



RAISING THE BAR ON EMPLOYMENT DIVERSITY ▲

2013 DIRECTORY OF TEMPORARY STAFFING SERVICES

State of Oregon Contract #1402

The mission of Galt Foundation is to provide, promote, and expand employment opportunities for individuals with disabilities and other vocational barriers. The objective is to work toward a diverse and inclusive employment community that leads to individual self-sufficiency and that decreases individual reliance on tax supported programs and services.



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POSITION DESCRIPTIONS:

Accountant 1: Examines, accounts for, reconciles, analyzes and interprets standard accounting data and records. Applies basic accounting theory to account for standard revenues, expenditures, transfers, accounts payable, accounts receivables and inventory in accordance with government accounting standards. Applies basic accounting theory to design, generate and reconcile accounting reports. Does basic or routine analysis of agency fiscal data. One year accounting experience.

Accountant 2: Full proficiency level accounting skills. Typical work includes setting up ledgers, account codes and controls and modifying accounting systems. Establish and maintain accounting procedures and controls for accounting functions such as accounts payable, accounts receivable, contracts, grants, inventory, purchasing, payroll, etc. Sets up new ledgers and account codes. Analyzes a variety of nonstandard accounting transactions to decide and initiate appropriate entries. Prepares required annual financial statements and related notes and disclosures for an agency of moderate complexity. Two years of professional accounting experience.

Accounting Administrative Specialist: Familiar with basic principles of accounting. Experienced with general ledgers, fixed assets and/or financial statements preparation. Review and interpret business asset listings. Operate computers, perform internet searches, and effectively use software (e.g. Ms Word, Excel, and PowerPoint) as well as database applications. Analytical and problem solving skills.

Accounting Assistant 1: Applies basic accounting theory to account for standard revenues, expenditures, transfers, accounts payable, accounts receivables and inventory in accordance with government accounting standards. Verifies fiscal source documents for accuracy, completeness, authorization and coding. Reconciles accounts, initiates corrections, and makes adjusting entries.

Accounting Assistant 2: Performs all the duties of an Accounting Assistant 1 plus sets up new ledgers and account codes. Typically has at least 1 year experience.

Administrative Specialist 1: Handles phones, travel, and basic office duties. Coordinates and schedules meeting dates and locations for agencies. Prepares meeting information. Maintains calendars. Typically has approximately 2 years office experience.

Administrative Specialist 2: Performs all the duties of Administrative Specialist 1. May also take minutes and coordinate projects. Typically has approximately 3 years office experience.

Bookkeeping/Accounting Technician 1: Compiles and sorts documents such as invoices or checks substantiating business transactions. Checks fiscal source documents to determine completeness, accuracy, and proper authorizations. Maintains essential records and files. Receives funds, records amounts received and prepares

records of transactions, records data and balances accounts; prepares bank deposits. Gathers, reviews and enters payroll data such as hours worked, cost center, overtime, etc. from timesheet or other record. Communicates with employees to get missing or to clarify information.

Bookkeeping/Accounting Technician 2: Performs all the duties of Bookkeeping/Accounting Technician 2 and reviews and checks financial documents and reports such as invoices, vouchers, receipts, and requisitions for mathematical accuracy, completeness, consistency and propriety. Codes or verifies accuracy of accounting codes assigned to individual transaction documents according to accounts listing. Computes, prepares and processes billings, warrants or disbursements to account for money owed by or due to an agency. Maintains accounting records to document funds received or paid in accounts. Resolves discrepancies in computer edits and account balances.

Cashier: Receive and disburse money. May involve use of electronic scanners, cash registers, or related equipment. May involve processing credit or debit card transactions and validating checks. Provide accurate receipts and maintain routine records of all transactions.

Clerk, General: Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Crowd Management/Guest Services: Duties include interacting with individuals to direct them to appropriate locations and buildings, where it's appropriate to park their vehicles, etc. and general event ushering.

