

Career & CLASSIFIEDS

HUMAN RESOURCES



Blue Cross & Blue Shield of Oregon HMO Oregon Benefits Specialist (Position #406)

Blue Cross & Blue Shield of Oregon/HMO Oregon is currently accepting applications for a Benefits Specialist position to administer worker's compensation, to communicate, enroll and process the retirement benefits for the 401K plan and a defined benefit pension plan. This position requires a minimum of 3 years recent hands on exper administering Oregon/Washington worker's compensation as well as experience with 401K & defined benefit plans.

Qualified candidates should have a working knowledge of OSHA, EPA, HAZCOM and SAFETY COMMITTEE regulations 801 fillings, claims investigations and hearings experience. A working knowledge of ERISA and IRS regulations pertaining to retirement plans is preferred. A college degree in Human Resources Administration and/or equivalent work experience, group presentation skills, strong abilities in problem solving, Omipro/WordPerfect 5.1 and 50wpm typing is also required.

For more information about current openings call our: **JOB INFORMATION LINE: 1-800-231-1617**

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

Blue Cross and Blue Shield of Oregon/HMO Oregon Human Resources Dept. 3rd Floor, 100 SW Market Street Portland, OR 97207 TDD #225-6780

Equal Opportunity Employer

Volunteering Helps The heart!

TCI Cablevision of Oregon, Inc., an Equal Opportunity Employer, currently has a full time opening for the following position:

Installer

DRUG TEST REQUIRED OF FINAL APPLICANT

Qualifications: High school diploma or equivalent. Valid driver's license with good record. Good physical condition, able to lift and carry up to 70 lbs, work well with public and co-workers, work within confined spaces. Trade school helpful.

Applications Accepted Until: 4/24/94

Interested parties may submit application/resumes by mail to: **TCI Cablevision of Oregon, Inc. 3500 SW Bond Street Portland, OR 97201 Attn: Greg Anderson**

School

Bus Drivers

PORTLAND PUBLIC SCHOOLS is now accepting applications.

- We provide:
- Paid Training
 - Exc benefits
 - Exc starting wage
 - Guaranteed hours

Apply to: **Portland Public Schools Transportation Dept. 2054 N. Vancouver Portland, Or 97227**

Equal Opportunity Employer

Advertise In The Portland Observer (503) 288-0033

DATA PROCESSING



Blue Cross & Blue Shield of Oregon HMO Oregon

Blue Cross & Blue Shield of Oregon/HMO Oregon is currently accepting applications for a Reimbursement/Utilization Management Analyst. Responsibilities include; performing the complete project development life cycle in mainframe and PC development environments to support utilization management analysis and reporting. This includes ad hoc reporting, new system development & maint. of online & batch systems.

Qualified applicants will have:

- Minimum two years experience as a programmer/analyst. SAS experience preferred.
- Training and experience in systems analysis, design, and implementation.
- Strong analytical and problem solving skills.
- Experience doing data research, analysis & validation.

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Equal Opportunity Employer

April 15, 1994

The Private Industry Council 720 SW Washington, Suite 250 Portland, Oregon 97205

Job Announcement

The Private Industry Council is a private nonprofit organization dedicated to employment and training for economically disadvantaged youth and adults in Washington and Multnomah Counties.

Administrative Assistant

Responsibilities: Provides clerical and document development support to operations and managerial staff; assists in preparation of meeting reports and packets; produces complicated documents using word processing, spreadsheet, and desktop publishing software. Preferred qualifications: High school diploma or GED; five years experience in an administrative secretarial position; experience with advanced WordPerfect, Lotus 123, and other software applications including desktop publishing; excellent grammar and composition skills; excellent telephone customer service skills, organizational skills and attention to detail; ability to prioritize and meet multiple demands in a fast-paced environment. Applicants interviewed will be tested for advance Word Perfect and Lotus skills.

Full Salary Range: \$17,530 to \$25,227 plus excellent employer-paid benefit package **Closing date:** 5 pm, Tuesday, April 19, 1994.

Required applications available at The Private Industry Council, 720 SW Washington, Suite 250, Portland, OR 97205. 503-241-4600 TDD, 503-241-4632; An Affirmative Action/Equal Opportunity Employer.

Geotechnical Designer

Oregon Department of Transportation seeks experienced engineer for position in Salem. Requires 4 years of civil engineering experience (relevant BS degree may substitute for 3 years of required experience). Your application must clearly demonstrate experience in geotechnical engineering. Preference may be given to applicants with a Professional Engineer Registration. Position offers competitive benefits and annual salary of \$26,868-\$36,780. Contact ODOT Recruitment at (503) 378-6281 (TDD-373-7727) for application packet. Completed applications must be received by 5:00 p.m. April 29, 1994. ODOT is an AA/EEO employer committed to work force diversity.

