



# Classifieds/bids

Tri-Met is now hiring

### Benefits Assistant

Join our fast-paced progressive HR Team. As a team member, you will provide administrative support for the employee benefits department. Your duties will include responding to employee inquiries, providing superior customer service on employee benefit issues and maintaining associated databases, as well as assisting with the administration of FMLA/OFLA processing. Qualified candidates will have three years of experience in a responsible and related benefit support position. Database management background desired. Intermediate level experience with Microsoft Office Suite (Access, Excel, Word, Outlook) and a keyboarding speed of 50 wpm are required. A high school diploma or equivalent is also required, and an Associate degree desired. Excellent total compensation package includes:  
 -Starting salary range of \$13.42-\$16.11 per hour  
 -Fully paid medical/dental benefits for employee and family  
 -Transit pass  
 -On-site fitness center  
 -Supportive/flexible work environment  
 Submit resume and cover letter along with Tri-Met application. Application materials and a detailed job description are available at Tri-Met's Human Resources Office, 1<sup>st</sup> floor, 4012 SE 17<sup>th</sup> Avenue, Portland OR 97202. Fax applications accepted at (503) 962-7440. Applicants residing outside the Portland Metropolitan area or who are physically disabled may request application materials by calling (503) 962-7635 or visit our website at [www.tri-met.org](http://www.tri-met.org) for more detailed information. Applications received after 5:00 p.m. on Friday, May 25 will not be accepted.



How we get there matters. Tri-Met is an equal opportunity employer

The Multnomah County Health Department is currently recruiting for the following position:  
**Primary Care Director-Health Department**  
**Operations Supervisor-Dental Laboratory Technician**  
**Social Worker-HIV Health Services**  
**Administrative Secretary-Planning And Development**

Application materials and formal job announcements are available at: [www.co.multnomah.or.us/jobs/](http://www.co.multnomah.or.us/jobs/), in person or by mailing a self-address stamped envelope requesting application form to: Multnomah County Human Resources Division, 1120 SW 5<sup>th</sup> Avenue, First Floor Lobby, PO Box 14700, Portland OR, 97293-0700. Assisted access to Multnomah County job information and web site is available at Multnomah County Libraries. Multnomah County Health Department is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply.

An Equal Opportunity Employer



### Employment

The Oregon Air National Guard has several part-time positions available. Let the Oregon Air Guard provide you with the experience to enhance your civilian marketability! Not only will the Air Guard train you, but pay you to learn! For more information on pay, travel, training & various educational benefits - call 1-800-392-1801 & inquire about our enlistment eligibility.



### "Financial/Insurance" Claims Specialist

CareOregon is a progressive Medicaid managed care health plan committed to the values of diversity, empowerment, and open communication. Team members work in an environment that encourages decision-making, initiative, flexibility, and creativity in meeting the needs of our plan members and their communities.

We are recruiting for a Claims Specialist, who will respond to telephone and written inquiries regarding claims and provider issues from members, providers, agencies, vendors and physician staff. Provide feedback and resolution in a timely manner. Essential duties of this position include: Delivering direct customer service to all CareOregon members, clinics, OMAP providers, as well as out of state providers and other non-OMAP providers, plans; acting as first point of contact for claims appeal from providers and members; resolving claims in accordance with CareOregon claims appeals procedures; researching member and provider claim appeals for payment, eligibility, authorization and errors, or other discrepancies.

Two years experience in medical claims adjudication or health insurance customer service; or any work experience and/or training that would likely provide the ability to perform the essential functions of the position. Health insurance claims processing experience is a plus.

