

CLASSIFIED ADVERTISING

Multnomah County's Department of Community and Family Services currently has the following positions available:

Mental Health Consultant
Managed Care/Access Triage
\$18.02 per hour starting salary; apply by March 26.

Mental Health Consultant
School-Based Health Clinic
\$18.02 per hour starting salary; apply by March 26.

Training Coordinator
Program Development Specialist
\$16.66 per hour starting salary; apply by March 26.

Program Development Specialist
Quality Improvement Activities
\$16.66 per hour starting salary; apply by March 26.

Alcohol & Drug Evaluation Specialist
Spanish Bilingual
\$15.01 per hour starting salary; apply by March 26.

For complete details and application materials, visit www.co.multnomah.or.us/jobs/ or call (503) 736-6777. All positions require a supplemental application; do not send resume only.

Apprentice Line Technician

Requirements as a qualification are six (6) months in electrical utility, or as acceptable to the State of Oregon Apprenticeship Bureau. High school level education or GED. Valid Driver's License with CDL endorsement or ability to obtain endorsement within six (6) month of employment. EWEB requires DOT drug testing procedures prior to placement. Application deadline is Friday, April 2, 1999 5:00 p.m.

To obtain application materials contact: Eugene Water & Electric Board, P O Box requires separate applications for all positions. Call 541-484-3769 Job Information Line. E-mail Brenda.Wasson@web.eugene.or.us. EWEB values diversity in the work force and is an equal opportunity employer.

Receptionist/Office Assistant needed full-time for busy administrative and HR dept. serving leading children's non-profit mental health agencies. Duties include answering phones, general word processing, supply inventory, opening and distributing mail and support of human resources office activities. Position requires one year of general office experience, knowledge of multi-line phone, word processing/computer skills and excellent organizational and interpersonal skills. Personal transportation with valid driver's license and personal auto liability needed. We value diversity. Send cover letter and resume by Monday, March 22nd to: Arras Human Resources Dept., 738 NE Davis, Portland, OR 97232.

Equal Opportunity Employer

Washington County
Community Development Program Manager
\$4,775 - \$5,804
Closes March 26, 1999

Community Services Program Monitor
\$2,168 - \$2,636/mo
Closes March 26, 1999

Engineering Associate
\$3,639 - \$4,425/mo
Closes March 26, 1999

Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application forms required. Women, minorities, and people with disabilities are encouraged to apply.

Apply To:
Washington County Human Resources Division
155 N. First Avenue, Suite 320 Hillsboro, OR 97124

City of Portland seeks a **Director of Neighborhood Involvement**

\$63,731 to \$81,453 annually
The Director is responsible for the management of the office and its component programs, and the operations of a complex office with a budget in excess of \$3,000,000. Also responsible for planning, directing, coordinating, organizing, and evaluating the programs. The Director provides program and policy design and implementation, budget preparation and administration, and provides technical assistance, guidance and leadership to the neighborhood associations.

The qualified candidate will have experience as an advocate, a leader, a spokesperson, a visionary, a budget and staff manager, and skill in conflict resolution, mediation and consensus building.

Feel qualified? Please pick up an application packet at our Application Center in the Lobby of the Portland Building 1120 SW 5th Ave or call Pete Kelly at 503/823-3529.

Apply via internet at www.ci.portland.or.us/jobs/. This Recruitment closes Wednesday, March 31, 1999 An Equal Opportunity Employer

Line Technician/Apprentice Line Technician

Two Positions available. For this recruitment, successful candidates must have either a minimum of one year of experience in electric power line construction and maintenance through a certified apprenticeship program or have completed a three year EWEB approved Line Technician Apprenticeship or equivalent training to obtain the level of Journey Line Technician. Applicants with Underground Network experience a plus. Valid driver's license with CDL (Class A) endorsement required. EWEB requires DOT drug testing procedures prior to placement. Application deadline is Friday, April 2, 1999 5:00 p.m.

Interested applicants must inform the Human Resources Department of their level of experience in order to receive the proper steps to journey description or the journey level job description. To obtain application materials contact: Eugene Water & Electric Board, P O Box 10148, 500 E 4th Avenue, Eugene OR 97440 ATTN: Human Resources. EWEB requires separate applications for all positions. Call 541-484-3769 Job Information Line. E-mail Brenda.Wasson@web.eugene.or.us. EWEB values diversity in the work force and is an equal opportunity employer.