COUNSELING

Residential Relief Workers \$6.25 Per Hour

The Position: CODA, Inc., seeks relief workers to provide facility and client supervision on an irregular scheduled, as-needed basis at our two residential treatment facilities. Some positions require child-care (infant through toddler) skills and experience. **To Qualify:** requires drug/alcohol treatment experience and/or educational Individuals currently serving any federal, state, or county parole or probation are ineligible for this position. Candidates must consent to a criminal background check. **To apply:** submit standard CODA application form, including screening question responses, to the address below. **Application materials Are Available At And Must Be Returned To:** CODA, Inc., 210 NE 20th Ave, Portland, OR 97232; Tele: (503) 236-2290, Ext 254.

CODA is an Equal Opportunity/Affirmative Action Employer.

Message:

Receptionist

Excellent phone, typing and communication skills. Experience with multiple phone lines, public contact and WordPerfect word processing. Media background desirable. Salary commensurate with ability and experience. Send resumes to: Dianne Miner, KPDX-TV P.O. Box 49, Portland, OR 97207 No Phone Calls. Affirmative Action employer, EOE.

TV Production Engineer

FCC General License, 5 years as video engineer, strong board-level troubleshooting, RF experience, 2 year E.E. degree (4-year preferred), SBE certification a plus. Resume & Salary history to Brian Benschoter, KPDX-TV, 910 NE MLK, Jr. Blvd. Portland, Or 97232. No calls. EOE

Committee Assistant

Position provides support to legislative committees. Experience performing clerical functions at a technical or administrative support level, typing speed of 50-555 wpm. And experience using word processing equipment required. Salary range \$1,706-\$2,278 per month. A Legislative Administration Committee application is required. Contact Employee Services, S-401 State Capitol, Salem, OR 97310 (503) 986-1373. TDD: (503) 986-1374. Fax: (503) 378-3289. EOE.

Mental Health

Part-time position, transitioning to 3/4-time effective 6/1/94, to provide services to youth clients served in an after-school program. Requires BA degree in mental health or related field & 1 year's exp working with children & families. Personal transportation allowing for transport of clients & driving record meeting agency's corporate driving standards required. Salary is \$8.00 per hour. Complete required application at Janus Youth Programs, 738 NE Davis, Portland. Position open until filled. We value diversity.

Development

Professional & highly organized individual needed for coordination of Annual Fund for Oregon Ballet Theatre. Need experience in managing AF appeals, telefunding and direct mail. Knowledge and respect of database management needed. Send resume with a volunteer reference to: 1120 SW 10th - 97205. No phone calls, please.

Oregon Ballet Theatre
1120 SW Tenth Avenue
Portland, OR 97205
(503) 241-8316

COUNSELING

Part-Time Employee Assistance Counselor 30 Hours per Week Salary: \$10.25 Per Hour + Benefits

CODA, Inc. seeks a senior mental-health counselor to work 30 hours per week providing Employee Assistance services. Duties include: assessment of clients; individual, couple and family counseling; effective treatment of short-term clients; liaison throughout the community; assisting clients in problem-solving techniques; client referral; instructing on a variety of mental-health subjects; assist as requested in program marketing and promotion activities; perform other standard C-V duties. Position works flexible shifts which occur between 8 AM and 7 PM Monday through Friday. **To Qualify:** A Master's Degree in a human services discipline and two years' supervised human services experience or equivalent are required. Candidates must demonstrate an ability to communicate information and ideas effectively both orally and in writing. Experience/education in corporate structures and organizational dynamics is preferred. A valid driver's license, reliable transportation and liability insurability are required. Individuals currently serving any federal, state, or county parole or probation are ineligible for this position. Candidates must consent to a criminal background check. **To Apply:** submit standard CODA application form, including screening questions responses, to the address below. **Application Materials Are Available At And Must Be Returned To:** CODA, Inc., 210 NE 20th Ave, Portland, OR 97232; Tele: (503) 236-2290 Ext. 254. CODA is Equal Opportunity/Affirmative Action Employer.

Multnomah Education Service District Job Information Hotline 257-1510 257-1518 TDD An Equal Opportunity Employer & Drug Free Work Place

Sub-Bids Requested

Sub and supply bids are requested for: Columbia Boulevard Wastewater Treatment Plant Bid No. 122 Headworks Replacement Project Bids Date: April, 1994 Bid Time: 2:00 PM

Wildish Building Co. CCB# 34429

P.O. Box 7428

Bid Date: April 21, 1994 Bid Time: 2:00 PM

We request bids and encourage pre bid contact from minority-owned, women-owned, and emerging small businesses for the subcontract and supply opportunities of this project. Please Call, or read Volume one of the bid documents for bidding instructions.

