

# CLASSIFIED / BID

## Dungarvin

...Respecting and responding to the choices of people with developmental disabilities.

### DIRECT CARE OPENINGS

Dungarvin is seeking inspired, caring and dedicated people to serve individuals with developmental disabilities. Job duties include: assisting individuals with daily activities, cleaning, making meals, transportation, behavior management, and documentation.

No experience necessary and extensive training is provided. Locations in SE Portland, Troutdale, and Oregon City. FT, PT and on-call positions available; all shifts. Starting salary is \$8.94/hr. We offer an excellent benefits package, including medical, dental, life, generous paid time off, and 401(k).

Applicants must be 18+ years of age, have a valid drivers license and a clean driving record, and a HS diploma or GED to apply. We do extensive background checks.

To apply, e-mail resume to or [recruiter@dungarvin.com](mailto:recruiter@dungarvin.com). Fax to (503) 670-1565. Mail to: 7320 SW Hunziker Rd., Suite 101, Portland, OR 97223. To fill out an online application, visit our website at [www.dungarvin.com](http://www.dungarvin.com). For more information, please call (503) 624-0205. EOE.



### METRO

**Associate Public Affairs Specialist.** Regional Parks and Greenspaces, \$45,292 - \$60,651 annually, FT. Resume review will begin 1/25/07. Initiates, develops and coordinates on-going programs that communicate the accomplishments of the Metro Council's 2006 Natural Areas, Parks and Streams bond measure program to the public.

**Audio Visual Sales Coordinator.** Oregon Convention Center. \$37,977 - \$53,149 annually, FT. Deadline: 1/17/07. Promotes and sells AV services to OCC clients.

**Audio Visual Technician.** Oregon Convention Center. \$17.49 - \$23.09/hr, FT. Deadline: 1/19/07. Responsible for AV systems, direction of production assistants and maintenance of AV equipment.

To access the complete job announcement and required application materials, visit our website at [www.metro-region.org/jobs](http://www.metro-region.org/jobs) or pick up a complete packet at Metro Human Resources, 600 NE Grand Ave., Portland.

AA/EEO Employer

### Reprographics Operator I

Reprographics Operator I's are responsible for operating a full range copy center, including high-speed black and white copier/printers and color copier/printers, and basic bindery equipment. Employees occupying this position may also be required to learn and operate microfilm equipment and a one-color offset press. This position requires an understanding of Microsoft Excel for variable data applications and Adobe Acrobat for printer set-up. A basic understanding of mailing requirements is desirable. The working shifts are open to bid and may require working on swing shift (3:30pm to 12:00am) and/or third shift (11:30pm to 8:00am).

Approximate Monthly Salary Range: \$2,551 at entry - \$3,271 after three years

Application deadline is 4:30 PM, Tuesday, January 16, 2007

To learn more about this position, or to apply online, visit our website at [www.ci.portland.or.us/jobs/](http://www.ci.portland.or.us/jobs/) or pick up an application at 1120 SW 5th Ave. Portland, Oregon 97204

## To Place Your Classified Advertisement

Contact: Kathy Linder Phone: 503-288-0033  
Fax: 503-288-0015  
e-mail: [classifieds@portlandobserver.com](mailto:classifieds@portlandobserver.com)

### PUBLIC NOTICE

The City of Portland proposes to amend its Consolidated Plan Action Plan 2005-06 and Action Plan 2006-07 as follows:

The Action Plan 2004-05 established a \$570,000 pool of CDBG funds for the Enterprise Community Commission for a neighborhood Economic Development Fund. BHCD entered into a contract in 2004-05 for \$50,000 with the NE Workforce Center, to cover program delivery costs associated with acting as fiscal agent for the ECC Economic Development Fund. \$85,000 was reserved for technical assistance to microenterprises that received funding through the RFP in 2005-06 and 2006-07. The remaining funds were to be distributed over two years by a community panel made up of the Enterprise Community Commission members and other key community leaders.

The ECC issued Requests for Proposals in 2005 and 2006. To be eligible, a project must further a National Objective: community based development organization (CBDO); special economic development activity (SED); micro-enterprise development (MED); or Administration and Planning (PL). A project must also agree to serve only persons with household incomes no greater than 80% MFI, or be a qualified microenterprise, or be a small business creating jobs that would be filled only by persons with household incomes no greater than 80% MFI.

