

D R A F T
Suggested Procedure for Staff Selection

1. Committee approves recommendation and proposed job description from Subcommittee on Planning.
2. Recruitment of candidates for Committee Administrator.
 - 2.1 Advertise in Oregonian, Portland Observer and other papers as desired.
 - 2.2 Send job announcement to all or part of attached list.
 - 2.3 Send job announcement to selected universities and government research units (eg. Bureau of Government Research).
3. Subcommittee on Planning makes first cut at applications.
4. Interview applicants.
 - 4.1 Establish consistent criteria for interviews.
 - 4.2 Establish method for evaluating applicants.
5. Identify finalists.
6. Either interview finalists and bring recommendation to full committee, or add members from full committee to interview finalists.
7. Recommendation to full committee.
8. Hire Committee Administrator.

*Salary range
duration of job 12-18 mos.*

*graduate schools
City Club*

o. bring on Adm. early July

AA Officer
Dept. of Human Resources
320 Public Service Building
Salem, OR 97310

Adult & Family Services
Mr. Bob Mauer, JOBS Specialist
12901 S.W. Jenkins Road, #B
Beaverton, OR 97005

Adult & Family Services
Ms. Pat Greisel
P.O. Box 17278
Portland, OR 97217

Albina H.R. Center
Maxine Israel
30 N. Webster
Portland, OR 97211

Allen Temple CME Church
Attn: Church Secretary
4214 N.E. 8th Avenue
Portland, OR 97211

ARC
Anthony Pfannesstiel
P.O. Box 22250
Milwaukie, OR 97219

Beaverton Schools-Work Experience
Attn: Peter Fitzgerald
P.O. Box 200
Beaverton, OR 97075

Bureau of Indian Affairs
Employment Assistance
911 N.E. 11th Avenue
Portland, OR 97232

Center for Urban Education
Karen Quitt
2710 N.E. 14th
Portland, OR 97212

Challenge Center
Carol Manning
5285 S.E. Mallard Way
Milwaukie, OR 97222

Chemeketa Community College
Placement Service
P.O. Box 14007
Salem, OR 97309

Children's Services Center
Attn: Margaret Cook
531 S.E. 14th
Portland, OR 97214

Chinese American Citizen Alliance
2807 S.E. Martins
Portland, OR 97202

Chinese Consol Ben. Assn.
315 N.W. Davis
Portland, OR 97209

Chinese Student Assist. Comm.
Northwest China Council
P.O. Box 751
Portland, OR 97207

City of Beaverton
Personnel Department
4755 S.W. Griffith Drive
P.O. Box 4755
Beaverton, OR 97006

City of Forest Grove
City Manager
P.O. Box 326
Forest Grove, OR 97116

City of Gresham
Personnel Director
1333 N.W. Eastman Parkway
Gresham, OR 97030

City of Hillsboro
123 West Main Street
Hillsboro, OR 97123

City of Lake Oswego
Mr. Peter Harvey, City Manager
P.O. Box 369
Lake Oswego, OR 97034

City of Milwaukie
Community Development
6101 S.E. Johnson Creek Blvd.
Portland, OR 97206

City of Milwaukie
Ms. Sandra Miller, Personnel Director
10722 S.E. Main
Milwaukie, OR 97222

City of Oregon City-Personnel Div.
Ms. Lynne Todd
320 Warner-Milne Road
Oregon City, OR 97045

City of Tigard
Attn: Personnel
P.O. Box 23397
Tigard, OR 97223

City of Troutdale-Personnel
Ms. Pam Christian, Personnel Director
104 S.E. Kibling
Troutdale, OR 97060

City of Tualatin
Mr. Stephen Rhodes, City Manager
P.O. Box 369
Tualatin, OR 97062

City of Vancouver
Personnel Office
P.O. Box 1995
Vancouver, WA 98668

City of West Linn
City Administrator
P.O. Box 48
West Linn, OR 97068

City of Wilsonville
Personnel Division
P.O. Box 200
Wilsonville, OR 97070

Clackamas Community College
Career Development Center
19600 S. Molalla Avenue
Oregon City, OR 97045

Clackamas County
Personnel Office
904 Main Street
Oregon City, OR 97045

Clackamas County Mental Health
Jan Miller-Glidden
998 Library Court
Oregon City, OR 97045