Data Control Specialist: Uses precedents and basic troubleshooting techniques and does installations following established instructions. Examples of typical installations at this level include installing established software with limited impact to other software or simple hardware memory upgrades. Monitors daily performance of communications system, software or data base and identifies and reports performance problems and issues.

Data Entry Operator 1: Reads, codes, and selects appropriate format for job from procedures manual to enter data from a variety of handwritten or typed source documents using alpha and/or numeric key station of data entry terminal at a minimum production rate of 3,000 or more strokes per hour. Identifies errors in source documents and contacts user for clarification or refers to appropriate staff for return to author.

Data Entry Operator 2: Performs all duties of Data Entry Operator 1 at a minimum production rate of 4,000 or





more strokes per hour. Reenters data from source documents initially keyed by another operator to verify accuracy, correct errors, insert missing information, and delete unnecessary information. Proofreads computer printouts to identify errors in information entered directly on-line to computer.

Data Entry Operator 3: Performs all duties of Data Entry Operator 2 at a minimum production rate of 6,000 or more strokes per hour. Updates and maintains procedure manual. Sorts source documents into batches, assigns batch number and completes work order form with number of records entered and processing time. Files source documents. Suggests changes in source document forms or job formats to improve keystroke production.

Electrician/Maintenance: Limited maintenance electrical work. Maintain, repair and replace electrical appliances, light switches, fixtures, fans, receptacles, ballasts or other electrical objects on the premises of buildings and facilities. Order supplies; maintain stock of readily available materials. Journeyman license required.

Food Service Worker: Maintains adequate supplies for service; sets up and refills condiments, dispensers, and food pans;. Clears, cleans, sweeps, mops, wipe spills, collects and removes trash, and washes dishes. Food service staff members may assist with special meal functions and other special requests.

Food Service Worker 2: Performs all the duties of a Food Service Worker 1 plus has regular responsibility for preparing simple foods such as salads, dressings, sandwiches, eggs, fruit, and pudding in a volume dining or food service facility.

Food Service Worker 3: Performs all the duties of a Food Service Worker 2 plus has responsibility for directing lower-level food service workers and/or residents or students in food preparing, distributing, serving, and cleaning activities; maintaining products and supplies for food service operations; collecting and verifying daily labor costs for the supervisor; and other non-routine tasks of a dining or food service facility.

General Services Maintenance 1: Under appropriate guidance assists and makes simple repairs to plumbing, carpentry, painting, automotive, etc. Cleans interior and exterior of vehicles; inspects condition of supplies and materials used in performing tasks, reports problems or concerns to superior; acts as security guard for facilities, properties, and supplies. Typically has one (1) year of general maintenance experience.

General Services Maintenance 2: Performs all the duties of General Services Maintenance 1 without guidance. Typically has one (1) to two (2) years of general maintenance experience.

General Services Maintenance 3: Performs all the duties of General Services Maintenance 1 & 2 without guidance. Typically three (3) or more years of general

maintenance experience.

Groundskeeper 1: Mows and edges lawns and fields with use of push and riding lawnmowers, tractors, and power edger; plants, transplants, fertilizes, and waters; cuts, trims, and prunes; eradicates weeds using both manual and mechanical methods; prevents weeds by mulching; calibrates, mixes and applies pesticides and herbicides according to manufacturer's instructions. Removes leaves, brush, and debris; removes trash and litter; removes ice and snow from walkways, parking lots, and building entrances; cleans drains, catch basins, and gutters; removes stains and spills from parking lots and walkways; fills potholes; repairs benches and signposts; assists in the maintenance of athletic fields and facilities. Troubleshoots and performs minor repairs on tools and equipment; refers major repairs to repairperson; performs minor maintenance on vehicles and power equipment by checking fluid levels, lubricating and cleaning after use; repairs and tests irrigation and sprinkler systems as needed; performs periodic cleaning of tool and shop areas. Assists other departments as needed for special events or emergency situations.