Grief Support Program Coordinator

This is a new position to provide grief support groups in the north/northeast Portland community for children, teens and families who have experienced a death. The person will be responsible for coordinating and running support groups, recruiting and training volunteers and providing education about grief to schools and other community organizations. Preference will be given to applicants with a Masters Degree in a human service field and at least three years experience working with children and families. Experience and familiarity with programs in north/northeast Portland and good written and public speaking required. Send cover letter, resume and salary requirements to:
The Dougy Center
PO Box 86852
Portland, OR 97286

Thrifty Store Clerk
Franz Bakery needs a reliable person with 3 months + cashier or cash handling exp. Retail Sales helpful. Transportation needed for multi locations. \$9.00/hr. Apply Employment Office, 30 N. Webster, Ref #:1117479. We encourage women and minorities to apply. AA/EEO Employer



Parking Facility Operator

Immediate opening for full and part-time lot attendant with Portland's leading parking Company. We are seeking dependable individuals with a neat appearance and a positive attitude.

- \$7.25 starting wage
- Advancement potential
- Medical, Dental and 401K available

Applicants must have valid license, submit to drug test and background check. Apply in person between 12:00 and 1:00PM daily at City Center Parking at 215 SW 6th.

Program Coordinator Wanted

Workers' Organizing Committee
Multi-cultural, membership organization of low-wage workers seeks Program Coordinator to oversee administrative and office management functioning, coordinate projects and volunteers. Requires strong organizational and communication skills, commitment to social justice. Bilingual strongly preferred. Salary \$22,000 to \$26,000 annually according to experience, with full benefits. People of color and women strongly encouraged to apply. Call Lucy at (503) 236-0825 for application information. Closing date April 2.

Security

Un-armed positions in the Lloyd District. FT positions offer paid family health, optical & dental, vacation & sick days, 401K, uniforms, etc. Wage \$7.50/hr. To apply request an application at the Port of Portland Building, 700 NE Multnomah, Lower Level. EOE
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Employment



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

OREGON DEPARTMENT OF TRANSPORTATION
Principal Executive/Manager E
Traffic Design Engineer

Experienced leader with strong communication skills is needed for this key Engineering Management position located in Salem. Will lead and manage the Traffic Design and Traffic Drafting Units; provide guidance on traffic design policy interpretations and technical decisions and recommend and assist in the development of policies, procedures and direction. *Position is classified at the Principal Executive/Manager E level, however we encourage candidates who meet the minimum qualifications for a Principal Executive Manager D to apply as we may consider underfilling the position until the selected candidate meets the minimum qualifications for a Principal Executive/Manager E. To qualify, you must be a Registered Professional Engineer and meet one of the following options: Principal Executive Manager E Option: three years of management experience or three years of professional experience as a program/project leader, assigning and reviewing work of professional staff (i.e. engineers). Graduate level courses in management may be substituted for one year of the required experience. Principal Executive Manager D Option: six years of experience in supervision, staff technical or professional-level work related to transportation engineering. This experience must have included two years of program/project leader responsibility. A related Bachelor's degree may be substituted for up to three years of the required experience. Negotiable annual salary up to \$69,000 (\$61,000 for Principal Executive Manager D) + excellent benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays and full employer-paid retirement contribution. **Announcement #OCDT9124. Contact ODOT Recruitment at (503) 986-4030 (TTY) (503) 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is April 12, 1999.

Field Services Technician
Information Systems Specialist 5

Utilize your project management skills in ODOT's challenging, multi-platform computing environment. Provide leadership and direction for the organization's client/server systems. Participate as a member of a team focused on analyzing ODOT's business requirements. Identify emerging technology to meet our goals. Position available in Salem. Requires MCP + an AS in Computer Science or 3 years' experience. ODOT offers salaries up to \$51,180 annually, plus excellent benefits. **Email your resume to experience.IT@odot.state.or.us in the e-mail subject line include ODDT9070 or fax it to ODOT, Attn: ODDT9070, (503) 378-2016. Applicants possessing Vocational Rehabilitation certificates and/or Veteran's points refer to announcement for more information. Information is available on the State of Oregon Technology web site at <http://www.hr.das.state.or.us/>. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is March 24, 1999.**