In the 2005-06 RFP, the Community Panel selected 4 small business and microenterprise projects and 2 workforce projects to be funded from the Economic Development Fund, as follows:

- A. Small Business Microenterprise: \$104,498 total award to develop 4.5 jobs
1. CEC, Inc., \$26,998 awarded to develop 1 job, match total \$6,749
  2. Elliot E-Mat Café, \$30,000 awarded to develop 2 jobs, match total \$7,500
  3. Jimmy's Cleaners, \$10,000 awarded with a match total of \$925.
  4. Gloria Jean & Co, \$37,500 awarded to develop 1.5 jobs with a match of \$9,375.

- B. Workforce Development: \$145,000 total award train and place 32 workers
1. International Center for Traditional Childbearing, \$59,670 awarded to train and place 13 workers.
  2. Northeast Workforce Center, \$85,330 awarded to train and place 19 workers

BHCD therefore amends the Action Plan 2005-06 as follows:

- \$85,330 is contracted to the NE Workforce Center for its workforce project;
- \$164,168 is contracted to the NE Workforce Center as fiscal agent for the other entities that received ECC Economic Development Fund grants;
- \$55,000 is contracted to the NE Workforce Center to subcontract as appropriate for technical assistance to the other ECC-funded small business projects.

In the 2006-07 Economic Development Fund RFP, the Community Panel selected 10 small business/microenterprise projects and 3 workforce projects as follows:

- A. Small Business Microenterprise: \$95,000 total award
1. R.J. & Company, \$15,800 awarded to develop 1 commercial property maintenance job with a match of \$8,000.
  2. Comfortlines, \$9,696 awarded to develop 2 production of window covering jobs with a match of \$4,500
  3. Dragon Fly Chai, \$8,244 awarded to develop 1 organic Chai production and marketing job with a match of \$4,000.
  4. Abarge Construction, \$3,570 awarded to develop 1 carpentry and electrical work job with a match of \$1,500.
  5. Mahogany, \$9,240 awarded to develop 1 cosmetics for women of color job with a match of \$4,500.
  6. City of Roses, \$18,450 awarded to develop 2 construction/hauling jobs with a match of \$9,000.
  7. Williams Street Market, \$5,000 award to develop a corner market and coffee roaster opportunity with a match of \$2,500
  8. BAGS, \$5,000 award to develop 1 design/manufacture of backpacks and handbags job with a \$2,500 match.
  9. Elliot E-Mat, \$5,000 to develop 1 café/laundry job with a match of \$2,000.
  10. Jimmy's Cleaners, \$5,000 to develop 1 dry cleaner job with a match of \$2,500.

The Community Panel also established a \$10,000 Contingency Fund to support the microenterprises that received ECC Economic Development Grants in 2006-07.

- B. Workforce Development: \$55,000 total award to train and place 19 workers
1. Northeast Workforce Center, \$25,000 awarded to train and place 8 workers.
  2. African Refugee Immigrant Network of Oregon, \$15,000 awarded to train and place 10 immigrant workers.
  3. Irvington Covenant CDC, \$15,000 awarded to train and place 6 ex-offender workers.

BHCD therefore amends the Action Plan 2006-07 as follows:

- \$25,000 is contracted to the NE Workforce Center for its workforce project;
- \$125,000 is contracted to the NE Workforce Center as fiscal agent for the other entities that received ECC Economic Development Fund grants;
- and \$30,000 is contracted to the NE Workforce Center to subcontract for technical assistance to the other ECC-funded small business projects.
- In addition, \$34,502 is contracted to the NE Workforce Center for providing fiscal services in 2006-07 to the other entities that received grants.

These amendments complete the commitment of all of the Economic Development Fund assets. Comments on this amendment are due by November 16, 2006. Please address any questions or comments to Lynn Knox 503-823-2385 or [lknox@ci.portland.or.us](mailto:lknox@ci.portland.or.us).

