

**CLASSIFIED ADVERTISING**

**Eligibility Specialist**  
3 Full Time Temporary Positions  
Salary: \$12.50 per hour  
May through July

**Responsibilities:** Determine applicant eligibility by collecting income and demographic information based on funding requirements and state and federal guidelines; reviews documents, and verifies information.

Travel required in Washington and Multnomah counties.

**Qualifications:** Two years post secondary education, or equivalent relevant experience; two years experience interpreting federal and state regulations and guidelines; experience working with economically disadvantaged populations; effective oral and written communication skills. Insured transportation and valid driver's license required.

Applications are due by April 26, 1999. Applications are available at worksystems, Inc. (formerly the Workforce Development Board), 720 SW Washington Street, Suite 250, Portland, Oregon 97205. Phone (503) 241-4600

**VEHICLE PURCHASE**

The Oregon Lottery is soliciting bids for the purchase of five (5) new 1999 1/2 ton 4X4 Extended Cab Pickups to be used as prizes in a future scratch ticket promotion. Vehicles must be available to deliver no later than June 16, 1999. Additionally, the bid requires the successful Dealer to provide a demonstrator vehicle for promotional use.

For a bid packet containing a complete description of the Invitation Bid, Special terms and conditions and the Lottery's Standard Terms and Conditions contact Steve Blair, Fleet Buyer, Oregon Lottery, (503) 540-1341. All bids must be received at Lottery headquarters no later than 4:00 p.m. on April 6, 1999.

**Teaching Assistant**  
30 hrs/wk in classroom & 10 hrs/wk in Before/After School Care Program.  
\$8.50 hr plus benefits. Experience with young children preferred. Starting August 26, 1999. Send resume and cover letter by April 15 to: E.J. Waltenbaugh, Catlin Gabel School, 8825 SW Barnes Road, Portland, OR 97225

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

**Oregon Department Of Justice Attorney**

The Oregon Department of Justice has the following Attorney positions open for recruitment. 1) Business Activities Section of the General Counsel Division. Duties include representing various agencies such as the divisions of the Department of Consumer and Business Services and various professional and occupational licensing boards and agencies. Experience in criminal litigation or administrative hearings, is desirable. Application deadline is April 4, 1999 2) Corrections Litigation Unit of the Trial Division. Duties include preparing and trying inmate cases in all state and federal trial courts. Litigation experience is preferred. Application deadline is April 7, 1999. 3) Opinions Section of the General Counsel Division. Duties include assisting and preparing both formal and informal opinions. Applicants should have at least three years' experience with public law. Application deadline is April 12, 1999. Salary for these positions is \$3,240 to \$4,348 a month DOE. Applicants must possess excellent research and writing skills, and legal analytical and advocacy skills. Applicants must be an OSB member at the time of appointment. For a complete job announcements, call (503) 378-5555 ext. 321 (TTY (503) 378-5938 for the hearing impaired) or visit our web site at [www.doj.state.or.us](http://www.doj.state.or.us). AA/EOE.

**CITY CENTER PARKING**  
**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 drivers 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 6<sup>th</sup>.

**Serious 2<sup>nd</sup> Income**  
P/T, no selling, repeat business, six-figure income possible. Not MLM. 24 hrs. 800-747-2875 #4486498



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

**OREGON DEPARTMENT OF TRANSPORTATION Associate Transportation Engineer Traffic Control Plans Designer**  
Located in Salem, this position offers an opportunity for you to put your knowledge of Civil Engineering design to use. You will design and prepare state construction plans, special provisions of specifications and cost estimates for Temporary Traffic Control within routine to moderately complex transportation projects. Requires a Bachelor's degree in Civil or Transportation-related Engineering; or a PE, PLS, EIT/FE or LSIT/FLS. Salary \$2,622 - \$3,752/month + excellent benefits: health insurance; paid vacation and sick leaves; 9 paid holidays; and full employer-paid retirement contribution. **Announcement #OCDD29211. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit [www.hdas.state.or.us/jobs](http://www.hdas.state.or.us/jobs) for application materials.** ODOT is an AA/EOE employer committed to a diverse workforce. Deadline is April 16, 1999.