Groundskeeper/Landscaper 2: Perform all duties of a Groundskeeper 1 plus designs, installs, and maintains irrigation and sprinkler systems which includes preparing the plans, specifications and materials lists, ordering parts and equipment, and ensuring the installation is done according to specifications; performs on-site inspections of work areas to determine landscaping needs and evaluate the quality of the work being done; takes and tests soil samples to determine the need for chemical additives or natural nutrients; identifies and diagnoses plant and lawn diseases and administers or directs the administration of the remedy; identifies specific areas appropriate to specific plant types and recommends planting and landscaping strategy to supervisor; reviews and interprets site plans and architectural drawings to determine planting or landscaping needs; reviews work plan with supervisor to set priorities and monitor goals; plans, coordinates, directs, and trains the work of a grounds maintenance crew which may consist of lower level grounds maintenance workers, laborers, students, inmates, and temporary employees. Performs and/or directs a grounds maintenance crew performing the following duties: mows and edges lawns with use of push and riding lawnmowers, tractors, and power edgers; plants, transplants, fertilizes and waters lawns, shrubs, bedding plants, ground cover, and trees; cuts, trims, and prunes trees, shrubs, and flowers with use of hand or power tools; eradicates weeds using both manual and mechanical methods such as pulling, tilling, or using line trimmers; prevents weeds by mulching; calibrates, mixes, and applies pesticides and herbicides according to manufacturer's instructions.. Takes inventory of supplies such as fertilizer, seed, and pesticides; orders or requisitions supplies; assists other trades workers for special occasions or emergency situations; periodic cleaning of tool and shop areas; prepares reports and maintains records; completes special projects as assigned by supervisor.





Habilitative Training Technician 1: This position provides physical care, treatment, and guidance to clients with developmental and mental disabilities; assists clients with daily living activities and performs housekeeping duties to maintain a clean, comfortable and safe environment and may perform some limited training functions. Working Conditions: This position frequently performs bending, stooping, squatting and lifts up to 75 pounds; has daily contact with clients who may be argumentative, aggressive, destructive, offensive and dangerous to self and others; has contact with industrial strength cleaning chemicals and exposure to inclement weather.

Habilitative Training Technician 2: This position is the second level of the Habilitative Training Technicians and is distinguished from the lower level by having the responsibility for administering medications, maintain medical records and performing assigned RN delegated medical tasks which may include administration via G-Tube, diabetic procedures and complete appropriate documentation; and provide vocational training in accordance with the client's plan of care. This position must have (6) six months experience providing direct patient/client care and/or training in a related field of human services (i.e. providing assistance to individuals and/or groups with issues such as mental and physical disabilities) or an Associate's degree in a related human services field. Working Conditions: This position frequently performs bending, stooping, squatting and lifts up to 75 pounds; has daily contact with clients who may be argumentative, aggressive, destructive, offensive and dangerous to self and others; has contact with industrial cleaning chemicals and exposure to inclement weather.

Janitorial/Custodian Worker: Empties ashtrays and wastebaskets; cleans walls and other surfaces; cleans windows and mirrors; cleans and sanitizes toilets, sinks, and showers; fills dispensers; dusts; sweeps, strips, mops, waxes and buffs floors; vacuums and shampoos carpets; picks up litter; shovels snow; sweeps steps; washes outside windows; collects and bundles recyclable items. Changes light bulbs; clears clogged drains and toilets; performs minor maintenance of custodial equipment and building (i.e. changes belts or bags on vacuum cleaners, changes brushes and pads on floor buffers and waxers, tightens screws, and replaces doorknobs); reports needed repairs for maintenance and safety problems. May require lifting up to fifty (50) pounds and pushing up to fifty (50) pounds with the aid of a hand-truck or garbage can on wheels.

Janitorial/Custodian Worker (Night Shift): Performs all the duties of a Janitorial/Custodian Worker with the majority of that work happening in the late evening and/or early morning hours.