Hiring range \$24,177 to \$32,276 annually. This position will be open until filled. Please submit cover letter and resume to CareOregon, HR-CS, 522 SW 5<sup>th</sup> Ave., Suite 200, Portland, OR 97204, or you may fax it to (503) 416-3720. EQUAL OPPORTUNITY EMPLOYER

Want To Talk  
 With Beautiful Ladies ???  
 1-900-226-0248  
 ext 7538  
 \$3.99 per min  
 Must be 18 yrs.  
 Serv - U 619-645-8434  
 or [www.thehotpages.net/chat2206908.HTM](http://www.thehotpages.net/chat2206908.HTM)

### Work From Home

\$500 - \$6,000 PT/FT  
 Mail Order / Internet  
 (800) 621-3922  
[www.becashhappy.com](http://www.becashhappy.com)



### "Financial/Insurance" Claims Coordinator

CareOregon is a progressive Medicaid managed care health plan committed to the values of diversity, empowerment, and open communication. Team members working in an environment that encourages decision-making, initiative, flexibility, and creativity in meeting the needs of our plan members and their communities.

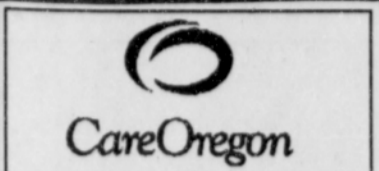
We are recruiting, for a Claims Coordinator who will, maintain the health plan benefit matrix and the claims payment system, act as a liaison with CareOregon's third party administrator (TPA) for claims, provide training to internal and external users on the plan on the plan benefit matrix and provide claim administration management assistance to the CareOregon Director of Claims. Essential duties of this position include: first point of contact for claims TPA to resolve claim and/or system administration problems; providing claims TPA with verbal and/or written claim and system administration instructions and/or procedures; building and maintaining health plan benefit matrix and claims processing applications; providing technical support and guidance to internal and external customers and overseeing the design, testing and implementations of claims processing applications

Three to five years experience in health insurance administration or any work experience and/or training that would likely provide the ability to perform the essential functions of the position. Supervision and/or Medicaid experience is a plus.

Hiring range \$34,452 to \$45,993 annually. This position will be open until filled. Please submit cover letter and resume to CareOregon, HR-CS, 522 SW 5<sup>th</sup> Ave., Suite 200, Portland, OR 97204, or you may fax it to (503) 416-1462.

### Equal Opportunity Employer

Call Your Date Now!!!  
 1-900-226-8560  
 ext. 4222  
 \$2.99 per min  
 Must be 18 yrs.  
 Serv - U 619-645-8434  
 or [www.thehotpages.net/date.2206908.HTM](http://www.thehotpages.net/date.2206908.HTM)



### Asthma Intervention Assistant/Translator

CareOregon is a progressive Medicaid managed care health plan committed to the values of diversity, empowerment, and open communication. Team members work in an environment that encourages decision-making, initiative, flexibility, and creativity in meeting the needs of our plan members and their communities.

Job duties include providing direct client services and administrative support to the asthma counselor. This position will work in the field providing translation services at training and during in-home visits for Spanish speaking families as well as performing administrative duties to support the asthma program. One to two years' work or volunteer experience in social services or public health, OR any work experience and/or training that would likely provide the ability to perform the essential functions of the position. Normal hiring range 11.62 to 15.52 per hour. Send cover letter and resume to CareOregon HR - AIA, 522 SE 5<sup>th</sup> Ave., Suite 200, Portland OR 97204-2119 or FAX to 503-416-1462. May close at any time. EQUAL OPPORTUNITY EMPLOYER

**Restaurant Space For Rent**

Seaside Factory Outlet Center  
 \*Prime location \*Primary Food  
 \*Provider for over a million annual shoppers  
 1-503-201-4254

### 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 CONTRIBUTOR 1 (Local Program Policy Coordinator)**  
 Looking for a challenging position in Salem? Do you have knowledge of Federal Regulations relative to the administration of the Federal Highway Program, possess excellent written and verbal communication skills and proficiency in the use of personal computers? Working independently, this person will administer the Local Agency Certification program, develop and maintain local program manuals and coordinate training for Local Agency personnel. For details on minimum qualification requirements, how to apply and supplemental requirements, please call (503) 986-4030 (TTY) (503) 986-3854 for the hearing impaired), or visit [www.odot.state.or.us/hrpd/jobindex.cfm](http://www.odot.state.or.us/hrpd/jobindex.cfm) for announcement **OCOT1277** and application. Negotiable annual salary up to \$58,104 and excellent benefits: health insurance; paid vacation, sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. ODOT is an AA/EEO Employer committed to a diverse workforce. Application and required supplements must be received by June 8, 2001.