Clark College
Mr. Herbert Orange
1800 E. McLoughlin Blvd.
Vancouver, WA 98663

CODA
Ms. Nora Nolan
306 N.E. 20th
Portland, OR 97232

Concorde Career Institute
Mark Aorcon
P.O. Box 4941
Portland, OR 97208

Coolley & Associates
161 High SE
Suite 208
Salem, OR 97301

Coolley Associates
Ms. Carol Winters
8040 N.E. Sandy Blvd.
Portland, OR 97213

Director of Personnel
1220 S.W. Fifth Avenue
Room 100
Portland, OR 97204

Dislocated Workers Project
Attn: Dani
4510 N.E. 102nd Avenue
Portland, OR 97220

Edwards Center
Kristin Thomas
P.O. Box 6269
Aloha, OR 97007

ETBS
Marylhurst Education Center
P.O. Box 215
Marylhurst, OR 97036

Filipino American Assn.
8917 S.E. Stark Street
Portland, OR 97216

Goodwill Industries of Oregon
Ms. Priscilla Hagan
1831 S.E. Sixth
Portland, OR 97214

Governor's AA Office
State Capitol, Room 160
Salem, OR 97310

Greater St. Stephens Church
Attn: Church Secretary
3922 N. Williams Avenue
Portland, OR 97227

Handicap Representative
Oregon State Employment Division
P.O. Box 159
Portland, OR 97207

Hillsboro Chamber
Ms. Sue Horton
334 South Fifth
Hillsboro, OR 97123

Housing Authority of Portland
Attn: Myra Glasser
135 S.W. Ash
Portland, Oregon 97204

Intergovernmental Resource Center
Personnel Office
P.O. Box 5000
Vancouver, WA 98668

International Refugee Center
1336 East Burnside
Portland, OR 97214

Jewish Family & Child Service
Barbara Schwartz
1130 SW Morrison, #316
Portland, OR 97205

Job Developer
Rayola Gard
P.O. Box 461
Molalla, OR 97038

JOBSource
1720 West Mulberry
Unit B-9
Fort Collins, CO 80521

Kampfire Management Services
Attn: Lori Adler
3529 S.E. Madison
Portland, OR 97214

King Neighborhood Facility
4815 N.E. Seventh
Portland, OR 97211

LDS Employment
Attn: Merle
10420 S.E. 82nd
Portland, OR 97266

League of Oregon Cities
P.O. Box 938
Salem, OR 97308

Mallory Avenue Baptist Church
Attn: Church Secretary
126 N.E. Alberta
Portland, OR 97211

Maranatha Church
Attn: Church Secretary
4222 N.W. 12th Avenue
Portland, OR 97211

Metropolitan Human
Relations Commission
1120 S.W. Fifth, Room 520
Portland, OR 97204

Mount Olivet Baptist
116 N.E. Schuyler
Portland, OR 97212

Mount Sinai Church
Attn: Church Secretary
602 N.E. Prescott
Portland, OR 97211

Mr. Dave Klienstuber
Rehabilitation Assistant
P.O. Box 601
Wilsonville, OR 97070

Mr. Tom Culharp
Office of Personnel
P.O. Box 543
Portland, OR 97207

Mrs. Fiedler
Adult & Family Services-JOBS
P.O. Box 11334
Portland, OR 97211

Ms. Karen Alvarado-AA Officer
City of Portland
1200 S.W. Fifth Avenue
Room 170
Portland, OR 97201

Ms. Linda McMackintea
State Capitol Building
S-401
Salem, OR 97310

Mt Hood Community College
Placement Service
26000 S.E. Stark
Gresham, OR 97030

Multnomah County Environmental Svcs
Mr. Paul Yarborough
2115 S.E. Morrison
Portland, OR 97214

Multnomah County Personnel
Employee Relations Division
1120 S.W. Fifth, #1430
Portland, OR 97204

Multnomah County Personnel
Mr. Robert Phillips, AA Officer
1120 S.W. Fifth Avenue
Room 1500
Portland, OR 97204

Muscular Dystrophy Assn
4800 S.W. Macadam
Portland, OR 97201

NEET Office
Attn: Aziz Ansary
3034 N.E. MLK Jr. Blvd.
Portland, Oregon 97212

Nevah Shalom
2900 S.W. Peaceful Lane
Portland, OR 97201

New Hope Missionary Baptist Church
Attn: Church Secretary
3138 N. Vancouver
Portland, OR 97227

Norman Goldman
Goldman & Associates
5501 N.E. 109th Court
Suite L7
Vancouver, Washington 98662-6173

OHSU
Nancy Best, Employment Specialist
2525 S.W. 3rd Avenue, #170
Portland, OR 97201

