

1. What are Disaster Resource Center (DRC) positions?

The City of Portland, PBEM, Human Resources, METRO and Multnomah County are seeking Regular, Limited Duration, Casual or Seasonal employees whose work assignments are not available or may be reduced, and who are willing to work in COVID-19 Operational Coordination. There is a need for help in shelters that are opening for those in need due to the COVID-19 pandemic. Staff is needed to support shelters until the state of emergency is lifted, currently estimated at 30 days.

Potential assignments currently available:

- Reception
- Restroom Attendant
- Food and Beverage
- Sleeping Area (when providing dormitory services)
- Hotel Support

There is a posting on the City of Portland website--apply now!

2. Who can apply for these positions?

Regular, Casual, Seasonal and Limited Duration employees can apply. Additional qualifications can be found in the current posting. Supervisor/manager approval is required prior to application.

3. Can Temporary or Casual status employees apply for these positions?

Yes – with manager/supervisor approval.

4. How do I apply for one of these positions?

Interested Regular, Casual, Seasonal, Temporary and Limited Duration employees should submit a professional resume online, as well as answer the supplemental questions pertaining to eligibility. Please do not attach materials not requested.

5. I am a Veteran and want to request Veteran’s Preference for this recruitment. How do I do that?

If you are requesting Veteran’s Preference, attach a copy of your DD214/DD215 and/or Veterans Administration letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. This information is also included in the posting.

6. I identify as a person with a disability and would like to request a reasonable accommodation when applying. How do I do that?

Please contact the recruiter, Tamara Larison via email Tamara.larison@portlandoregon.gov or via phone @ (503) 823-3523. This information is also included in the posting.

7. What is the pay rate for these positions?

Your rate of pay remains the same as your Regular, Casual, Seasonal, or Limited Duration position. Therefore, there would be no change to your current rate of pay. Your time would be coded to a COVID cost center.

8. If I am a Regular, Limited Duration or Seasonal employee who is hired for one of these positions, which bureau will I be working for?

You would continue to work for your current bureau with an assignment at one of the shelters. Your time would be coded to a COVID cost center. Participants will return to their regular duties after completing the assignment.

9. Would my employment status change if I am hired for one of these positions?

No. Your employment status and classification would remain the same. Your time would be coded to a COVID cost center.

10. Will these positions be available to Casual status employees whose employment may be impacted soon?

Yes. These positions are available to Casual status employees. Your time would be coded to a COVID cost center.

11. I am a bureau timekeeper. How do I code employees from my bureau who have been successful for one of these positions?

The ECC will work with bureau timekeepers to provide instruction on how to code time using the correct cost object.

12. I am an employee currently working at one of the Shelters, how do I submit my timesheet?

You would complete the template timesheet spreadsheet as directed and submit the completed timesheet to your supervisor and bureau timekeeper. If you do not have a current supervisor or timekeeper, submit your timesheet to John DiGrazia, BHR, who will provide it to City timekeepers for entry.

13. What is the risk of contact with infected persons?

Although the Shelters are set up to foster social distancing, much of this work will involve contact with citizens and such contact may increase the likelihood of contracting COVID-19. All efforts will be made to decrease exposure and to provide masks and gloves, however, those applying may want to consider whether they are at an increased risk for contracting COVID-19.

14. The Mayor has extended the Declaration of Emergency and is urging Portlanders to stay home to save lives. Wouldn't applying for and being hired for one of these positions be in contradiction?

One of the City's priorities is providing essential services to all Portlanders, especially to our homeless community. The City will support the County's efforts in ensuring everyone's safety and will listen to the needs of our employees and community members. Those hired for one of these positions will be able to go to their assigned shelter without fear of being in contradiction of the Mayor's guidance.

15. I am already working a 40-hour week - could I work additional hours at the shelters and get paid for the time worked? Would it be overtime?

This opportunity is for those whose work assignments are not available or may be reduced. Part time support may be available, if it does not result in overtime.

16. The demand for assistance is high and I am interested in aiding where I can. Will I be able to apply to provide part time assistance while continuing my workload?

We are currently accepting all applications. There may be opportunities to provide support on a part time basis; however, we are unable to confirm until more applications are received. It is best to discuss with your supervisor, and if approved, apply for consideration.

17. If an employee working at one of the Shelters gets sick, how will they be paid?

The same procedures that currently exist for City employees will apply to City employees hired to perform work at the Shelters. The City has set up a leave donation program, [COVID-19 Response Leave Sharing Program](#), that employees who qualify can access should they run out of paid leaves due to COVID-19.

18. Are the Shelters set up for social distancing?

Yes. However, like the general population, there may be a portion of the population being served who struggles with social distancing and/or may not have the capacity to fully understand the concept. It may be a continuous task of providing education.

19. What measures are being taken to protect the population and employees?

These positions are not for everyone. There are inherent risks in exposing yourself to a larger population. Employees need to assess their risk tolerance before applying and/or accepting a position at a shelter. The City is setting up the Shelters and associated processes to mitigate the risks as able; however, we are learning something new every day about the pandemic. Additionally, there are unique challenges with this work, all of which cannot be anticipated.

20. What training will be provided for these positions?

We will provide basic training for each job; however, we don't have just-in-time training for something of this nature and don't believe anyone does. We are working with our partners at the County and elsewhere to gather information to build on any training provided.

21. What safety measures and protective equipment will be provided at the Shelters?

There will be masks and gloves on site. The masks are meant to be worn by guests experiencing worsening symptoms. General staff are being directed to wear masks and gloves to help escort symptomatic guests, and to disinfect areas guests have recent contact with. These steps are consistent with CDC recommendations.

22. How will employees be paid for their work in the Shelters?

These expenses will be directed to a central cost object and will not come from the bureau budget. These will be included in the City's request for public assistance. If it is not covered by public assistance, it will be covered with the City's incident budget.

23. Who are the managing organizations for the Shelters?

City of Portland, Multnomah County and Metro. The managers at the Shelters will make all decisions related to employment at the Shelters.

24. I am interested in working at the shelters but not sure these positions are for me?

Employees need to give consideration to their circumstances carefully including their viability to work at one of the shelters. If an employee is hired and their circumstances change or they decide this position is not a match for them, they would inform the person in charge of the shelter they were working so that a replacement can be found. You do need to apply in order to be considered.

25. As a casual employee, would the hours I work at the Shelter count towards 1,400 hours for this calendar year?

Yes. All hours worked would count towards the 1,400 hours for the year.