**Principal Executive/Manager D Project Manager**  
Innovative leader who wants to make an impact on the transportation needs of a major metropolitan area is needed for this prestigious and challenging assignment. You can hone your management skills as part of our Region 1 Project Delivery Team and exercise your creativity in this highly visible position managing a construction project office in Milwaukie. You'll provide engineering expertise and management oversight for the development and construction of quality transportation projects, including preparation of project budgets and schedules. You'll supervise professional and technical staff who are responsible for surveying, project leadership, public involvement, contractor compliance with the terms of highway construction contracts, quality and quantity documentation and related duties. Salary negotiable plus excellent benefit package including possible reimbursement of relocation costs. Career advancement opportunities are available. Requires six years' experience in supervision, professional or technical work related to transportation plus registration as a Professional Land Surveyor (PLS). **Announcement #OCDD29235. If you are interested in exercising your creativity in a government agency that is recognized as one of the most progressive in the country, contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit [www.hdas.state.or.us/jobs](http://www.hdas.state.or.us/jobs) for complete announcement.** ODOT is an AA/EOE employer committed to a diverse workforce. Deadline is April 19, 1999.

**DEPARTMENT OF ADMINISTRATIVE SERVICES Fiscal Coordinator 2 Financial Analyst**  
The Department of Administrative Services, Information Resources Management Division, is seeking an experienced Financial Analyst. This is a permanent, full-time position located in Salem. This position represents the Division by providing expert budget consultation and technical guidance. Requires you to have 24 quarter (16 semester) or 240 clock hours or more of accounting courses or a State of Oregon Governmental Accounting Certificate II and three years' accounting experience. Salary is \$3,001 to \$4,225 a month. **Announcement #E990281. Contact your local employment office or call (503) 378-4688 for more information.** Closing date is April 13, 1999.

**OREGON DEPARTMENT OF JUSTICE Administrative Specialist 2 Child Support Caseworker**

The Oregon Department of Justice has an opening for an Administrative Specialist 2, Child Support Caseworker, in the Oregon Department of Justice Support Enforcement Division located in Eugene. The Support Enforcement Division has two permanent, full-time openings available; one at it's McKenzie Center, 2885 Chad Drive, and one at it's West Eugene Family Center, 2175 W 7th Avenue. Qualifications include: two years' experience as an Administrative Specialist or Executive Support Specialist, which included administrative support for a project, program, or operation. Administrative support includes those duties beyond clerical/secretarial such as interpretation of laws, rules and regulations, administrative data collection, and analysis and evaluation of projects, processes, and operations. Duties include the responsibility for management of a child support caseload, including the processing of complex support modifications to existing child support records, disbursement of receipt exceptions, determinations of the State's claims against the support obligation and performance of audits. Salary is \$1,983 to \$2,763 a month with excellent benefits. **Announcement #LE981371. To apply, obtain a State of Oregon application (PD100) and recruiting announcement at your local employment department office, or call the DOJ Job line at (503) 378-5555 ext. 322 (TDD (503) 378-5938 for the hearing impaired) or visit our web site [www.hdas.state.or.us/jobs](http://www.hdas.state.or.us/jobs).** Closing date is April 12, 1999.

**Administrative Services/ Support Enforcement Division Administrative Specialist 1 Personnel Coordinator**

The Oregon Department of Justice, Support Enforcement Division, has an opening for a Personnel Coordinator (Administrative Specialist 1). This is a permanent, full-time position located in Salem. Qualifications include: three years' of clerical/secretarial experience which included two years at a full performance level of typing, word processing or coordination of office documents, and lead work responsibility or coordination of office procedures. Duties will include, providing assistance in a variety of personnel-related matters to the Support Enforcement Division Management Team. Salary is \$1,808 to \$2,516 a month. **To apply, obtain a State of Oregon job application (PD100) and announcement at your local employment department office, or call the DOJ Job line at (503) 378-5555 ext. 322 (TDD (503) 378-5938 for the hearing impaired) or visit our web site [www.hdas.state.or.us/jobs](http://www.hdas.state.or.us/jobs).** Closing date is April 9, 1999.