**RESEARCH ANALYST 4 (Senior Research Analyst)**  
 Looking for a challenge? Our Policy Section in Salem is seeking an individual possessing excellent computer skills, a high level of proficiency in written and verbal presentations, and the ability to work independently. Formulate, plan, direct and conduct major economic, financial, taxation and statistical research studies, with primary responsibility for preparing technical analyses, study reports and professional papers. Serve as a technical consultant and prepare and deliver presentations to ODOT staff, the Legislature, advisory and other diverse professional groups. Transportation related experience is preferred. For details on minimum qualification requirements, how to apply and supplemental requirements, please call (503) 986-4030 (TTY) (503) 986-3854 for the hearing impaired), or visit [www.odot.state.or.us/hrpd/jobindex.cfm](http://www.odot.state.or.us/hrpd/jobindex.cfm) for announcement **OCOT1276** and application. Negotiable annual salary up to \$56,208 + excellent benefits: health insurance; paid vacation, sick and personal leaves; 10 paid holidays; and full employer-paid retirement contribution. ODOT is an AA/EEO Employer committed to a diverse workforce. Application and required supplements must be received by June 8, 2001.

**DEPARTMENT OF ADMINISTRATIVE SERVICES State Controller's Division Principal Executive/Manager E Statewide Revenue Services Manager**  
 This position is responsible for the management of the State Controller's Division effort to provide statewide leadership, direction, focus and coordination to the state's accounts receivable and debt collections. The person we seek has strong experience in the application of governmental accounting standards, is experienced using large complex mainframe financial systems, is motivated by change, can establish and track multiple priorities, and help build a customer focused collaborative work environment. Interested applicants must have three years' management experience in a public or private organization. The State Controller's Division prides itself on professionalism, teamwork, and accountability. Salary range is \$3,981 to \$5,891 a month, with a benefit program contribution toward family health and dental insurance, term life insurance, short- and long-term disability insurance. Other benefits include a retirement program, paid holiday, vacation and sick leave. **Announcement #LEDA1044. For a detailed job announcement, visit [www.oregonjobs.org](http://www.oregonjobs.org), or call (503) 378-3622.** Close date is June 1, 2001.

**Principal Contributor 1 Construction Project Manager**  
 The Department of Administrative Services in Salem is seeking an experienced Construction Project Manager. This person will act on behalf of the department and state agencies in major construction projects and capitol improvement projects. Requires two years of experience as a project manager involving large scale building construction and site development, and a Bachelor's degree in Architecture or Civil/Construction Engineering. Three additional years of experience may substitute for the degree. Salary range is \$3,438 to \$4,842 a month, with a benefit program contribution toward family health and dental insurance, term life insurance, short and long term disability insurance. Other benefits include a retirement program, paid holiday, vacation, and sick leave.

### ADVERTISEMENT FOR BIDS

**Hillsboro Elementary District #23 Hillsboro School District 1J Hillsboro, Oregon**

Advertisement for: Hillsboro Elementary School #23 "Cast-in-Place Concrete (Building) / Concrete Reinforcement; Masonry; Structural Steel / Metal Fabrications, Metal Deck / Joist, Underslab Mechanical, Underslab Electrical."

