

CLASSIFIEDS AND BIDS

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Material Handler's

Large north Portland/Swan Island clothing Distribution Centers are in need of hard working individuals to pick n- pack orders. Must be able to lift 40-50 lbs repetitively. These are great summer and/or long-term opportunities. Swing shift available. Call Express Personnel today (503) 735-1200.

**Employment Opportunities
CITY OF PORTLAND**

- Building Inspector** - \$20.45 to \$23.67/hr. Open Continuous. Reference No. 825. Exam No. 98-096.
- Building Plan Examiner II** - \$21.39 to \$24.77/hr. Open Continuous. Reference No. 832. Exam No. 97-061.
- Clerical Specialist** - \$1,856 to \$2,590/mo. Open Continuous. Reference No. 830. Exam No. 97-118.
- Community Police Officer** - \$30,306 to \$49,733/yr. Open Continuous. Reference No. 829. Exam No. 97-146.
- Electrician** - \$20.31 to \$22.08/hr. Open Continuous. Reference No. 834. Exam No. 97-083.
- Electrical Inspector** - \$20.45 to \$23.67/hr. Open Continuous. Reference No. 827. Exam No. 95-052.
- Engineer (Structural)** - Bureau of Buildings - \$4,723 to \$5,205/mo. Open Continuous. Reference No. 838. Exam No. 98-068.
- Maintenance Manager** - to \$82,971/yr. Closes 8/3/98. Reference No. 841. Exam No. 98-073.
- Police Data Technician Trainee** - \$9.17 to \$9.96/hr. Open Continuous. Reference No. 821. Exam No. 98-015.
- Police Desk Clerk** - \$1,572 to \$2,175/mo. Closes 7/24/98. Reference No. 840. Exam No. 98-103.
- Programmer Analyst** - \$40,955 to \$52,291/yr. Closes 7/20/98. Reference No. 823. Exam No. 98-101.
- Recreation Leader (Parks Computer Lab)** - \$1,718 to \$2,479/mo. Closes 7/20/98. Reference No. 842. Exam No. 98-107.
- Secretarial Clerk I** - \$20,280 to \$28,142/yr. Open Continuous. Reference No. 837. Exam No. 97-123.
- Secretarial Clerk II** - \$21,611 to \$30,451/yr. Open Continuous. Reference No. 839. Exam No. 97-124.
- Senior Accountant (Auditor's Office)** - \$2,876 to \$3,510/mo. Closes 8/3/98. Reference No. 835. Exam No. 98-105.
- Senior Programmer Analyst** - \$45,365 to \$57,990/yr. Open Continuous. Reference No. 831. Exam No. 98-050.
- Senior Programmer Analyst** - \$46,862 to \$59,903/yr. Closes 7/20/98. Reference No. 822. Exam No. 98-100.
- Senior Programmer Analyst (Buildings Bureau)** - \$45,365 to \$57,990/yr. This recruitment may close at any time without notification. Reference No. 843. Exam No. 98-071.
- Systems Analyst/Programmer** - \$45,365 to \$57,990/yr. Open Continuous. Reference No. 833. Exam No. 97-073.
- Technician II: CADD** - to \$3,144 to \$4,012/mo. Closes 7/20/98. Reference No. 824. Exam No. 98-085.

For Detailed Information, Call 823-4573 And Choose Reference No. From Ad.

Mailing address:

**Bureau of Human Resources
1120 S.W. 5th Ave. Room 404
Portland, OR 97204**

Any requests for Open Competitive or Open Continuous examination applications must be accompanied by a stamped, self-addressed, standard, business-size envelope. If requests for applications are made close to our deadline, you may not get the applications in time.