**OREGON ECONOMIC DEVELOPMENT DEPARTMENT Visual Arts Coordinator Program Representative 2**

Applications are invited for a Visual Arts Coordinator located in Salem. This position is responsible for administering the statewide Percent for Art program and the Technical Assistance program for the Oregon Arts Commission. Requires four years' technical or professional level experience analyzing or advising and/or instructing the public concerning specific programs or processes, monitoring a program, or performing participant reviews. Salary is \$2,849 to \$4,024 a month with excellent benefits. **Announcement #ES123018. Contact Human Resources Office at (503) 986-0095 for the required application packet or access the full job announcement including application process by visiting our web site at [www.econ.state.or.us](http://www.econ.state.or.us).** Closing date is April 9, 1999.

These are just some of the current openings available with the State of Oregon. For additional information, a copy of the State of Oregon Application Form and more complete announcement listings, call the State Jobline (Oregonian Inside Line) (503) 225-5555 #7777 (TTY (503) 378-4672), visit your local employment department or visit our web site at [www.hdas.state.or.us/jobs](http://www.hdas.state.or.us/jobs). The State of Oregon and all its divisions are proud to be equal opportunity employers.

**Customer Service**

**Portland General Electric (PGE),** a dynamic forward-thinking corporation that values community involvement, customer satisfaction and the environment, has immediate full-time openings for experienced

**Customer Service Representatives**

These Positions, located at our Tualatin Customer Service Center, are responsible for assisting PGE customers with inquiries via telephone and in person. Additionally, you will help customers with their energy related needs by promoting products and services.

Successful candidates will have a thorough knowledge of customer service procedures, customer information systems and billing procedures, plus excellent verbal and written communication skills. You will enjoy high-contact customer work, be competent in mathematics and able to perform keyboarding tasks with accuracy. Bilingual skills are strongly desired. Work hours will vary based on customer needs.

Qualified applicants are invited to request an application and essential functions for the positions by calling Human Resources at (503) 464-7250. You may fax your request to (503) 464-2676 or apply in person at PGE, 121 SW Salmon, 6<sup>th</sup> Floor, Portland. Please indicate your name, return address and the position for which you are applying. Applications must be completed and returned no later than April 9<sup>th</sup>. For additional information on PGE, please visit our web site at [www.pge-online.com](http://www.pge-online.com).

**PGE**

We are an equal opportunity employer, which values diversity in the workplace. No agency referrals please.

**Mental Health**

Edgefield Children's center a residential/day treatment program for Emotionally and behaviorally disturbed children ages 6-12 has an opening for treatment coordinators. Qualifications include a bachelor's degree in behavioral science, child management skills, counseling skills, treatment planning skills: experience working with emotionally & behaviorally disturbed youth. For more information contact Kate@665-0157 ext. 330. Valuing diversity in our workforce.

**Certified lumber grader and millwrights wanted.** Must be willing to relocate - excellent benefits, group ins., 401K, profit sharing. Contact Kevin Romer - Idaho Timber Corp. of Carthage - P.O. Box 37 - Carthage, AR 71725 - 870-254-2213.

**Groundman**

**Portland General Electric (PGE)** a dynamic, forward-thinking corporation that values community involvement, customer satisfaction and the environment, is now accepting applications for the following position:

**Groundman**

You will work in the Beaverton area as ground support under the direction of a foreman or lineman on an overhead or underground line construction maintenance crew. Position requires loading and unloading bulky equipment and rigging; pulling heavy wires; and digging holes for poles using a shovel. You must have a valid drivers' license and must possess or acquire a Commercial Drivers' License (CDL) class A drivers' license during your probationary period. Hourly rate starts at \$8.67/hour.