Lease Crutcher Lewis, LLC, serving as the Construction Manager/General Contractor (CM/GC) for Hillsboro School District 1J, is soliciting bids for "Cast-in-place Concrete (Building)/ Concrete Reinforcement; Masonry; Structural Steel/ Metal Fabrications, Metal Deck/ Joists, Underslab Mechanical, Underslab Electrical" for the Hillsboro Elementary School #23 in Hillsboro, Oregon. Terms and conditions of the bid are outlined in Lease Crutcher Lewis, LLC (CM/GC) "Invitation to Bid", dated May 23, 2001, attached to and made a part of the Contract Documents.

Bids will be received at the offices of Lease Crutcher Lewis, LLC, 921 SW Washington, Suite 150, Portland, Oregon 97205, until 3:00 p.m. PDT, June 14, 2001, at which time the bids will be publicly opened and read aloud. Bids shall be clearly marked "HILLSBORO ELEMENTARY SCHOOL #23".

Construction includes all "Cast-in-Place Concrete (Building)/ Concrete Reinforcement; Masonry; Structural Steel/ Metal Fabrications, Metal Deck/ Joists, Underslab Mechanical, Underslab Electrical" for the Hillsboro Elementary School #23 in Hillsboro, Oregon.

Contract Documents may be reviewed at the following locations: Lease Crutcher Lewis, LLC (CM/GC)/Portland, OR; Construction Data and News/Portland, Construction Market Data/Portland, OR; Daily Journal Plan Center/Portland, OR; Impact Business Consultants, P.C./Portland, OR Oregon Association of Minority Enterprises/Portland, OR; Oregon Contractors Plan Center/Clackamas, OR; Salem Contractors Exchange/Salem, OR; Southwest Washington Contractors Association/Vancouver, WA.

Contract Documents may be purchased in its entirety or in part from Precision Images, (503) 274-2030.

All bidders must comply with the following requirements: Prevailing Wage Law, ORS 279.350, Licensed with Construction Contractors Board ORS 671.530, Resident Status ORS 279.029. Bidders must obtain business licenses to perform work in the City of Hillsboro, prior to mobilizing on the jobsite.

No bid will be considered unless received by 3:00 p.m. PDT on June 14, 2001, and fully completed in the manner provided by the "Instructions to Bidders", upon the "Bid Form" provided.

get  
involved

At Providence Health System everyone gets involved. Our commitment to the highest quality of care and the well-being of our community carries over into our commitment to your future. As a recognized leader in health care and Oregon's second largest private employer, we offer the most advanced technology and a caring work environment. Get more - at Providence.

- Registrars
- PBX Operator
- Scheduling Supervisor
- Housekeeping
- Billing & Scheduling Coordinator
- Program Manager - Dept. of Medicine
- Home Health Aide
- Collector

We offer a generous flexible benefits program and great pay for your valuable skills. Applications are required and may be obtained through our Website or at one of our main hospital locations. Pre-employment screening is required and includes drug screen. AAP employer. An equal opportunity organization.

Providence Health System  
 4805 NE Glisan St.  
 Portland, OR 97213  
 Phone 503.215.5770  
[orphsemployment@providence.org](mailto:orphsemployment@providence.org)

Please reference #PO0501 on your application.

Providence Health System

A caring difference you can feel

www.providence.org/oregon

**Announcement #LEDA1051. For detailed job announcement, visit [www.oregonjobs.org](http://www.oregonjobs.org), or call (503) 378-3622.** Close date is June 7, 2001.

**Construction Project Manager 2 Construction Project Manager**  
 The Department of Administrative Services in Salem is seeking an experienced Construction Project Manager. This person is responsible for organizing, planning, purchasing and scheduling statewide capitol improvement projects. Requires three years of engineering or architectural experience which includes one year of experience as a project manager for projects involving building construction and site development, and a Bachelor's degree in Architecture or Civil/Construction Engineering. Three additional years of relevant engineering and/or architectural experience may substitute for the degree. Salary range is \$3,054 to \$4,261 a month, with a benefit program contribution toward family health and dental insurance, term life insurance, short and long term disability insurance. Other benefits include a retirement program, paid holiday, vacation, and sick leave. **Announcement #LEDA1053. For detailed job announcement, visit [www.oregonjobs.org](http://www.oregonjobs.org), or call (503) 378-3622.** Close date is June 8, 2001.

