

CLASSIFIEDS / BIDS

McMenamins Kennedy School
 Now hiring FT Line Cooks at McMenamins Kennedy School. High Volume Kitchen. Must have prev exp and flex sched incl. Wknd/Eve/Hldy avail. P/up app. at any McMenamins or apply online at www.mcmenamins.com/Employment. Mail apps. To: Attn: HR, Kennedy School, 5736 NE 33rd Portland, OR 97211. Or fax to (503) 288-6559. No phone calls please! E.O.E.

Advertise with diversity in
 The Portland Observer
 Call 503-288-0033
ads@portlandobserver.com

INVITATION FOR BIDS (Solicitation No. 03-57)

TENANT IMPROVEMENTS AT THE MASON EHRMAN BUILDING

The **PORTLAND DEVELOPMENT COMMISSION (COMMISSION)** will receive sealed bids in writing at the Commission's office located at 1900 SW Fourth Avenue, Suite 7000, Portland, Oregon 97201-5304 for Tenant Improvements at the Mason Ehrman Building located 222 NW Fifth Avenue, Portland, which includes, but is not limited to, the construction of remodel and tenant improvements of existing office space of the basement through seventh floor with associated mechanical and electrical work, until the deadline of 2:00 p.m. Pacific Daylight Time (PDT) on Tuesday, May 4, 2004 ("Bid Deadline"), after which time bids will not be received. All bids will be publicly opened and read aloud at the Commission's Office immediately after the time of the Bid Deadline. Each bidder shall submit to the Commission's office the First-Tier Subcontractor Disclosure Form, the Good Faith Effort Compliance Form 1 and the Good Faith Effort Program Form 2 (the forms of which are contained in the Project Manual) either (1) along with its respective bid or (2) by delivering such items to the Commission's office no later than 4:00 p.m. on May 4, 2004.

All work shall be performed in accordance with the provisions of the Contract Documents contained or referenced in the Project Manual now available at the Commission's office by payment of a non-refundable deposit of \$50.00. (Gerhard Taeubel, 503-823-3688). Bids, First Tier Subcontractor and Good Faith Effort Forms should be directed to Linda Naumcheff, Construction Services Coordinator. A **mandatory prebid conference** and jobsite tour will be held at 1:30 p.m. on Thursday, April 15, 2004 and all parties shall meet at 222 NW Fifth Avenue.

Prevailing wage rates must be paid on the project in accordance with ORS 279.348 to 279.380.

The Commission may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids upon a finding of the Commission that it is in the public interest to do so.

The Commission is committed to acting affirmatively to encourage and facilitate the participation of Emerging Small Businesses (ESB), Minority Business Enterprises (MBE), and Women Business Enterprises (WBE) in the Commission's projects and operations. Bidders must comply with established goals and/or good faith efforts in this project as required in the Project Manual. Bidders must also commit to comply with the Commission's requirements for Workforce Training and Hiring and Equal Employment Opportunity as outlined in the Project Manual.

The Commission's working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday excluding holidays.

Portland Development Commission
 By Linda Naumcheff, Construction Services Coordinator

First Published: Daily Journal of Commerce

April 6, 2003

SERVICE WORKER

Salem Area Mass Transit is seeking a Service Worker to clean District vehicles and facilities and performs routine maintenance on District equipment, buildings, bus stop signs and bus shelters. Starting wage \$12.57 per hour. Come in or call 503-588-2424 to obtain official application form and detailed recruitment announcement. Send completed application form and certified court DMV driving record to Salem Area Mass Transit District, Human Resources Division, 555 Court St., NE, Suite 5230, Salem, OR 97301-3736. Official District application form must be completed and received at District by 4:30 p.m. April 23, 2004. Visit our web site at: www.cherriots.org.

An Equal Opportunity Employer.

Assistant Director ASUO Women's Center University of Oregon

.5 FTE, 12 months position
 Assistant Director responsible for event programming, student advising, teaching, student advocacy. Bachelors degree required. Masters preferred. Announcement and application on web site: <http://hr.uoregon.edu/employment>. Complete job description and application available at: ASUO Women's Center, Suite 3-EMU, 1228 University of Oregon, Eugene, OR 97403; (541) 346-4095. Application deadline April 22, 5 PM The University of Oregon is an EO/AA/ADA institution committed to cultural diversity.



On Call

Outlet Store Floater

Min. 3 months cashier or cash handling exp. and/or retail sales. \$9.00 / hour. 0-40 hours per week. Slit days off. Saturday availability a must requires excellent driving record & transportation to all areas in Portland metro, including Aloha, Gresham, & Vancouver. EEO/ AAP employer.