City Of Portland

Bureau Of Environmental Services Predictive Maintenance/Vibration Analysis Program

Proposals: due 4:00 pm, April 21 Notice Of Intent Of Request, For Proposals

The Bureau of Environmental, Services (BES) has determined a need for a Predictive Maintenance/Vibration Analysis Program to support the equipment at its Columbia Boulevard Treatment Plant, Tryon Creek Treatment Plant, and 95 Pumping Stations, in the greater Portland area.

Proposals are requested for the development, planning, and related services as described in the Scope of Work for the City of Portland, Oregon (City): Proposals will be received until 4:00 PM, Friday, April 21, 1994, at the City of Portland, Bureau of Environmental, Services, Wastewater Treatment, 5001 North Columbia Boulevard, Portland, Oregon 97203. If mailed, sufficient time must be allowed for delivery by submittal time. Postmarks will not qualify as a timely submittal. Seven (7) copies of written proposals should be submitted in a sealed envelope; clearly marked as a "Proposal for Predictive Maintenance/Vibration Analysis Services."

All proposals must be made in accordance with the instructions contained in the RFP. Failure to comply with or complete any part of the request may result in rejection of the proposal. The City reserves the right to reject any or all proposals. The City also reserves the right to waive any non-material irregularities in any proposal.

The City has established a MBE/FBE target of 10 percent participation for each category. Minority and female businesses are encouraged to submit proposals and other proposers are encouraged to utilize minority and female businesses where appropriate expertise exists.

Attention is directed to Chapter 3.100 of the City of Portland Code relative to a certification as an Equal Employment Opportunity Employer. Details of certification, requirements are available from the Bureau of Purchases and Stores, Room 1313, 1120 SW Fifth Avenue, Portland, Oregon 97204. Telephone (503)823-6855.

This is not an offer but, a Bureau of Environmental Services. Request for Proposes (RFP) for Predictive Maintenance/Vibration Analysis Services.

Firms interested in being considered for this consulting service contract should request the RFP(s) by writing the Bureau of Environmental Services, Wastewater Treatment Branch, 5001 N. Columbia Blvd., Portland, Oregon 97203 or by calling Nikki Mahar (503)823-2415.

EMPLOYMENT

City Of Portland

- Electrician-to \$3,368/mo-(Closes 04/22/94)
 - Forestry Program Supervisor-to \$4,037/mo-(Closes 4/15/94)
 - Laboratory Manager-to \$62,629/yr-(Closes 04/18/94)
- For more info/closing dates call (503) 823-4573 (24 hr job information) TDD (503)823-3520

A City of Portland application is required. For applications and instructions, contact:

BUREAU OF PERSONNEL
1220 S.W. 5th Ave., First Fl.
Portland, OR 97204
apps also available at:
URBAN LEAGUE
10 N. Russell, Portland, OR 97204

Minorities, females and disabled encouraged to apply

African Notable Names And Meanings Will Be Featured In Some Of Our Next Editions

"HUD DOES NOT OWN NOR IS HUD SELLING THIS REAL ESTATE"



PURCHASE OPPORTUNITY

Marla Manor
644 S.E. 148th Street
Portland, Oregon 97233

The above property is offered by the owner pursuant to the Low Income Housing Preservation and Resident Homeownership Act of 1990. For six months, this offer is only open to resident councils and community-based nonprofits with at least 50% resident support who agree to maintain low-income affordability restrictions on the property. For the next six months it is also open to all nonprofit organizations and State and local government agencies. Offers from other qualified purchasers will not be considered until the end of a twelve month period.

The following information is provided for informational purposes only:

Name and address of owner:	Unit Composition:	
Dale Deharport	Type	Number
P.O. Box 1577	1-BR	19
Beaverton, Oregon 97075	2-BR	6

Earnest Money Deposit:	Transfer Preservation Value:
\$6,250	\$625,000

All potential purchasers **must** contact the owner(s) directly, however, interested nonprofit purchasers **must** submit an expression of interest to:

Rob Prasch, Housing Management Division
U.S. Department of HUD
520 Southwest Sixth Avenue
Portland, Oregon 97204-1596
(503) 326-2788

Potential purchasers may send their names to receive copies of prescribed notices to the above HUD office.

Expressions of interest will include: (1) a statement that the purchaser is a Resident Council, a nonprofit organization or a State or local government agency; (2) a copy of the organization's articles of incorporation, charter or bylaws; (3) a list of officers or directors; (4) evidence of Section 501 (c) status or application thereof; (5) any owner affiliation; or (6) establishment of a subsidiary purchaser, if any.

A successful offeror must submit a Plan of Action to purchase the property and must agree to maintain low-income use restrictions at the project for its remaining useful life.