

Careers & CLASSIFIEDS

Training Director

The International Union of Operating Engineers Local 701 employer-funded training trust works in conjunction with the State Joint Apprenticeship Training Council to provide training to apprentices and journeyman in the usage and maintenance of heavy equipment.

As the Director you will interface with the Apprenticeship and Training Division of the Oregon State Bureau of Labor and Industry and report to a labor/management board of training trustees. You will prepare and budget for the overall operation to provide curriculum development and course delivery. You will be responsible for training facilities as well as equipment procurement and repair. Office administration involves dispatching apprentices and tracking their advancement. Additional duties include contractor education, research, and apprentice management.

To qualify you should be skilled in the safe operation of equipment such as backhoes, dozers, and cranes. Experience in surface mining, rock crushing, and marine construction would be helpful. An Associate Degree in instruction or college coursework related to education or business is desirable. The successful candidate should have experience in course development and delivery in both the classroom and the field. You should possess excellent organizational skills and an ability to work with a diverse community of people.

Please send a resume and cover letter by Nov. 10, 1995 addressing your specific experience applicable to the major areas of responsibility outlined in this announcement and include a list of three references who have knowledge of your management and leadership skills.

Send application materials to: Associated Administrators, Inc. Attn: Training Director P.O. Box 4668 Portland, OR. 97208

Teacher

FT-Teacher Aide to work w/ at risk African-American families. Resp. incl. assisting in classroom in-home child care, and flexible hrs. HS diploma/ GED + 1 yr related exp. Experience & knowledge of African-American culture & families preferred. Resume/Apply to: VOA-Family Nursery Attn: Lorraine Barton 537 SE Alder Portland, OR 972144 Equal Opportunity Employer

Workshops For Teens

The Emerging Woman: Es-tablishing personal power, explore cultural identity through art therapy. **Letting go of Resentments:** Anger management group facilitated by an African American therapist, who is also available to see individuals and families. Starting in Oct. **Skills for Life:** Improve communication skills, identify/express emotions and utilize community resources. For more information about workshops and other services call Doug Pullin or Kim Young at Janus Youth and Family Services 233-6090 (738 NE Davis, Portland, OR 97232)

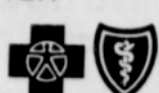
TECHNICAL/PROFESSIONAL

Data Base Analyst - dev & use automated tools & scripts to process info requests. Produce reports/data utilizing Informix dev tools. Min BS degree w/strong bkg in Informix DB manipulation & reporting. MEI 9922 E Montgomery, Ste 1, Spokane, WA 99206. Fax 927-4500. EOE.

MANAGERIAL/SUPERVISORY

MGMT OPSS avail for exp prof in product mgmt and cust svcs for computer software dev. co. See our advertisement in section 334.MEI, 9922 E Montgomery, Ste 1 Spokane, WA 99206. Fax 927-4500. EOE.

COMPUTER



BlueCross BlueShield of Oregon HMO Oregon

Sr Help Desk Analyst

Blue Cross and Blue Shield of Oregon/HMO Oregon is currently accepting applications for a Sr Help Desk Analyst. Qualified candidates must have minimum three years experience as Sr Help Desk Analyst or equivalent position in large, multi-platform computing environment. Demonstrated experience with complex, multi-vendor, technical environments: operating systems, networks (LANs, WANs), and monitoring tools. Knowledge of IBM MVS environment (TSO/ISPF, VTAM, CICS, Supersession), Lotus products (cc:Mail, 1-2-3, Organizer), word processing software; knowledge of Novell Netware, Personal Computer hardware/operating systems (Windows, OS/2, DOS), and Unix commands. Excellent customer servicing skills required. Experience with Remedy's ARS or other on-line tracking system preferred.

Pre-employment drug screening required. To assure your resume is processed immediately, place ad #214 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 flr 100 S.W Market Portland, OR 97201 TDD# 225-6780 Equal Opportunity Employer

Equity Specialist

Center for National Origin, Race & Sex Equity

Provide technical assistance & training to center's service area in developing policies & educational programming to assure race, gender, & national origin equity for all students. Plan, develop & provide assistance in needs sensing, curriculum & instruction, staffing patterns, parent involvement & school/community relations as they relate to race, gender, & national origin desegregation; prepare appropriate training materials. Qualifications include Master's degree in education, 5 yrs exp as a teacher/administrator in elementary or secondary public school, knowledge of all three desegregation areas; 5 yrs exp. developing & providing technical assistance/training for K-12 administrators & teachers; xint speaking, writing & interpersonal skills; knowledge of school desegregation laws & application to equal educational opportunity; knowledge of diverse ethnic & cultural groups in the Northwest & Pacific islands; able to travel by air & car for long distances & spend considerable time in the field; exp. using computer in work. Salary \$32,011 to \$38,094 per annum; xint benefits. Letter of application and resume must be received by 3:00 p.m., 10/27/95. In letter specify position for which you are applying. Apply to:

Personnel Office, Northwest Regional Educational Laboratory, 101 SW Main Street, Suite 500 Portland, Oregon 97204. Equal Opportunity Employer

Subsidized

Subsidized units may be available at this time. If not, qualified applicant may be placed on a waiting list.