Applicants are invited to apply via our Internet web site, City of Portland, home page www.ci.portland.or.us

Pick up applications at:

**Portland Bureau of Human Resources
Application Center, Portland Bldg. Lobby
1120 S. W. 5th Ave.**

Minorities, females and disabled encouraged to apply

Advertisement For Bid

Sealed bids for the Peavy Arboretum Road & Drainage Improvements project will be received by the Oregon State Board of Higher Education until 2:00 PM, local time, August 4, 1998. Bids will be opened and publicly read aloud at that time. All bidders must be registered with the Construction Contractor's Board. Additional information may be obtained by contacting Facilities Services, 100 Adams Hall, Corvallis, Oregon 97331-2001 or telephone 541-737-7694.

**SUB-BIDS REQUESTED
Ivon Court Duplexes At:**

2637 SE 125th Ave.
Portland, OR
Longshot Constr. Co.
249-2777 Fax: 249-8673 CCB:86069
We Are An Equal Opportunity Employer And Request Sub-Bids From Women and Minority Business Enterprises.

When it comes to keeping Oregon healthy, we couldn't care more.

Since 1941, Regence BlueCross BlueShield of Oregon has relied on the efforts of our exceptional workforce to discover innovative routes to superior health care. Solutions like wellness programs, physician-directed care and assistance to uninsured Oregonians. Our people understand that while quality often has a price, efficiency and intelligent strategies can keep costs to a minimum. If bettering the quality of life in Oregon sounds like a worthwhile pursuit to you, consider our possibilities:

Customer Service Representatives

(Job #1104)

You will serve as our liaison to provide information regarding benefits, contract administration, eligibility, claim payments and denials. You must have a strong customer service background and knowledge of medical terminology. The ability to work with little supervision in a fast-paced, team environment is necessary.

Medical Management Coordinator I

(Job #959)

You will perform advanced medical case assessment, management and intervention, as well as concurrent medical review. You must have a current Oregon RN's license and at least three years of active practice in a hospital setting or recent preceptorship experience.

Benefits Administrator

In this position, you will respond to employee's telephone, fax and email routine inquiries regarding benefits, such as eligibility, coverage information and claims procedures. Qualified candidates will have at least 2 years of experience in customer service, preferably in a human resources environment.

Lead Programmer Analyst

(Job #447)

You will design, develop and implement system improvements using current technology to the solution of problems in order to achieve greater operating efficiency and meet user goals. To qualify, you must have a Bachelor's degree in electronics or computer engineering plus experience as a programmer analyst or related fields of systems analyst or software engineer.

Senior Accountant

(Job #882)

You will monitor and oversee the general ledger using GAAP. Specifically, you will analyze and prepare journal entries, prepare reports, and ensure the accuracy of the system by reconciliation. You must have a Bachelor's degree in Accounting or Finance and 2 years of experience in financial accounting or as a Junior Accountant. Starting salary is \$30,267 to \$37,834, commensurate with experience.

Financial Analyst Consultant

You will be responsible for the investigation, development, interpretation, direction, and implementation of complex financial planning for the Regence Technology Group (RTG). You must have a Bachelor's degree in business management, finance, accounting, computer science, or a related field, and at least four years of professional level experience in financial reporting and general accounting, or a related business field.

SR Financial/Statistical Analyst

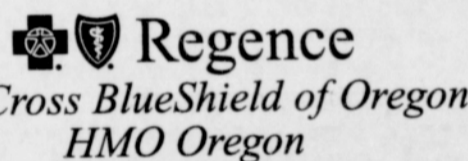
This position is responsible for the development and measurement of productivity and quality measures to evaluate the performance of current and new Regence systems, proposed changes, procedures, and policies. You should have at least three years of Plan experience in cost accounting, statistical analysis, or a related field; including experience in claims and membership accounting.

Claims Analysts

(Job #1106)

You will analyze and enter claim information into our automated claims processing system. You must have a High School diploma or equivalent. Knowledge of medical terminology and ICD9 and CPT IV coding is required.