**Administrative Assistant**  
Ideal candidate will have prior experience.  
\$27,000/yr. + benefits  
NorthEast Coalition of Neighborhoods  
(503) 823-4575

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:

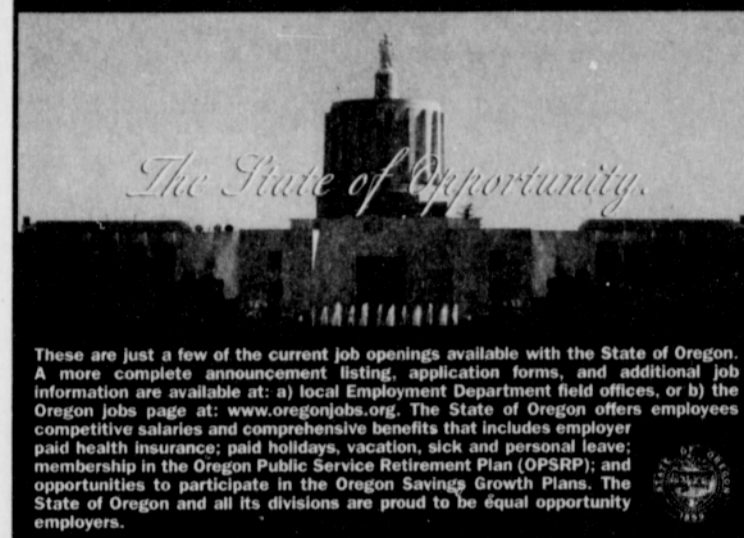
[www.portlandonline.com/omf/purchasing](http://www.portlandonline.com/omf/purchasing)



**City of Portland**  
Bureau of Purchases

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

### EMPLOYMENT



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 offers employees competitive salaries and comprehensive benefits that includes employer paid health insurance; paid holidays, vacation, sick and personal leave; membership in the Oregon Public Service Retirement Plan (OPSRP); and opportunities to participate in the Oregon Savings Growth Plans. The State of Oregon and all its divisions are proud to be equal opportunity employers.

### BUREAU OF LABOR & INDUSTRIES (BOLI)

**Administrative Specialist 1**  
This position is located in Portland and will support the work of the Wage and Hour Division's Prevailing Wage Rate Unit by performing data entry and using query and report capabilities to prepare reports, lists, and mailings; reviewing incoming forms, fee payments, and subcontractor and other lists for completeness and accuracy; maintaining the Prevailing Wage Rate database; communicating directly with contracting agencies regarding contracts and contractors; and responding to telephone inquiries and requests for forms and handbooks. Salary is \$2,119 - \$3,044/month. For Announcement #LE070001 and application materials, visit [www.oregonjobs.org](http://www.oregonjobs.org) or call (971) 673-0783 (Portland). Closing date for all applications is 5:00 pm on Monday, January 22, 2007.

**Wage & Hour Compliance Specialist**  
This full-time, limited-duration position is located in Portland. This person will investigate allegations of violations of prevailing wage rate law on public works projects through interviews, on-site inspections, evidence evaluation, and fact-finding; prepare investigative reports and enforcement remedies; negotiate settlements; work with Department of Justice to prepare cases for administrative hearing or court of law; and provide technical information/interpretation of laws, rules, and regulations governing wages and working conditions to individuals and groups. A construction related background is preferred, but not required. Salary is \$2,771 - \$4,032/month. For Announcement #LE060397A and application materials, call (971) 673-0783 or visit [www.oregonjobs.org](http://www.oregonjobs.org). Closing date for all applications is January 22, 2007.

**Principal Executive/Manager C Civil Rights Division Operations Manager**  
We have a current opening in the Portland office for a Civil Rights Manager who will manage a team of civil rights investigators, provide high-level technical expertise in the interpretation and application of civil rights laws, rules, and regulations; participate in civil rights law policy decisions and the development of administrative rules and procedures; conduct mediations on cases in which substantial evidence of unlawful discrimination is found; review, evaluate, and prepare civil rights cases for administrative hearing consideration when conciliation is not successful; present evidence and testimony at hearings. Salary is \$3,353 - \$5,180/month. For Announcement #LE060362A and application materials, call (971) 673-0783 (Portland) or visit [www.oregonjobs.org](http://www.oregonjobs.org). Closing date for all applications is January 22, 2007.