We are committed to **Equal Housing Opportunity.**

West Devils Lake Apartments Lincoln City, OR 503-994-6781 Guardian Management Corp. Equal Housing Opportunity

HEALTH INSURANCE



BlueCross BlueShield of Oregon HMO Oregon

Medical Claims Analysts

Blue Cross and Blue Shield of Oregon HMO 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.
- The ability to use written reference materials to resolve problems independently.

Previous claims processing or insurance billing experience highly desirable. Starting salary \$1538/mo. Training classes will begin November 6, 1995.

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 #233 at the top of your resume or you may apply in person between 9AM-4PM Monday-Friday.

Blue Cross and Blue Shield of Oregon/HMO Oregon

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

Service Improvement Analyst

City of Eugene \$2,612-\$3,730/mo.

Performs highly complex analysis on major administrative or operational services and processes. Designs, recommends, and implements service improvements. Plays key role in City's Service Improvement Program. Requires two to four years of responsible program development and administration experience, preferably in local government. Equivalent to Bachelor's degree from an accredited college or university with course work in business administration, public administration, economics, or related field. Master's degree in a relevant field is desirable. CLOSING DATE: November 17, 1995. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (503) 687-5061. AA/EOE

Maintenance Worker II

City of Eugene-Public Works Dept. \$1,893-\$2,335/mo

Performs a variety of specialized manual or servicing tasks in concrete maintenance and repair, roadway and storm drainage system construction, maintenance, and/or repair operations; may operate trucks and other medium construction or maintenance equipment. Requires two years experience in maintenance or construction; valid Oregon Class A CDL. Closing Date: November 9, 1995. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (503) 687-5061. AA/EOE



BlueCross BlueShield of Oregon HMO Oregon

HEALTH INSURANCE Member Services Manager

The qualified candidate will have previously demonstrated an effective management style dedicated to plan, motivate, and develop staff and projects in support of a "customer satisfaction philosophy."

Qualified candidates must have management experience in the following areas:

- Staff development and training.
- Problem identification and resolution.
- Concise and professional oral and written communication.
- Project management and ability to prioritize in a fast paced office environment.
- Procedural development.
- Annual budget experience.
- Data interpretation.

Additional requirements include:

- B.S. in Communications, Business Administration, HR Management or equivalent work experience.
- Presentation skills
- PC skills and ability to use spreadsheet and word processing software.
- Excellent servicing and conflict resolution skills
- Demonstrated leadership skills.
- A commitment to travel.

For more information about current openings call our Job Information Line:

1-800-231-1617

Pre-employment drug screening required. To assure your resume is processed immediately, place #242 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 flr 100 S.W Market Portland, OR 97201 TDD# 225-6780 Equal Opportunity Employer

Earn Extra Money

Deliver the US West direct Telephone Books Greater Portland Area People w/vehicles to deliver phone books, must be 18 yrs or older & available 4/5 daylight hours. Call 281-6948 M-F 8:30/4:00

FINANCIAL

Tellers

Washington Mutual Bank is seeking self-motivated, sales oriented individuals for Part-Time and Full-Time Teller positions in the greater Portland Metropolitan area.

Anyone interested in a Teller position with Washington Mutual must participate in a Teller Assessment. The assessment will give you a better understanding of the demands of the job and will help us obtain an objective measurement of your aptitude for a teller job.

Previous teller experience is not a requirement. Minimum qualifications include 6 mths cash handling, retail sales or bookkeeping experience. Prospective candidates must complete a Teller Assessment Request Form. This form is available at all Washington Mutual Financial Centers; the Human Resources Dept located at: 851 S. W. Sixth Ave., Suite #230, Portland; or you may call (503) 231-8981 to have one mailed to you.

Applications for teller will only be accepted from candidates who have passed the teller assessment.

Equal Opportunity Employer m/f/d/v

Sales Professionals

Automated Office Systems, the largest Mita office products dealer in the United States headquartered in Portland, Oregon is expanding the Portland sales team and is seeking top sales professionals. We are looking for ambitious, entrepreneurial individuals. The successful candidates will be high producers with the ability to work independently and create strong customer relationships. A College degree and selling experience are desirable.