We offer a competitive salary and comprehensive benefits package. Pre-employment drug screening is required, and we support a smoke-free work environment. To apply, please indicate job number and/or title at the top of your resume or cover letter and submit to: **Regence BlueCross BlueShield of Oregon and Regence HMO Oregon, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TTY # (503) 225-6780.** We are strongly committed to equal opportunity in all phases of employment.



For more information about career opportunities, call our Job Information Line: 1-800-231-1617 or visit our website at www.bcbso.com



LIBRARY AIDE (1.5 FTE) City of Milwaukie, Oregon.

Salary Range: \$9.55/hr to \$12.19/hr, D.O.Q. plus excellent benefit package. We are seeking qualified entry level candidate(s) for half-time positions at the Ledding Library. Candidates with related library experience, will be given preference. Positions in this class perform a variety of semi and skilled manual tasks such as cataloging, working the circulation desk, shelving books, and assisting library patrons. Requires diploma or GED. Must have knowledge of modern library systems and programs; circulation or processing techniques; library classification systems; and basic office procedures. Must have a minimum of one year's prior work experience directly involving computer skills, clerical, customer service and general library experience or combination of education and experience equivalency. **Prior to hiring, applicants will be required to satisfactorily complete a drug test.** Contact: Cynthia, (503) 786-7507. Applications available Monday, July 13, 1998, at Milwaukie City Hall, 10722 SE Main Street, Milwaukie, OR 97222. Completed packets must be received by 4 PM, Monday, July 27, 1998, in Human Resources at the above address. Fax # (503) 652-4433. TDD #786-7555. All qualified applicants are encouraged to apply. EOE.

Employment



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

OREGON DEPARTMENT OF TRANSPORTATION Executive Support Specialist 1

Diplomatic, multi-faceted professional with excellent communication skills wanted to be the Executive Support Specialist in our Civil Rights Section in Salem. You will assist the Manager and eight staff professionals in the administrative responsibilities of the Civil Rights Section. These duties include: budget expenditures; maintaining manager's calendar; acting as section coordinator for technical manuals, directives, and procedures; preparing correspondence; coordinating training seminars/conferences; preparing reports. Salary \$1,755 to \$2,443 a month plus excellent benefits: health insurance; paid vacation, sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement # OODT8359. **Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hz.das.state.or.us/jobs for application materials.** Deadline: August 3, 1998.

Transportation Engineer 1 (Construction Project Coordinator)

Apply your experience in contract administration and your leadership skills to this challenging position in Milwaukie. You will supervise the administration of field construction projects; monitor inspectors and survey crews to ensure contractor compliance with highway construction projects; coordinate, schedule and train staff; and perform preliminary engineering and related highway projects. Requires a Bachelor's degree in civil or transportation-related engineering and one year of professional-level experience in the practice of transportation engineering; OR four years of engineering experience with an FE/ET, FLS/LSIT, PE, or PLS. Salary \$2,806 to \$4,019 a month plus excellent benefits: health insurance; paid vacation, sick and personal leaves; 10 paid holidays; and full employer-paid retirement contributions. **Announcement #OCDT8408. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) for required application packet or visit the State of Oregon web site at www.hz.das.state.or.us/jobs.** Deadline: 5:00 p.m. on August 3, 1998.

Transportation Engineer 1 (Project Coordinator)

You'll share in our success when you join the Department of Transportation as the project coordinator in our Bend Construction Office. This position assists the Project Manager by directing the activities of employees assigned to one or more construction projects. Assures that administration of quality and quantity compliance is adhered to on all projects, coordinates administrative functions of the office, and performs design engineering for projects. Requires a Bachelor's degree in civil or transportation-related engineering AND one year of professional-level experience in the practice of transportation engineering; OR four years of engineering experience AND have an FE/ET, FLS/LSIT, PE, or PLS. Salary \$2,806 to \$4,019 a month plus excellent benefits. **Announcement #OCDT8343. Contact ODOT Recruitment at (503) 986-4030, (TTY (503) 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by July 31, 1998.