Principal Executive/Manager E
Data & Systems Administration Manager

Technology-savvy financial leader wanted in Salem! Partnering your managerial skills and knowledge of financial data administration, you will oversee ODOT's various, complex financial systems. Establish policy and ensure integrity of systems data. Coordinate systems development and enhancement projects with customers and staff. Identify and assess customer needs. Evaluate system compliance to accepted standards. Supervise and provide leadership to a team of technical experts. Provide advice and counsel to ODOT managers. Promote the implementation of technological advances to meet challenging business needs. Salary \$3,826 - \$5,662/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays and full employer-paid retirement contribution. **Announcement #OCDT9073. Contact ODOT Recruitment at (503) 986-4030 (TTY) (503) 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is April 5, 1999.

Contract Compliance Officer
Program Technician 2
Serve your community and apply your agreement building skills as a Contract Compliance Officer in the Office of Civil Rights. You will

Blazers Boys & Girls Club
Part-Time - GYM Dir.
Year Round Position Open
Call (503) 282-8480
Ask for Deborah

Find Your Love
1-900-407-8999 ext. 3349
must be 18yrs. 2.99 per minute
Serv-U - (619) 645-8434

Consolidate Bills!
Low Rates!
No Fronts Fees!
Bad Credit Accepted!
Bankrupts Accepted.
24 hrs Approval.
Toll Free 1-877-378-0424.

Case Management Coordinator
Supervisor for case management program serving high-risk youth. MSW/MA in related field, case management, supervisory exp. Necessary. Respond to NAFY, 812 SW 10th Ave., Portland, OR 97205 We value diversity.

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:

Administrative Assistant
(Job #2497)

You will be responsible for maintaining the Manager's schedule, as well as distributing memos, spreadsheets, and letters for management and others in the department. Duties will include taking meeting minutes; transcribing and distributing the minutes to various project teams and workgroups; providing other secretarial support, including filing, back-up phone coverage, sorting an distributing mail, and arranging and confirming travel arrangements. Requires a High School diploma, or equivalent work experience and the ability to type 65 wpm, with accuracy. Knowledge of general office procedures, and PC hardware and software necessary.

Customer Service Representatives
(Job #2099)

This is an excellent opportunity to use your customer service skills to serve as our liaison to provide information regarding benefits, contract administration, eligibility, claim payments and denials. You must work well with little supervision in a team environment. Additionally, you must have excellent customer service, PC, organizational, prioritization and communication skills as well as the ability to type 40 word per minute. Knowledge of medical terminology is preferred. The ability to work overtime when needed is desired. Insurance related experience is a plus.

Medical Management Coordinator I
(Job #1406)

You will perform advanced medical case assessment, management and intervention, as well as concurrent medical review. You will oversee medical care provided to subscribers to comply with company quality assurance, utilization review and case management policies and procedures. You must have a current Oregon RN's license and at least three years of active practice in a hospital setting or recent pre-certification experience. You must have knowledge of current medical and nursing standards of practice and a valid Oregon or Washington driver's license with a good driving record. The ability to exercise independent judgment and initiative is necessary, as is the ability to handle multiple tasks simultaneously and prioritize workload. Experience with the following would be helpful: utilization review, quality assurance, discharge planning, home health care, or HIT.

Pharmacy Services Representative
(Job #2420)

You will provide support for the administration of our prescription drug programs. You will investigate and resolve all prescription drug program issues, such as benefits, procedures, claims payments, pharmacy billings, eligibility problems, denied coverage and pre-authorization. You must have at least two years of recent experience in customer service as well as two years of PC experience with MS Windows and a database. Additionally, you must have the ability to organize, prioritize, meet deadlines and communicate effectively in a fast-paced environment. Your attention to detail and ability to use good judgment, initiative, and discretion in confidential matters will make you a valuable member of our team. Knowledge of pharmacy operations including computer billing systems is necessary, as well as the ability to deal with angry people and work overtime when needed.