Laboratory Assistant: Receives requisition slip and sample or specimen for testing and assigns accession number; may input sample or specimen information from requisition slip into computer, including the specifics of the test requested; logs each specimen into log book and fills out work card used by professional laboratory personnel in

conducting test; distributes samples or specimens to appropriate work area; calls test results to physicians or other professional personnel; takes telephone messages or refers callers to appropriate personnel; graphs data from quality control data book onto special forms to be used in statistical analysis; files laboratory reports. Reviews supply of available stock and orders laboratory media and supplies as necessary to maintain an adequate inventory; prepares records of the lot numbers and quantity of supplies received; unpacks and puts away supplies and rotates stock on shelves; cleans and disinfects work area; cleans microscopes and other equipment and checks equipment to make sure it is turned off when not in use; washes glassware and laboratory instruments and sterilizes with hot air oven or autoclave; checks temperatures of incubators, freezers, and refrigerators to determine if functioning within proper limits. Weighs and measures accurate amount of media and chemicals and prepares reagents, stains, chemical solutions, and other media used in testing according to written instructions; sterilizes media in autoclave; dispenses prepared media into proper receptacles (e.g., Petri dishes, test tubes, and flasks).

Laborer 1: Collects and disposes of debris and trash. Digs ditches. Cuts and hauls materials. Cleans walkways, restrooms, roofs, work areas. Loads and unloads materials using hand trucks, dollies, and other moving and loading equipment. Removes brush from roadsides.

Laborer 2: Performs all the duties of a Laborer 1 plus uses power equipment for basic building maintenance; Moves office furniture and conforms cubical dividers.

Library Technician: Search, evaluate, and manipulate online bibliographic and database information to find information in response to patron requests. Prepare library materials in specialized formats and distribute to state agencies and other library patrons. Update and maintain computerized circulation records using knowledge, technical manuals, and procedure guides. Charge and discharge library materials. Maintain automated library catalog circulation records. Issue overdue notices. Prepare bills for lost materials following established procedures. Update records to reflect status (e.g., missing, lost, etc.) of library materials. Identify non-inventoried items for addition to computerized database. Add, correct or delete online database records according to local and national policies and procedures. Refer unresolved cataloging problems to Supervisor for decision. Verify accuracy of invoices for materials ordered and received. Contact publishers or vendors to correct errors. Examine damaged materials and make basic repairs following national guidelines for care of library materials. Operate, and train patrons, volunteers, and staff to operate, library technology systems and equipment. Explain, answer questions, and train volunteers about the unit's operations and processes. Keep production records and prepare summary reports for unit. Maintain stacks including shelving, shelf reading, paging, and library materials transportation.

Mail Services Clerk: Receives, opens, date-stamps, and sorts incoming letters, periodicals and packages





delivered by U.S. Postal Service, State shuttle service, and freight carriers. Delivers mail using push cart or hand truck to agency departments. Sorts outgoing mail by class. Seals envelopes. Weighs mail and affixes proper postage using metering machine. Refills postage meters. Weighs, logs in manifest book and labels packages for delivery by freight carriers. Packs outgoing mail in trays or sacks. May pick up outgoing mail and packages for U.S. Postal Service, State shuttle service, and freight carriers from agency departments using push cart or hand truck. Runs folding and inserting equipment. Clears jams and cleans equipment. Adds ink, water, and tape to machine as needed. May set up and run labeling machines. May use shrink wrapping and tying machine to seal packages. Maintains production records and postage accounts. Records postage due amounts and first, second and bulk class mail rate charges. Logs incoming and outgoing certified, registered, or insured letters. Completes forms and permits for international mail. Answers questions on mailing procedures and postal regulations from agency staff and clients. May pick up and deliver work from departments for agency copy center or word processing center. May operate photocopier.