**OREGON DEPARTMENT OF HUMAN SERVICES Oregon Health Division Immunization Program Administrative Specialist 1**  
 Located in Portland. Perform and coordinate administrative tasks for the Immunization Program. Duties will require great organizational skills, advanced word processing, basic computer troubleshooting, receptionist skills, and a good sense of humor. Salary range is \$1,920 to \$2,656 a month. **Announcement #LEHS1146. Classification #C0107. For more information, visit [www.oregonjobs.org](http://www.oregonjobs.org).**

**OREGON STATE POLICE Recruit Trooper**  
 These full-time positions enforce state laws (including fish and wildlife laws), patrol highways, investigate crimes, assist the public, and other duties as required. Minimum Qualifications: US citizen, 21 years of age or older, high school diploma or equivalent, licensed to operate a motor vehicle, no felony convictions, and good moral fitness. Starting salary is \$2,930 a month, plus incentive programs and benefit package available. **Call OSP job line at (503) 378-3725 ext. 4131, write to: Oregon State Police, Sorn Applicant Processing Section, 1320 Capitol St. NE, Suite B-10, Salem, OR 97303; or visit [www.osp.state.or.us](http://www.osp.state.or.us).** Equal Opportunity Employer. Applications received or postmarked no later than June 30, 2001 will be invited to test in July.

**OFFICE OF THE LONG-TERM CARE OMBUDSMAN Elder Advocate/Volunteer Manager**  
 Committed, professional advocate is needed to speak out for elderly residents of long-term care facilities. Position includes complaint investigation; problem-solving; and supervising, training and motivating volunteer advocates. Proven advocacy and conflict management skills as well as excellent verbal and written skills are a must. Candidates should be leaders who enjoy working with a broad range of people. This fast-paced, fluid and diverse workload requires a well-organized self-starter, who enjoys the unexpected and is willing to take an unpopular stand for a just cause. A BS/BA is required and two years' experience in one or more related areas: supervision, consumer advocacy, gerontology, law, volunteer management, social work or healthcare. Due to conflict-of-interest rules, must not have been employed by a long-term care facility within the past two years. The position is in Salem, with much in-state travel. Salary up to \$3,279 a month with excellent benefits. **Send resume with letter of interest by June 8, 2001, to: Office of the Long-Term Care Ombudsman, 3855 Wolverine NE, Suite 6, Salem OR 97305.** The agency is an equal opportunity, affirmative action employer committed to a diverse workforce.

**OREGON BOARD OF MEDICAL EXAMINERS Office Specialist 2 Registration Assistant**  
 The Oregon Board of Medical Examiners, a licensing and disciplinary board, seeks a person to serve as a Registration Assistant. This position is responsible for assisting with registration of new and current licensees in each of the Board's four licensing programs (MD/DO, DPM, PA and Acupuncturist). Salary range is \$1,769 to \$2,424 a month, plus excellent benefits. **The Board's office is located next to the Marriott Hotel in downtown Portland, 1500 SW First Avenue, (503) 229-5873 x222. Announcement #LE100290. For more information on this position and an application, visit [www.oregonjobs.org](http://www.oregonjobs.org). To find out about the Board of Medical Examiners, visit the Board's Website at [www.bme.state.or.us](http://www.bme.state.or.us).** This recruitment closes 5:00 p.m. on May 31, 2001.

These are just a few of the current job openings available with the State of Oregon. A more complete announcement listing, application forms, and additional job information are available at: a) local Employment Department field offices, or b) the Oregon jobs page at: [www.oregonjobs.org](http://www.oregonjobs.org). The State of Oregon and all its divisions are proud to be equal opportunity employers.