**Deputy Labor Commissioner**  
The Deputy Labor Commissioner will manage the ongoing operations of the Oregon Bureau of Labor and Industries, a state agency, and serve at the pleasure of the statewide elected Labor Commissioner. Desired background for this position includes legislative experience, legal experience, and management experience in order to effectively implement the Bureau's statutory requirements and policy; facilitate the operation of Bureau programs and Commissioner's directives; direct the preparation and administration of the Bureau's operating budget; lead professional staff; provide the Labor Commissioner with facts, information, and recommendations; represent the Bureau before the Legislature, other public bodies, and community groups; and serve on federal, state, and local task forces and advisory groups. Salary is \$5,441 - \$8,415/month. To apply for Announcement #LE060503, please submit a current resume and a cover letter to BOLI, Human Resources, 800 NE Oregon St. Portland, Oregon 97232. Resumes must be received by January 31, 2007.

**OREGON DEPARTMENT OF TRANSPORTATION (ODOT)**  
ODOT People drive Oregon's Department of Transportation. If great benefits, a professional work environment, job innovation, and career growth opportunity drive you, then come to ODOT.

**ACCOUNTING/FINANCIAL**  
• Assistant Construction Contracts Coordinator  
Salary: \$2,702 - \$4,058/month  
Announcement #OCDT6628 Salem

**ADMINISTRATIVE/CLERICAL**  
• Administrative Assistant  
Salary: \$2,233 - \$3,335/month  
Announcement #OCDT6689 Salem

**ENGINEERING/ENVIRONMENTAL**  
• Surveyor/Senior Inspector  
Salary: \$2,980 - \$4,470/month  
Announcement #OCDT6608 Coquille

• Transportation Analyst  
Salary: \$2,980 - \$4,470/month  
Announcement #OCDT6112B Salem

• Specifications Writer  
Salary: \$3,994 - \$5,999/month  
Announcement #OCDT625 Medford

• Sr. Geotechnical Engineer  
Salary: \$4,635 - \$6,954/month  
Announcement #OCDT6486B Salem

• Roadway Designer  
Salary: \$2,233 - \$3,335/month  
Announcement #OCDT6690 Salem

**INFORMATION SYSTEMS**  
• GIS Analyst  
Salary: \$2,560 - \$3,692/month  
Announcement #OCDT6739 Salem

• Senior Analyst  
Salary: \$4,203 - \$6,067/month  
Announcement #OCDT6269 Salem

**MANAGEMENT/PROFESSIONAL**  
• EEO/Affirmative Action Coordinator  
Salary: \$3,689 - \$5,441/month  
Announcement #OCDT6667 Salem

**PROJECT MANAGEMENT/PLANNING**  
• Administrative Rules Coordinator  
Salary: \$3,847 - \$5,630/month  
Announcement #OCDT6267 Salem

**ODOT... Building Careers, Bridging the Future.**  
Detailed job announcements include qualifications, requirements, and instructions on how to apply for these jobs. Go to [www.odotjobs.com](http://www.odotjobs.com) for a complete copy or call 503-986-4030 (TTY 503-986-3854) to request by mail. ODOT is proud to operate as an equal opportunity, affirmative action employer. Announcements will be made available in alternate format upon request: (503) 378-6202, TTY 1-800-993-8898.

[www.oregonjobs.org](http://www.oregonjobs.org)

WE FIND YOUR CALLING



TriMet is hiring part-time bus operators. We offer great pay, benefits and career promotion opportunities. Training is provided. Find out more at our upcoming job fairs:

Thursday, January 18: 10 a.m.-3 p.m., Mt. Hood Community College — Maywood Center, 10100 NE Prescott St. (at 102nd Ave.), Portland

Tuesday, January 23: Noon-7 p.m., TriMet Merlo bus garage facility, 16130 SW Merlo Rd., Beaverton

Thursday, January 25: Noon-4 p.m., Capital Career Center, Entrance B, 18624 NW Walker Rd., Beaverton

**TRIMET**

See where it takes you.

[trimet.org/jobs](http://trimet.org/jobs)