Mental Health Therapy Tech (MHTT): The primary purpose of this position is to provide training and/or assistance for children and adults in: behavioral management, safety, school, personal cares, nutrition, housekeeping, health care and other daily activities both within the unit and the community. This position also maintains the home/property in a safe and sanitary manner. This position requires a CAN with 4 months experience, a Child Care Worker registration with 6 months experience or 18 months of direct child care experience.

Meter Reader: Walk or drive meter reading routes and record readings, maintain meter-related remarks in a handheld reading device; observe and report defective and damaged meters, unauthorized connections, broken seals, inaccessible meters, etc. Responds to customer inquiries in the field. Ability to walk long distances. Ability to maintain confidentiality of customer information. Ability to handle animals in a manner that will protect self and client. Other tasks related to the meter reading process as assigned by a Meter Reading Supervisor.

Multimedia Specialist 1: Operates high speed duplicating equipment. Prioritizes jobs for efficient use of equipment and time. Assists in microfilm functions as required.

Multimedia Specialist 2: Performs all duties of a Multimedia Specialist 1, as well as installation, testing, repair, and removal of electronic equipment and related electronics including audio visual telecommunication devices. Serves as a technical expert in communications and related technologies. May be responsible for technical guidance to others in communications and related technologies.

Office Assistant 1: Sets up and operates copy machine; operates document shredder, stamp machine,

labeling machines, letter opening machines, and/or other common office equipment, not requiring previous training or experience. Performs straight alpha/numeric sorting and filing activities; locates and distributes files and records as directed; re-files returned files and records; purges files using prescribed purging system. Makes regularly scheduled messenger rounds within an agency to collect mail and work to be copied; stuffs, stamps, and labels envelopes for large mailings; assists with date-stamping, categorizing, and sorting incoming mail; may occasionally type items such as file folder labels, index cards, or envelopes; may provide backup coverage for receptionist by answering phones and taking messages during breaks, lunches, and absences.

Office Assistant 2: Performs all duties of a Office Assistant 1 and copies records and mails them in response to requests; keeps logs of information copied and sent; writes receipts and deposits monies received by mail; Answers phones, takes messages, and/or routes calls; responds to routine questions about agency services; greets visitors and directs to appropriate location and/or staff person; mails out available publications explaining agency services in response to requests for information; processes incoming mail by opening, date-stamping, sorting, and delivering to personnel in department, section, or unit; picks up outgoing mail; performs simple maintenance on office equipment; refers maintenance problem to service technician when appropriate.

Office Specialist 1 – Level 1: Secretarial and General Office Support. Typical tasks: serves as secretary to a work unit, team, or one or more individuals; types a variety of correspondence, reports, memos; determines proper formats and modes of address for letters and reports; composes and types correspondence and responds to inquiries, requiring general knowledge of agency operations; reads, sorts, and distributes incoming mail; organizes and maintains filing systems; files information in policy, procedure, and other manuals; schedules appointments for one or more individuals; types itineraries and agendas; maintains attendance and other personnel and payroll records for the work unit; maintains supervisor's calendar; orders office supplies and maintains inventory. Examines applications, forms, and other documents with which the work unit is concerned; reviews documents for accuracy and completeness; compares data on documents with data on manual or computer record; adds, deletes, or changes information on manual or computerized system to maintain accurate, complete, and current information; contacts clients, patients, agency staff, other agencies, or the general public in person, in writing or by telephone to obtain information to complete processing of documents; performs arithmetical computations to recheck the calculations made by others or to compute penalties, fees or interest using established formulas; collects data for reports or surveys. Types on a production basis, a variety of correspondence, reports, narratives, statistics and forms; explains and clarifies rules, processes and procedures to clientele; provides information about services available; receives incoming calls and routes to appropriate staff.





Office Specialist 1 – Level 2: Performs all of the duties of an Office Specialist 1 – Level 1, and have at least six months of office experience, with the additional ability to answer multi-line telephone at a moderate level call volume. Possess intermediate knowledge of word processing, using functions such as creating forms and tables and mail merge.

