



**UMATILLA COUNTY**  
**POSITION DESCRIPTION**



**Department:** CDDP  
**Position Title:** Program Specialist  
EOR/PSW

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** \_\_\_\_\_ **Salary Range:** 20  
**Union Covered:** Yes **BOLI Exempt:** No

**GENERAL DESCRIPTION OF POSITION**

Provide data analysis along with program support related to in-home supports. Ensure all information related to employment of Personal Service Workers is accurate and in compliance with requirements of the Office of Developmental Disabilities Services (ODDS). Ensure program is in compliance with applicable OAR regulations, and applicable laws through development, coordination and monitoring of any service related to in-home supports.

**SUPERVISORY RELATIONSHIPS**

Works under the supervision and direction of the Program Manager.

**PRINCIPAL DUTIES OF POSITION**

- Responsible for all aspects of Employer of Record/Personal Service Workers employment records, timesheets, etc. (EE)
- Develop, coordinate and perform quality assurance measures to ensure the CDDP is completing documentation, data entry, reports, etc. according to OAR requirements. (EE)
- Perform data analysis as requested. (EE)
- Provide support to Service Coordinators in relation to anything related to EOR/PSW information needed. (EE)
- Develop policies and procedures as needed in relationship to EOR/PSW and quality assurance. (EE)
- Actively participate in meetings related to the operations of the CDDP. (EE)
- Apply confidentiality in all environments. (EE)
- Show accuracy and attention to detail through work product. (EE)
- Work as a member of a team as well as be a self-starter. (EE)
- Utilize Microsoft Word and Excel, and Google Sheets, and other software as identified at in a proficient and efficient manner. (EE)
- Research and reference subjects/issues/data as needed. (EE)

## **OTHER DUTIES OF POSITION**

- Provide general office support and other duties as assigned.

## **REQUIREMENTS FOR POSITION**

### **GENERAL/ORGANIZATIONAL**

- These competencies need to be demonstrated by everyone within the department:
- Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honoring Umatilla County policies and all regulatory requirements;
- Customer focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or the County;
- Communication: Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed;
- Collegiality: Being helpful, respectful, and approachable and team oriented, building strong working relationships and a positive work environment;
- Initiative: Taking ownership of our work, doing what is needed without being asked, following through;
- Efficiency: Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things;
- Coachable: Being receptive to feedback, willing to learn, and embracing continuous improvement;
- People management: Setting clear expectations, reviewing progress, providing feedback and guidance, holding direct reports accountable.

### **KNOWLEDGE/EDUCATION/EXPERIENCE**

- Able to demonstrate by conduct the competencies required by OAR and compliance with Umatilla County and the CDDP policy and procedures.
- Able to communicate effectively, both orally and in writing; prepare and deliver presentations to staff; and establish and maintain cooperative working relationships with staff, providers, state and county employees as well as the public. (Spanish speaking, writing, reading preferred)
- Ability to be flexible and complete tasks within short deadlines.
- Must participate in 20 hours per year of State of Oregon sponsored training or other applicable training.
- Must have a valid Driver's License, and pass background check.
- Must demonstrate ability to act on personal initiative using sound judgment.
  
- Ability to show completion of education at minimum: High School Diploma or GED
- Proficient in Microsoft Office and Google Sheets
- Ability to demonstrate the basic required knowledge and abilities to perform the duties of position. (Employer of record and/or Personal Service Worker experience preferred)
- Knowledge of Intellectual/ Developmental Disabilities systems and programs is an advantage.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

## **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine, paper and writing instrument.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee may, on occasion, work in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date