You will sell state-of-the-art office products and systems, work in a fast-paced environment and have the opportunity to be part of growth company in a growth industry. If you are a high achiever with excellent communication skills, a record of success and want a challenging and rewarding sales career, please mail or fax your resume with cover letter to: **Bev Edmondson, Automated Office Systems, 6342 SW Macadam Avenue, Portland OR 97223 Fax (503) 245-1110. An Equal Opportunity/Affirmative Action Employer**



BlueCross BlueShield of Oregon HMO Oregon

Provider Network/Development Specialist

Qualified applicants must have managed care experience in developing and maintaining networks of professional and facility providers to support HOM, PPO and traditional indemnity product lines. This includes contract development, provider negotiation and monitoring of financial performance. Ability to build and maintain working relationships with facilities and organized groups of providers is required. Bachelor's degree plus five years in the health care industry is required.

For more information about current openings call our Job Information Line:

1-800-231-1617

Pre-employment drug screen required. To assure your resume is processed immediately, place ad #95-177 at the top of your resume or in your cover letter.

Blue Cross and Blue Shield of Oregon/HMO Oregon

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

Washington County

Corrections Health Nurse \$17.98-\$21.63/hour

Open Until Filled

Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application forms required. Apply to: Washington County Human Resources Division 155 N. First Avenue, Suite 210 Hillsboro, Oregon 97124 Women, minorities, and people with disabilities are encouraged to apply.

Part-Time

4 days, Thurs-Sun apx 2 hrs +day **Early am And latge aftn each day.** Lot custodian for National Pride Car Wash, MLK Blvd. Good pay. Retired men & women encouraged to apply. Call Bill for interview 240-2889 and leave name and phone

The State Opportunity.

The people of Oregon have successfully transformed some key ideas into a working reality. As a result, the state is poised to reward you with the innovation, stability, and future potential that's missing from your career now.

In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available state-wide. Currently, openings exist in the following agencies:

LEGISLATIVE ADMINISTRATION COMMITTEE
Legislative Assistant/Press Aide
 The Senate Democratic Office is accepting applications for a part-time Legislative Assistant/Press Aide to be responsible for media relations, media services and media projects for the Senate Democratic leader and Senate Democratic Caucus. The ideal candidate will be self directing, creative, aggressive and able to manage multiple tasks in a deadline-sensitive environment. Strong writing and communication skills are essential. A Bachelor's degree, two years comparable work experience and computer skills are required. This is a part-time position working three days a week. Salary is \$1,239 to \$1,664 per month. Application materials must be received in Employee Services by 5:00pm, November 6, 1995.

Administrative Support Specialist 3
 The Legislative Fiscal Office of the Oregon Legislative Assembly is recruiting for one Administrative Support Specialist 3 to provide support services to the Joint Ways and Means Committee, State Emergency Board, Joint Legislative Audit Committee, and the Joint committee on Information Management and Technology. To qualify, you must have three years of clerical/secretarial experience which included two years generating documents using word processing and spreadsheet applications on a personal computer. Familiarity with the legislative process and experience in providing staff support services is desirable, but not essential. Salary range is \$1,706 to \$2,278 per month. Deadline for applications is 5:00pm, November 13, 1995.

For application materials and copies of the recruiting announcements for the above positions, contact Employee Services, 140 State Capitol, Salem, OR 97310; (503) 986-1373; TTY (503) 986-1374; Fax (503) 986-1684.

STATE OFFICE FOR SERVICES TO CHILDREN & FAMILIES
Administrator, Western Region
Principal Executive Manager G
 Administrator, Western Region, State Office for Services to Children and Families \$4,098 to \$5,765. The Western Region Administrator plans, manages and directs the delivery of field services in SOSCF's Western Region. Candidates must possess four years of management experience in a public or private organization which included responsibility for development of program rules and policies, long- and short-range goals and plans, and budget preparation. **To receive an application packet, please contact SOSCF Employee Services at (503) 945-5698.**

HOUSING AND COMMUNITY SERVICES
Asset/Property Manager
 Four years' technical or professional level experience regarding specific programs or processes, two of which must have been in performing asset or property management functions. Salary range: \$2,606 to \$3,472. Request an application and detailed job announcement from **Tim Marshall (503) 986-2032.** Position closes November 10, 1995.

For more employment opportunities with the State of Oregon, call (503) 225-5555 #7777. The State of Oregon and all its divisions are proud to employ opportunity equally.