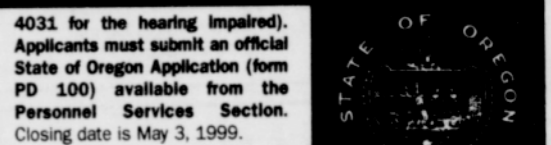
Sr. Employee Relations Generalist
(Job #2541)

You will be responsible for leading the generalist staff in activities of the employee relations function to support consistency and accuracy of knowledge and practice throughout the organization, and to ensure equal opportunity to all Regence BlueCross BlueShield of Oregon employees as a result of employee relations efforts. Duties will include analyzing and reporting employee relations activity; providing guidance, feedback and direction to staff employees; informing HR and Corporate management of potential risks or identified trends in their divisions through exit interviews and employee relations reports; assisting managers in their accountability to be responsible for compliance of company policies and procedures; assisting in new hire orientation, and other employee/employee relations programs designed to educate employees to the Regence BCBSO business and culture. Requires a Bachelor's degree in Human Resource Management or equivalent, plus progressive HR experience at or above the Generalist capacity, focusing on employee relations. Knowledge in the following areas is necessary: State/Federal employment/labor laws and regulations; Affirmative Action/EOC; Americans with Disabilities; and wage and hour employment. Ability to communicate effectively to all levels of the organization, make presentations to large/small groups, and demonstrated leadership in a team environment a must.



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

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.



Oregon Health Division
TWIST Project Nutrition Consultant

The purpose of this position is to provide leadership and direction in nutrition health services; to be actively involved in the project development, implementation and follow up of the new statewide data system project (TWIST) for the WIC program; serve as a member of the TWIST Training Coordination Team; collaborate with other TWIST members in the development, coordination, implementation and evaluation of the master training plan on the new WIC data system; provide technical assistance and consultation to local agencies during the preparation for TWIST; and serve as a mentor during the follow-up phase once the system is up and running. Provide nutrition consultation regarding prevention and intervention of nutrition related medical conditions; provide administrative, management, educational, and nutrition education consultations to local agency staff and managers, and to state staff and managers; integrate WIC with other health program areas and integrate nutrition with all aspects of the WIC program; monitor local health agencies for compliance with the WIC grant assurances; serve as primary WIC program contact with local health agencies; and promote and support the development of culturally competent programs, services, and policies for the Oregon WIC program. This is a full-time position. Salary is \$2,638 to \$3,682 a month. For more information and a complete job announcement, please call (503) 731-4005. Closing date is March 22, 1999.

Oregon Health Division
Administrative Specialist 1

The purpose of this position is to provide coordination and support for the WIC data system (TWIST) project during its development and implementation. Responsibilities include coordinating communications between project work groups, local partners, and the software developer. The person in this position plans and organizes data system conferences, issues general correspondence to contractor, local agencies, and outside vendors related to the project, and develops procedures and systems for work flow. This position also contributes to the development of training materials and maintenance of a database for use during training activities and implementation of the TWIST system. This is a full-time position. Salary is \$1,808 to \$2,516 a month. For more information and a complete job announcement, please call (503) 731-4005. Closing date is March 26, 1999.

DEPARTMENT OF ADMINISTRATIVE SERVICES
Budget and Management Division

Information Systems Specialist 8
Budget Systems Application Manager
The Department of Administrative Services, Budget and Management Division, is seeking an experienced Budget Systems Application Manager. This is a permanent, full-time position located in Salem. The purpose of this position is to administer and oversee the statewide budget information systems which includes the Automated Budget Information System (ABIS), Position Information Control System (PICS), and the Collective Bargaining Information System (CBIS) databases for Budget Preparation and Execution. This position requires you to have (or will have within two years) six years' professional consultative, technical, or administrative experience providing expert advice and leadership in the planning, development, coordination, and implementation of information systems. 30 quarter (20 semester) credits in Computer Science; or two more years' experience providing a knowledge of information systems theories and principles; or education and/or experience that indicates possession of the knowledge and skills required as a minimum for the level is required. 15 quarter (10 semester) graduate-level Computer Science, Software Engineering, Information Systems, or equivalent credits may substitute for one year professional experience. Salary is \$4,067 to \$5,627 a month. For a detailed Job Announcement #LE990106A, contact your local Employment Office or call (503) 378-4688. Closing date is March 29, 1999.

These are just some of the current openings available within the State of Oregon. For additional information a copy of the State of Oregon Application Form and a more complete announcement listings, call the State Job Line (Oregonian Inside Line) (503) 225-5855 ext. 7777, TTY (503) 378-4672, visit our local employment department or visit our web site at www.hr.das.state.or.us/jobs. The State of Oregon and all its divisions are proud to be equal opportunity employers.