If you are interested in this opportunity, we invite you to request an application and essential functions for the position by calling us at (503) 464-7250. You may fax your request to (503) 464-2676, apply in person at PGE, 121 SW Salmon, 6<sup>th</sup> floor, Portland, or email your request to Staffing@pgn.com. Please refer to bid number 99E-001 and indicate your name, return address and the position for which you are applying. Completed applications will be accepted through April 9, 1999. For additional information on PGE, please visit our web site at [www.pge-online.com](http://www.pge-online.com).

**PGE**

We are an equal opportunity employer that values diversity in the workplace. No agency referrals, please

**WASHINGTON COUNTY SENIOR PARK AIDE**

Temp/4-5 months - \$10.00/hr Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental Application form required. Women, minorities, and people with disabilities are encouraged to apply.

**Wanted-Program Director**

KXL 95.5 FM Radio - Portland's new hit music station - seeks, with 5 years experience, a candidate with a Rhythmic CHR track record. Must be a wizard on selector. Production skills a plus. Tapes and resume to General Manager, KXL FM, 0234 SW Bancroft, Portland, OR 97201. Equal Opportunity Employer. No calls please.

**Police Officer Entry Level-Bilingual** \$3,165-\$4,035 + Bilingual Pay & Exc Fringe Bene.

¿Hablas Español? The City of Salem Police Dept. is seeking Bilingual Police Officers to assist in its community oriented policing efforts. These are very responsible positions & require candidates must have good communication skills, ability to identify problems, and make decisions, the desire to implement long lasting solutions; exercise sound judgement, handle emergency situations; resolve problems, enforce traffic laws. Candidates must demonstrate moral and ethical behavior in all their actions in the fair administration of the law. The work is performed outside in all types of weather, in heavy urban traffic, and involves the operation of a police car, radio and computer. Entry Level Police Officers attend a basic Police Academy at the Oregon Dept of Public Safety Standards and Training (DPSST). Candidates must be 21 yoa, High School Graduate or possess GED; US citizenship and have a clean driving record and background. Closes: 4/16/99. Please contact the City of Salem Personnel Dept. 555 Liberty SE, Rm. 225, Salem, OR 97301 EOE [www.open.org/spersonl](http://www.open.org/spersonl). #98-411/148.

**Certified lumber grader and millwrights wanted.** Must be willing to relocate - excellent benefits, group ins., 401K, profit sharing. Contact Kevin Ramer - Idaho Timber Corp. of Carthage - P.O. Box 37 - Carthage, AR 71725 - 870-254-2213.

**Oregon Health Plan Coordinator**

Ceres Behavioral Healthcare Systems, a Managed Behavioral Healthcare Organization that is an Affiliate of Magellan Behavioral Health, is accepting applications for the position of Oregon Health Plan Coordinator. The successful candidate will participate as part of a team managing Oregon Health Plan Mental Health Services. Responsibilities include working with community mental health providers and other key community constituents to monitor and improve quality of care. Requires excellent verbal and written skills, and experience and understanding of public sector mental health services. Must be proficient in MS Office. Minimum B.A. in human services or equivalent. Salary commensurate with experience. Ceres offers competitive salaries, benefits packages including 401K, plus a great working environment. Qualified applicants are invited to send resumes to: Ceres Behavioral Healthcare Systems Attn: Human Resources 921 SW Washington Street, Suite 550 Portland, OR 97205 Fax: (503) 219-6892 e-mail: [jharvey@magellanhealth.com](mailto:jharvey@magellanhealth.com) Equal Opportunity Employer

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

**SUBSIDIZED UNITS FOR SENIORS, OR DISABLED, OR HANDICAPPED PERSONS MAY BE AVAILABLE AT THIS TIME.**

If subsidized units are not available at this time, qualified applicants may be placed on Waiting Lists. Guardian Management Corporation is committed to "EQUAL HOUSING OPPORTUNITY."



**ARENDS PLACE APARTMENTS**  
830 SIEVERKROPP DRIVE  
HOOD RIVER, OREGON 97301  
(541) 386-6788 • TDD # 1-800-735-2900



**SUBSIDIZED UNITS MAY BE AVAILABLE AT THIS TIME.**

If subsidized units are not available at this time, qualified applicants may be placed on Waiting Lists. Guardian Management Corporation is committed to "EQUAL HOUSING OPPORTUNITY."