For other ODOT opportunities call our Recruitment JOBLINE at (503) 986-3847

**OREGON DEPARTMENT OF HUMAN RESOURCES
Oregon Health Division
Communication Projects Specialist
Health Promotion and Chronic Disease Prevention Program**
We are recruiting a Communication Projects Specialist for our Portland office for the Tobacco Prevention and Education program to manage

contracts for the development and implementation of a public awareness and educational campaign, a tobacco cessation telephone help line, a resource center, and statewide training coordination. Major duties include developing Requests for Proposals and coordinating the review and award process; guiding, monitoring and reviewing contract work and budgets; and functioning as the program liaison to contract agencies. Applicants must have two years of experience in communications, public relations, or public education and a Bachelor's degree, or an advanced degree in Communications or Public Health. Preference will be given for experience managing or coordinating health related communications or public relations projects. Salary \$3,240 to \$4,348 a month. **To apply: Obtain State of Oregon application (PD100) from the Oregon Health Division, Personnel Services, 800 NE Oregon Street #21, Suite 950, Portland, OR, 97232. Fax (503) 731-8374 or Tel (503) 731-4006, 8 a.m. to 5 p.m., MF. Applications must be received by 5 p.m. on July 28, 1998.**

**Oregon Health Division
Special Populations Project Specialist
The Health Promotion and Chronic Disease Prevention Program**

We are currently recruiting a Special Populations Projects Specialist for the Tobacco Program located in Portland, to manage contracts for tobacco prevention and education strategies among various racial/ethnic populations and for innovative/demonstration projects. Major duties include facilitating collaborative relationships between the Division of American Indian tribes and racial/ethnic community groups; guiding, monitoring, and reviewing contracts with community organizations serving racial/ethnic populations; and functioning as the program liaison to contract agencies. Applicants must have two years of experience in public health programs targeting minority racial/ethnic groups and a Bachelor's degree; or an advanced degree in public health or a related field. Preference will be given for experience managing or coordinating projects targeting minority racial/ethnic groups. Individuals from any of the following racial/ethnic groups are encouraged to apply: African American, Hispanic/Latino, Asian/Pacific Islander, or Native American. Salary \$3,240 to \$4,348 a month. **To apply obtain a State of Oregon application (PD100) from the Oregon Health Division, Personnel Services, 800 NE Oregon Street #21, Suite 950, Portland, OR 97232, Fax (503) 731-8374, phone (503) 731-4006, 8 a.m. to 5 p.m., PDT, Monday through Friday. Applications must be received by 5 p.m. on July 28, 1998.**

**OREGON ECONOMIC DEVELOPMENT DEPARTMENT
Public Information Officer
(Public Information Rep. 2)**

We are currently recruiting for a Public Information Officer. Located in Salem. Responsibilities include assisting the Policy and Communications Section by implementing department wide internal and external communication programs, providing public information assistance and supporting other section's communication and public information projects. Position requires three years of experience as a public relations representative for an organization which involves gathering information, writing and/or producing materials, presenting information to the public, handling public relations, preparing press releases, and interaction with the news media. At least one year of the experience must have involved participation in planning and administering an organization's public information program. Salary \$2,562 to \$3,576 a month. **Full job announcement #LE981030 and application form may be obtained through the Oregon Employment Department office or call (503) 986-0097, or visit our web site at <http://www.econ.state.or.us>.** Complete application materials including written responses or test questions must be received by July 31, 1998.

**OREGON STATE UNIVERSITY
Trade Maintenance Worker II (Facilities Services)**

Applicant must possess a valid Oregon driver's license and a Limited-Maintenance Industrial/Electrical license. Major duties include operating, maintaining and repairing ventilation and exhaust fans, pumps, air compressors, motors, gears, drive belts, pulleys, filters, EMS devices, overhauling pumps, bearings and seal replacements, valve packing replacements and instrumentation devices. Maintaining HVAC filter systems; responding to minor problems in elevators, plumbing, heating, refrigeration, lighting and alarm systems. Maintaining records, order and charge materials; inspecting campus lighting systems; analyzing and solving scheduled and unscheduled facility problems; participating in accident prevention and safety training

programs; and participating in quality and continuous improvement activities. Salary \$1,738 to \$2,419 a month. **Contact OSU Department of Human Resources, 14th and Jefferson, Corvallis, OR 97331-2131, (541) 737-3103 or TTY (800) 735-2900, for application materials.** Applications will be accepted until the position is filled.