Office Specialist 1 – Level 3: Performs all of the duties of an Office Specialist 1 – Level 1 and 2, and have at least one year of office experience. Ability to answer multi-line telephone at a high-level call volume. Additional computer skills in basic spreadsheet and database software environments. Works independently and requires little or no supervision.

Office Specialist 2 – Level 1: Performs all the duties of a Office Specialist 1 Level 3 plus maintains supervisor's calendar and schedules appointments and conferences; completes travel vouchers, expense claims, and reports; Performs specialized record processing activities requiring independent judgment to make decisions or select a course of action based on laws, rules, policies, and procedures within a particular program or operation. Some examples of records processing activities are as follows: 1) reviews applications, forms, or other documents for compliance with established criteria; ensures that all necessary documentation is provided and is complete: issues permits/licenses or denies applications based upon review; 2) issues authorized payments for services; determines and takes appropriate corrective action; 3) reconstructs account transactions showing charges, payments and adjustments; determines and initiates action within established policies and procedures to resolve problems with records, billings, payments, or charges; collects and compiles data requiring specialized program knowledge as well as judgment in selecting from a variety of reports, computer printouts, logs, etc.; makes presentations to staff, students, and clients to provide information regarding new and/or changes to policies and procedures of the work unit.

Office Specialist 2 – Level 2: Performs all duties of an Office Specialist II – Level 1 and have at least two years of office experience. Has intermediate to advanced word processing, spreadsheet and database experience. May contact the public or other state, city or county agencies to obtain or verify information. Previous experience includes a fast-paced work environment with the ability to maintain and prioritize a heavy workload. Has the able to work with minimal supervision.

Office Specialist 2 – Level 3: Performs all duties of an Office Specialist II – Level 1 and 2 with a minimum of two years experience at this level of responsibility. Has advanced level word processing, spreadsheet and database experience. Can answers questions requiring program or technical knowledge, with appropriate agency training. Experience working with large quantities of confidential and time sensitive information. Capable of working independently.

Office Specialist 3: Performs all duties of an Office

Specialist II Level 1, 2, & 3 with a minimum of 3 years experience at this level of responsibility. Advanced level word processing, spreadsheet, presentation, email and database experience. Previous experience and ability to support senior/executive level management to include calendaring, scheduling, meeting and travel arrangements.

Operations Policy Analyst: Analyzes the issues then selects and applies accepted analytical techniques to solve conventional problems. Findings and recommendations are based upon analysis of easily obtainable information, existing guidelines, and accepted analytical techniques to conventional problems. Prepare reports that summarize analysis and conclusions. Identify potential operational problems and recommend solutions. Work jointly with agency program staff to help them access needed data, or plan business reporting needs. Translate business processing concepts into documents usable by information system staff.

Procurement & Contract Specialist 1:

Experience in the procurement of goods and services through purchase orders and contract agreements, or tracking and preparing simple or standard contracts or agreements. Locate sources of supplies, products and services and advise staff on availability, costs, and trends. Compare things such as products, services, quality, availability, shipping, and make purchase recommendations. Prepare and release purchase orders and documents. Keep records and required documentation of transactions.

Procurement & Contract Specialist 2:

Performs all the duties of a Procurement & Contract Specialist 1 plus independently determines solicitation methodology, develops specifications for bids and proposals and recommends award.

Public Service Specialist 1: Performs switchboard and receptionist activities (e.g., receives incoming calls on multiple phone lines, takes messages, and/or routes calls to appropriate person or section; transfers calls as required; places long-distance calls when requested; greets visitors and directs them as necessary; directs delivery personnel to proper area). Maintains record of incoming calls, outgoing calls and long-distance calls placed through the switchboard; sorts, distributes and forwards daily mail as required; maintains various log books (e.g., current location of residents and staff, key checkout log); performs alphabetizing, simple typing and filing functions; checks accuracy of lists and computations. Keeps sign-in/sign-out records of assigned personnel and facility residents; maintains confidential records such as home telephone numbers of staff and residents.