Oregon Employment Division
Ms. Chris Rankin
P.O. Box 768
Beaverton, OR 97075

Oregon Employment Division
P.O. Box 71
Oregon City, OR 97045

Oregon Public Employment Reporter
P.O. Box 20537
Salem, Oregon 97307

Oregon State Commission
for the Handicapped
1880 Lancaster Dr NE, #106
Salem, OR 97301

Oregon State Employment Division
5411 N.E. Union
Suite B
Portland, OR 97211

Oregon State Employment Services
Ms. Margaret Skoch
P.O. Box 2070
Gresham, Oregon 97216

Overton House
Attn: Troy Williams
2220 N.W. Overton
Portland, OR 97210

Pacific Northwest Rehab
1500 N.E. Irving, #420
Portland, OR 97232

PCC Job Placement Office
Ms. Susan Hayes
P.O. Box 1900
Portland, OR 97219-0990

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Ms. Susan Hayes
P.O. Box 1900
Portland, OR 97219-0990

Peninsula Neighbors
2410 N. Lombard
Portland, OR 97217

Phoenix Rising
333 S.W. Fifth Avenue
Suite 440
Portland, OR 97204

Portland Boundary Commission
Ms. Denise Won
320 S.W. Stark, Room 530
Portland, OR 97204

Portland Development Commission
c/o Human Resources
1120 S.W. Fifth, #1102
Portland, OR 97204

Portland Habilitation Center
Evelyn Lamon
3829 S.E. 74th Avenue
Portland, OR 97206

Portland NAACP
4815 N.E. Seventh
Portland, OR 97211

Portland PIC
Ms. Charlotte Dorsey
520 S.W. Sixth
Portland, OR 97204

Portland State University
Cooperative Education Program
P.O. Box 751
Portland, OR 97207

Portland State University
Craig Wollner, CLAS Coordinator
P.O. Box 751
Portland, OR 97207

Portland State University
Women's Study Certificate Program
P.O. Box 751
Portland, OR 97207

Portland Vet Center
8383 N.E. Sandy Blvd.
Suite 110
Portland, OR 97220

Private Industry Council
Attn: Jacki Lodi
520 Sixth Avenue, #400
Portland, OR 97204

Reed College
Ms. Patrice Cassidy
Placement Office
Portland, OR 97202

Rev. Sylvester Keels
Christ Memorial Church
1553 N. Killingsworth
Portland, OR 97217

Southern Oregon State College
Attn: Linda Barnes
Career Center
Ashland, Oregon 97520

St. Paul Church
Attn: Hardie Davis
8101 N. Fiske Avenue
Portland, OR 97203

St. Vincent DePaul
Rehabilitation Service of Oregon
Attn: Pat Coulter
4943 N.E. Union Avenue
Portland, OR 97211

State Department of Rehabilitation
Attn: Richard Keough
1245 S.E. 122nd Avenue
Portland, Oregon 97233

State Oregon Employment Division
P.O. Box 159
Portland, OR 97202

Steps to Success
Attn: Donna Breum
10 North Russell
Portland, OR 97227

Steps to Success
c/o Gwen
4510 N.E. 102nd
Portland, OR 97220

Student Placement Services
Lewis and Clark College
P.O. Box 32
Portland, OR 97219

The Atkinson School
Jennifer Murray
900 State Street
Salem, OR 97301

The Network
Susan Johnson
5120 S.E. 28th
Portland, OR 97202

Tri-Met
Personnel
4012 S.E. 17th Avenue
Portland, OR 97204

United Cerebral Palsy Association
7830 S.E. Foster Road
Portland, OR 97206

University of Oregon
Mr. David Povey
119 Hendricks Hall
Eugene, OR 97403

Urban Indian Council
Employment & Training
P.O. Box 3198
Portland, OR 97208

Urban League of Portland
Urban Plaza
10 N. Russell Street
Portland, OR 97227

Vet Center
Attn: Joan Cheston
2450 S.E. Belmont
Portland, OR 97214

Veteran's Administration
P.O. Box 1034
Portland, OR 97207

Vocational Counseling Assn
P.O. Box 30664
Portland, OR 97320

Vocational Rehabilitation
Division
5331 N.E. Union "B"
Portland, OR 97211

Vocational Rehabilitation Office
16770 S.E. 82nd Drive
Clackamas, OR 97015

Washington County Courthouse
Personnel Division
150 N. First Avenue
Hillsboro, OR 97123

Western Oregon State College
Placement Office
Monmouth, OR 97261

Women in Transition
Mt Hood Community College
Ms. Kenna
10100 N.E. Prescott
Portland, OR 97220