**OREGON DEPARTMENT OF JUSTICE
Principal Executive Manager C (LAN Branch Manager)**

Join a Dynamic Team! If you are a computer professional with Local Area Network experience and would like the challenge of managing an enthusiastic team in a rapidly changing environment, please respond! The Support Enforcement Division of the Department of Justice in Salem is a mission driven organization dedicated to helping children and families. Salary \$3,401 to \$4,797 a month. Excellent benefits. Diversity honored and innovation valued in an equal opportunity setting. **Obtain recruiting announcement number LE980923 at your local Employment Department office or call (503) 378-5555 ext. 322, TTY (503) 378-5938 in Salem, or by internet at <http://www.das.state.or.us/jobs/>.** Filing deadline for current vacancy is July 24, 1998.

Program Technician 1 (Division Budget Officer)

Would you like to administer a large scale budget? Join our Support Enforcement Division Team! We are a mission driven organization dedicated to helping children and families. Salary \$2,329 to \$3,098 a month. Excellent benefits. Diversity honored and innovation valued in an equal opportunity setting. **Obtain State of Oregon application (PD 100) and recruiting announcement number LE980909 at your local Employment Department office or call (503) 378-5555 ext. 322, TTY (503) 378-5938 in Salem, or by internet at <http://www.das.state.or.us/jobs/>.** Filing deadline for current vacancy is July 24, 1998.

**OREGON DEPARTMENT OF CORRECTIONS
Principal Executive/Manager B
Payroll and Personnel Records Manager**

Located in Salem, this position is responsible for effective management of the Department's Payroll and Personnel Records. Requires five years in lead work, supervision, staff/technical, or professional-level work related to Payroll Records management. Degree or course work related to Business may be substituted for up to three years. Salary \$2,664 to \$3,751 a month plus excellent benefits. **Application and Job Announcement #LE980991 may be obtained from any Oregon Employment Department office or call (503) 378-6013, or log onto our web site at <http://www.doc.state.or.us>.** Recruitment closes July 22, 1998.

**Principal Executive/Manager B
Inmate Work Programs Manager**

Located in Salem, this position manages the Inmate Work Programs for Santiam Correctional Institution and Mill Creek Correctional Facility, representing the Department to private and public sector organizations in the development, expansion, and maintenance of the programs. Requires five years in lead work, supervision, staff/technical, or professional-level work. Degree or course work related to Business may be substituted for up to three years. Salary \$2,664 to \$3,751 a month plus excellent benefits. **Application and Job Announcement #LE980726A may be obtained from any Oregon Employment Department office or call (503) 378-6013, or log onto our web site at <http://www.doc.state.or.us>.** Recruitment closes July 22, 1998.

**Program Services Coordinator
Administrative Specialist 2**

Located in Salem. Provides primary administrative support to agency institutions and other functional work programs and will assist with the process to prepare the new Distribution Center for operation. Requires two years experience which includes administrative support for a project, program, or operation with duties beyond clerical/secretarial such as: interpretation of laws, rules, and regulations; administrative data collection and analysis; and evaluation of projects, processes, and operations; or an equivalent combination of training and experience. Salary \$2,360 to \$3,102 a month. **Application and Job Announcement #LE981024 may be obtained from any Oregon Employment Department office or call (503) 378-6013, or log onto our web site at <http://www.doc.state.or.us>.** Recruitment closes July 23, 1998.

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- » full benefits for employees & dependents



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