Public Service Specialist 2: Performs all duties of an Public Service Specialist 1 plus may operate a high volume hospital switchboard that includes paging and message systems, answering non-routine and emergency calls and daily updating of personnel location information. Collects and distributes informational materials as requested; compiles and sends information in response to inquiries; receives and updates information used to answer





inquiries; types letters, forms, and certificates. Schedules appointments (e.g., for counseling, radiological procedures); observes behavior of visitors and clients and reports unusual behavior to appropriate staff.

Public Service Specialist 3: Performs all duties of an Public Service Specialist 1& 2 plus may provide the public (over the telephone, at the counter and by written correspondence), with explanation of rules, policies, procedures, and programs in order to secure compliance and explain requirements, (e.g., explains tax regulations, eligibility for tax credits, motor carrier regulations, hospital financial policies);; accepts payments and fees for transactions (e.g., motor carrier taxes, delinquent personal and withholding taxes, license, and permit fees).

Receptionist: Answer inquiries and obtains information for general public, customers, visitors, and other interested parties. Provides information regarding activities conducted at establishment; location of departments, offices, and employees within organization.

Recreation Leader: Assists in planning and conducting programs and special events by collecting data from participants to identify community needs, registering participants, receiving monies and filing registrations or data entry on computer. Instructs in assigned areas of program responsibility, directing drop-in activities, and setting up special event activities; leads on-site activities in a variety of program areas. Prepares lesson plans for approval by supervisor; identifies materials and equipment needed; researches rules, regulations and techniques in area of assignment. Recruits volunteers to assist with events and activities and provides on-site supervision of them. Requests and inventories supplies and equipment; purchases supplies needed for special events. Acts as receptionist for recreational sites; takes, routes and delivers telephone messages, makes copies of correspondence, forms, notices; maintains and distributes data; maintains participant mailing list; collects attendance figures, citizen concerns, accident, and incident reports for supervisor. Responds to written and verbal questions regarding registration and general programs; develops special event fliers and delivers publicity; provides information on city-wide programs over the phone and in person.

Retirement Counselor 1: One year of experience calculating payment amounts or researching or reconciling accounts and explaining rules, programs or procedures. Determines general retirement eligibility and benefits; computes and processes benefit payments and estimates of benefit entitlements; provides general counsel to members, beneficiaries and employers on rights and benefits.

Retirement Counselor 2: Two years of experience researching or reconciling accounts and explaining rules, programs or procedures. Reviews calculations of Retirement Counselor 1's; calculates estimates of benefit entitlements and benefit estimates for active, inactive, and retired members in complex cases; authorizes accounting transactions to implement, maintain, or adjust payment of the benefits; calculates complex (as well as general) estimates of benefits and benefit entitlements for members

applying for disability benefits and for disabled members; advise members on rights and obligations under Oregon retirement law as pertaining to disability in complex cases; authorizes necessary accounting transactions to create, maintain, and discontinue disability payments.

Shipping/Receiving Clerk: Receives parts and supplies shipments and compares to specifications, shipping lists and purchase orders. Checks for breakage, quantity, and back orders. Assigns stock numbers, marks, and stores parts and supplies in bins or assigned locations. Sets up new locations as needed. Data enters incoming and outgoing parts or shipments in a computerized inventory control system or records data on inventory records. Tells mechanics and field crews of parts and supplies availability. Substitutes parts if original parts are not available. May initiate purchases of parts and supplies. Gets orders from mechanics and field crews for parts and supplies and issues parts and supplies in person or ships them. May deliver emergency orders.

Traffic Counter: Manually counts and classifies motor vehicles. Records on a tally sheet the classification counts of motor vehicles (e.g., Oregon car, out-of-state car, and classify the type and axle configuration of other vehicles in directional movements). Records each vehicle's directional movement at an intersection or on a straight roadway. Briefly questions motorists to learn the purpose and destination of their trip or distributes survey questionnaires to motorists to get related information for transportation studies. Counts bicyclists and pedestrians directional movement at an intersection or on a straight roadway. Records on a tally sheet the directional count of bicyclists and pedestrians. Helps supervisor assemble, compile or prepare maps, sketches and other reference materials used in transportation studies.

