 4, from 4:30 to 6:30 p.m. in Room 170 of the School of Business; and Tuesday, Jan. 5, from 3 to 5 p.m. in Room 170 of the School of Business.

New students can reserve space for either of these two types of workshops through the Academic Support Center in Room 229 of Shattuck Hall or by calling 725-4005.

PSU class schedules for winter term are available now in the lobby of Newberger Hall, located at the corner of S.W. Broadway and Harrison, and 24 hours a day through PSU's information center in the University Campus Safety and Security located at S.W. Broadway and College. Advance registration via touchtone telephone begins Nov. 15 and continues through Dec. 11. (Non-admitted students may begin registering Dec. 9.) Registration and class adjustments continue Dec. 13 to Jan. 3. Winter term classes begin Monday, Jan. 4.