Public Employees Retirement System (PERS)

Principal Executive / Manager A
 PERS covers nearly 300,000 members and administers retirement, disability benefits, health insurance and deferred compensation plans statewide. This position will ensure data is processed accurately by facilitating education programs, reconciliation projects, implementing the transition account, and supervising processing staff. Salary range is \$2,653 - \$3,903/month, DOE. EOE/AA. Criminal history will be check prior to hire. **To review the job description, including minimum qualifications, obtain Job Announcement #LE040092A from your local Employment Department field office, the state job website at www.oregonjobs.org, PERS' website at www.pers.state.or.us, or by calling PERS Human Resources at (503) 603-7794 or TTY (503) 603-7766.** Closing date is April 12, 2004 at 5 pm

For contracting opportunities with the City of Portland and for valuable information on how to do business with the City, please log on to the Bureau of Purchases Web Page: www.portlandonline.com/omf/purchasing



City of Portland Bureau of Purchases

1120 SW Fifth Ave, Room 750, Portland OR 97204
 503-823-6855

\$250 to \$500 a week
 Will train to work at home
 Helping the US Government file HUD/FHA mortgage refunds
 No experience necessary
 Call Toll Free 1-866-537-2906

LAW ENFORCEMENT TRAINEE
 Top training with top-flight agency. No exp. req'd, HS grads, 17-34 years old. Good pay, great benefits. Paid relocation. Call M-F 1-888-824-6289.

Auto Claim Representative Trainee

State Farm Insurance Companies is currently seeking candidates for the position of Auto Claim Representative Trainee in our Tualatin Office. We offer a competitive salary and benefits package. Qualifications strongly desired:

- Bilingual (Eng/Span)
- Strong communication and interpersonal skills
- Customer Service Experience
- Customer focus and ability to handle multiple tasks
- Basic Computer and keyboard skills
- Bachelors degree or equivalent experience

Fax OR e-mail resume to:

State Farm Insurance
 Human Resources
 Fax: (503) 247-4104
 e-mail: jobopps.pacnw@statefarm.com

Ref: 15-AD-82

An Equal Opportunity Employer

JOURNEY MECHANIC

Salem Area Mass Transit District is seeking a Full-time Journey Mechanic position to maintain and repair our transit buses, automobiles and associated equipment. Considerable knowledge of automobile and/or diesel powered vehicular equipment is required. A good driving record and ability to obtain OR CDL are required. Starting wage is \$16.55 per hour. Excellent benefits. Come in or call 503-588-2424 to obtain official application form and detailed recruitment announcement. Send completed application form and certified court DMV driving record to Salem Area Mass Transit District, Human Resources Division, 555 Court St., NE, Suite 5230, Salem, OR 97301-3736. Official District application form must be completed and received at District by 4:30 p.m. April 30, 2004. Visit our web site at: www.cherriots.org.

An Equal Opportunity Employer.



PARKING FACILITY Operator

Immediate full time and part-time openings. Seeking dependable, well groomed, positive individuals

\$8.00 + starting wage
 Overtime/advancement potential
 Medical & Dental, 401k avail.
 Drug test/Background check

New hires must have acceptable documentation to confirm both identity and eligibility to work.

Apply 12:00-12:30PM, Mon, Wed & Thurs at City Center Parking
 130 SW Stark, Portland.

You Belong on Our Team!

Job Hotline: 503-988-5035
 TTY: 503-988-5170

an equal opportunity employer

www.multcojobs.org

MULTNOMAH COUNTY

Retirement Living

Westmoreland's Union Manor
 6404 SE 23rd Avenue • Portland 97202
 503•233•5671

Marshall Union Manor
 2020 NW Northrup Street • Portland 97209
 503•225•0677

Kirkland Union Manors
 3530 SE 84th Avenue • Portland 97266
 503•777•8101

Kirkland Union Plaza
 1414 Kauffman Avenue • Vancouver 98660
 360•694•4314

- Studio & One-Bedroom Apartments with Kitchens
- Affordable Rents with No Buy-In or Application Fees
- Garden Areas & Planned Activities
- Easy Access to Bus Lines & Shopping
- Federal Rent Subsidies Available for those that qualify

TDD 503•771•0912
www.theunionmanors.org

CALL FOR NEW Minority Business Owners

If you perform Construction Work or Construction Services and if you have a new business or recently formed a business in the last 2 years and are interested in doing future work with the City of Portland.

Please contact:
Group AGB LLC, Andre Baugh - 503 281-3638
andre@i2x4.com
 or
FM Burch & Assoc., Faye Burch - 503 735-9455
fmburchpr@aol.com

We are working to create a database of new companies that includes the services they can provide. Let us help you take the next step to increase your opportunities and Profits.



The City of Portland is an equal opportunity employer

The State of Opportunity.

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 The State of Oregon and all its divisions are proud to be equal opportunity employers.

OREGON DEPARTMENT OF HUMAN SERVICES
MAKE A DIFFERENCE IN THE LIVES OF OREGONIANS by joining the Oregon Department of Human Services (DHS), the statewide health and human services agency. We help Oregonians be independent, healthy and safe. We are absolutely committed to ongoing innovation in the delivery of services, and we are committed to recruiting, developing and retaining a diverse workforce.