Transcriber 1: Listens to and determines type of information on tape; selects appropriate format for dictated information; types reports and other information from voice dictation; uses computer to produce dictated information in final form as a permanent document; proofreads, corrects and edits grammar, punctuation, and syntax; determines correct terminology whenever possible when dictation is muffled, or unclear, or when abbreviated and/or incorrect terms are used; retypes transcribed documents following receipt of revised or corrected information from dictation author. Transcribes verbatim (e.g., court documents, medical records, etc).

Transcriber 2: Listens to and determines type of information on tape; selects appropriate format for dictated information; types reports, summaries, and other information from voice dictation; uses computer to produce dictated information in final form as a permanent document; proofreads, corrects and edits grammar, punctuation, and syntax; determines correct terminology whenever possible, and other information when dictation is muffled, or unclear, or when abbreviated and/or incorrect terms are used; retrieves information stored on discs for completion or correction of information following receipt of information from dictation author.





SCHEDULE OF HOURLY RATES (1/01/13)

Accountant 1	\$25.65
Accountant 2	\$31.80
Accounting Administrative Specialist	\$24.88
Accounting Assistant 1	\$18.49
Accounting Assistant 2	\$19.50
Administrative Specialist 1	\$20.27
Administrative Specialist 2	\$21.43
Bookkeeping/Accounting Technician 1	\$15.71
Bookkeeping/Accounting Technician 2	\$16.81
Cashier	\$14.56
Clerk, General	\$14.89
Crowd Management / Guest Services	\$16.25
Data Control Specialist	\$19.89
Data Entry Operator 1	\$15.28
Data Entry Operator 2	\$15.81
Data Entry Operator 3	\$16.81
Electrician/Maintenance	\$34.38
Food Service Worker	\$15.35
Food Service Worker 2	\$16.54
Food Service Worker 3	\$17.73
General Services Maintenance 1	\$17.77
General Services Maintenance 2	\$19.02
General Services Maintenance 3	\$19.86
Groundskeeper 1	\$17.89
Groundskeeper 2	\$19.16
Habilitative Training Technician 1	\$21.21
Habilitative Training Technician 2	\$22.20
Janitorial/Custodian Worker	\$16.66
Janitorial/Custodian Worker (Night Shift)	\$17.48
Laboratory Assistant	\$15.66
Laborer 1	\$16.30

Laborer 2	\$17.13
Library Technician	\$15.66
Mail Services Clerk	\$16.72
Mental Health Therapy Tech (MHTT)	\$22.95
Meter Reader	\$20.51
Multimedia Specialist 1	\$18.35
Multimedia Specialist 2	\$22.19
Office Assistant 1	\$15.71
Office Assistant 2	\$16.10
Office Specialist 1 – Level 1	\$16.48
Office Specialist 1 – Level 2	\$17.35
Office Specialist 1 – Level 3	\$17.97
Office Specialist 2 – Level 1	\$18.73
Office Specialist 2 – Level 2	\$19.50
Office Specialist 2 – Level 3	\$19.89
Office Specialist 3	\$25.65
Operations Policy Analyst	\$25.65
Procurement & Contract Specialist 1	\$27.19
Procurement & Contract Specialist 2	\$31.80
Public Service Specialist 1	\$15.66
Public Service Specialist 2	\$16.81
Public Service Specialist 3	\$18.35
Receptionist	\$16.04
Recreation Leader	\$15.28
Retirement Counselor 1	\$23.73
Retirement Counselor 2	\$25.27
Shipping/Receiving Clerk	\$17.31
Traffic Counter	\$15.28
Transcriber 1	\$19.12
Transcriber 2	\$20.27



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PROFESSIONAL AFFILIATIONS