**Arends Place II Apartments**  
830 Sieverkropp Drive  
Hood River, Oregon 97301  
(541) 386-6788 • TDD #1-800-735-2900



**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:

**Cost Analyst**

(Job #2612)  
You will prepare and file monthly, quarterly and yearly cost and budget reports as required by Regence and federal agencies. Additionally, you will analyze and explain budget variances, assist with the preparation of the annual corporate budget, as well as develop numerous allocation and distribution tables. Requires a Bachelor's degree with an emphasis in Accounting and at least 1 year of cost accounting or financial accounting experience, or you will need a minimum of 5 years' financial or cost accounting experience with proven technical and analytical skills.

**Assistant Auditor**

(Job #2273)  
As the entry level member within the Medicare Reimbursement and Audit Department, you will be responsible for performing desk reviews, field audits, and finalizations in accordance with generally accepted accounting principles (GAAP), federal regulations, and approved Health Care Financing Administration (HCFA) procedures. Requires a Bachelor's degree in Accounting. Previous work experience in accounting or health care services is a definite plus.

**QI Data Liaison**

(Job #2615)  
Serving as a technical liaison with the Quality Management, Information Services, and Health Economics/Provider Performance departments, you will be responsible for data access, retrieval and reporting. Duties will include participating in the planning and execution of QI studies, preparing the collection tool and coordinating the preparation of the analysis. Requires a minimum of 6 years' work experience, 5 of which have been in data retrieval and analysis; college degree preferred. Must have a valid Oregon or Washington driver's license with access to a car.

**Customer Service Representatives**

(Job #2400)  
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 wpm per minute.

**Medical Management Coordinator I**

(Job #2575)  
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.

**Financial Analyst I/II/III**

(Job #2625)  
We currently have a position available for a Financial Analyst I, II or III depending on experience. These positions are primarily responsible for the financial administration of the managed care risk sharing contracts. This includes the monthly production of financial settlement reports and the calculation of all provider payments, except for claims. You will also be involved in developing, maintaining and enhancing the provider risk sharing arrangements. The Level I position requires a Bachelor's degree, preferably in Accounting, Finance or other related field; 1 - 2 years' professional experience in Finance or Accounting preferred. The Level II & III positions require additional experience, and/or advanced degree, and/or professional certification.

**Supervisor HMO Accounting**

(Job #2610)  
You will provide management with accurate and meaningful financial reports and analyses submitted consistently on time every month, as well as research and identify the financial implications of provider contracts as they relate to the risk sharing model.

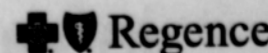
**Supervisor Financial Accounting**

(Job #2609)  
You will be responsible for directing and coordinating the accurate and timely preparation of all internal and external financial reports, as well as establishing and maintaining present accounting policies and procedures to identify most effective means of collecting, retrieving and manipulating financial data.

Both Supervisor positions require a Bachelor's degree in Accounting or Finance with a minimum of 3 - 5 years' accounting work experience. Knowledge of accounting theory and practice, GAAP, and Word and Excel software necessary. Successful completion of the CPA exam or 2 years experience with a CPA firm a must; actual CPA certification desirable.

**Claims Analysts**

(Job #999)  
We are currently seeking dependable and enthusiastic individuals who will be responsible for the consistent, accurate, and timely application of contract benefits in claims processing. This will include analyzing and entering claims information in a timely manner, while maintaining confidentiality in all aspects of claims processing. You must have a High School diploma or equivalent. Working knowledge of ICD 9 and CPT 4 coding, plus typing and 10-key proficiency are essential.



**BlueCross BlueShield of Oregon HMO Oregon**

For more information about career opportunities, call our Job Information Line: (800) 231-1617 or visit our website at: [www.bcso.com](http://www.bcso.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 97207-1276, TTY (503) 225-6780. We are strongly committed to equal opportunity in all phases of employment.