PUBLIC HEALTH
 • Research Analyst 3
 Research Analyst
 Salary range: \$3,060 - \$4,265/month
 Announcement #LEHS4205 - Portland
 Position closes April 12, 2004

HUMAN SERVICES
 • Principal Executive/Manager D
 Child Welfare Program Manager
 Salary range: \$3,720 - \$5,486/month
 Announcement #LEHS4207 - Grant, Harney, Malheur
 Position closes April 13, 2004

To obtain detailed job announcements and application materials, visit the DHS website: www.dhs.state.or.us/jobs/; call the DHS job line at (503) 945-5742; TTY (503) 945-6214 or contact any local Oregon Employment office. Information is available by referencing the announcement number.

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)
Information System Specialist 4
Test Analyst

PERS covers nearly 300,000 members and administers retirement, disability benefits, health insurance and deferred compensation plans statewide. The person in this position will determine programming requirements, prepare programming specifications, programming, testing, debugging, and implementation of a business oriented, computer based system. Salary range is \$3,053 - \$4,210/month, DOE. EOE/AA. You can obtain Job Announcement #LE040311, which may include test questions, and the State of Oregon application form (PD100) from the local Employment Department, the state website at www.oregonjobs.org, PERS website at www.pers.state.or.us, or call PERS Human Resources at (503) 603-7794, TTY (503) 603-7766. Criminal history will be checked prior to hire. Closing date is April 14, 2004 at 5 pm.

Principal Executive/Manager H
Executive Director
Tigard, Oregon
 PERS exists to enable public employers in Oregon to provide their employees with retirement benefits as part of their compensation package. The Executive Director serves as the chief executive officer

and is responsible for the overall administration of the agency. Candidates must have a degree in Business, Finance, or related experience, including leadership experience in large, diverse organizations, public or private that have a similar scope and complexity of programs related to this position; proven ability to motivate and lead in a challenging environment; strong financial management skills; experience dealing with complex policy issues; superb verbal and written communication skills; and strong human resource management experience. Candidates must also have a proven track record in facilitating consensus between a broad range of stakeholders. Salary is \$69,156 - \$97,056/year, plus an excellent benefits package. The State of Oregon is an equal opportunity, affirmative action employer, committed to workforce diversity. **To obtain Announcement #ES459002, please visit www.oregonjobs.org. Mail, deliver, fax or email your application materials to Joe Wahl, Statewide Recruitment Services, Department of Administrative Services, 155 Cottage Street, NE, Salem, Oregon 97310, Phone: (503) 378-4184, Fax: (503) 378-5731, email: Joseph.M.Wahl@state.or.us. This position is open until filled.**

OFFICE OF THE GOVERNOR
Affirmative Action Program
Program Representative 1
Executive Assistant

The primary duty of the Governor's Affirmative Action (AA) Program is to direct and monitor affirmative action programs in all state agencies. The person in this position will oversee the program and one or more administrative functions, including related supporting programs; develop, review, monitor, and make recommendations regarding program budget, requiring management and executive knowledge and ability; and monitor a reporting system to track agency progress in workforce diversity. To qualify, you must have 2 years' staff technical or professional-level experience, including advising and/or instructing the public concerning specific programs or processes; monitoring programs; or performing participant reviews. Salary is \$2,607 - \$3,652/month, plus excellent benefits. **To obtain full Announcement #ES121001 and application materials, please visit www.oregonjobs.org. Mail, deliver, fax or email application materials to Department of Administrative Services, Attn: Joe Wahl, Attn: Joseph Wahl, 155 Cottage St. U40, Salem OR 97301-3968; fax to (503) 378-6879; phone: (503) 378-4184; or email: joseph.m.wahl@state.or.us. Your application materials must be received by 5:00 pm on April 15, 2004.**

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 Acupuncture); assisting licensees; and maintaining electronic and hard-copy licensee files to ensure that current and accurate licensee information is available to the public. Salary range is \$1,863 - \$2,546/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 ext. 222. **To find out about the Board of Medical Examiners, visit the Board's website at www.bme.state.or.us. This recruitment closes 5 pm on April 16, 2004.**

OREGON DEPARTMENT OF TRANSPORTATION (ODOT)
CAREER OPPORTUNITIES...JOIN OUR TEAM!
 ODOT supports a vast range of innovative transportation products and services, touching the life of every Oregonian, every day.

Explore our variety of rewarding occupations...

INFORMATION SYSTEMS
 • Database Analyst/Administrator
 Salary \$4,038 - \$5,570/month
 Announcement #OCOT4178 Salem

TRADES
 • Electrician
 Salary \$3,698 - \$4,265/month
 Announcement #OCOT4032 Bend

To apply, you must obtain a copy of the appropriate announcement number, which provides full details, qualifications/requirements, and how to apply instructions. Call (503) 986-4030 TTY (503) 986-3854 for the hearing impaired, or visit www.odot.state.or.us/jobs. As an AA/EEO employer, ODOT is committed to integrating the promotion and management of workforce diversity and affirmative action into every facet of our business.