

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF ADOPTING) RESOLUTION 98-2665-A
A CLASSIFICATION AND COMPENSATION)
PLAN FOR METRO NON-REPRESENTED) Introduced by Mike Burton
EMPLOYEES) Executive Officer

WHEREAS, Metro Code 2.02.055(e) requires the Metro Council approve implementation of classification and compensation study recommendations; and

WHEREAS, at the request of the Executive Officer, a classification and compensation study for Metro non-represented positions has been completed; and

WHEREAS, the consulting firm PC Northwest, Inc., selected through a request for proposal process, has made recommendations for a new classification and compensation plan structure; and

WHEREAS, sufficient funds exist in department budgets for FY 1998-99 to implement the compensation plan; now, therefore,

BE IT RESOLVED,

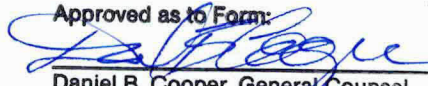
That the recommended non-represented employee classification and compensation plans be adopted effective July 1, 1998.

ADOPTED by the Metro Council this 25th day of June, 1998.



Jon Kvistad, Presiding Officer

Approved as to Form:



Daniel B. Cooper, General Counsel

FINANCE COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 98-2665, FOR THE PURPOSE OF ADOPTING A CLASSIFICATION AND COMPENSATION PLAN FOR METRO NON-REPRESENTED EMPLOYEES

Date: June 23, 1998 Presented by: Councilor McCaig

Committee Recommendation: At its June 18 meeting, the Committee considered Resolution No. 98-2665 and voted 5-0 to send the ordinance to the Council with a do pass recommendation. Voting in favor: Councilors McFarland,, Morissette, Naito and Washington and Chair McCaig.

Committee Issues/Discussion Judy Gregory, Human Resources Director, presented the staff report. She explained that the purpose of the proposed resolution is to implement the results of the recently completed classification and compensation study for Metro non-represented employees. She noted that it had been several years since such a study had been performed for such employees. The study included the gathering of information from employees and supervisors on the nature of the affected positions. A sampling of employees were also interviewed concerning their positions. Comparable compensation data also was gathered from several other public jurisdictions.

Gregory indicated that the study found that most employees were being paid within the pay range of their appropriate job classification. In those cases in which the pay was below the range, implementation of the plan would place the employee at the entry pay level for their new job classification. The net fiscal impact to implement the study would be \$135,991. Gregory explained that this amount could be absorbed within the adopted budget because the actual cost of living increases for FY 98-99 will be only 1.1% versus the budgeted amount of 3%.

Several councilors raised questions about how Council employees would be addressed under the plan. Gregory indicated that the Presiding Officer had requested that Council employee job classification and compensation be examined separately, but using the same data gathering and analysis methods. She noted that the results had been provided to the Presiding Officer and that it was her understanding that he intends to introduce a separate implementation resolution dealing with Council employees.

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 98-2665-A ADOPTING A CLASSIFICATION AND COMPENSATION PLAN FOR METRO NON-REPRESENTED EMPLOYEES

Date: May 28, 1998

Presented By: Judy Gregory,
Human Resource
Director

BACKGROUND

The Executive Officer proposed an agency-wide classification/compensation study for non-represented employees to assess classifications and evaluate compensation. The study was conducted by the consulting firm, PC Northwest, Inc. as the successful respondent to a request for proposal (RFP). Metro Code 2.02.055(e) requires Council's approval to implement the recommendations of the study.

As organizations grow and change over time, classification and pay plans become outdated as the jobs in an organization shift to meet the new needs. The industry standard is to review classification and pay systems every three to five years. Metro last reviewed its non-represented classification and pay system in FY 1991-92.

After PC Northwest, Inc. was selected as the consultant, the Executive Officer and Department Directors met to discuss Metro's compensation philosophy. The group agreed that an appropriate philosophy to ensure Metro's ability to recruit and retain employees should be to "neither lead nor lag" the market.

THE PROCESS

All Metro non-represented employees completed an extensive job information questionnaire which detailed specific job duties and responsibilities, supervisory or lead work responsibilities, internal and external contacts as well as the purpose of the contacts, etc. The consultant and the Human Resource Director met with groups of employees to discuss the process and explain the questionnaire. Completed questionnaires were reviewed by supervisors before being submitted to the consultant. The consultant reviewed all of the questionnaires and selected about 25 % of the non-represented employees for face-to-face interviews. New classification specifications were drafted based on the information in the questionnaires as well as the interviews. Individual positions were then allocated on a preliminary basis to the new classifications. Metro Department Directors reviewed the preliminary allocations and suggested

changes. Twenty-five (25) classifications were then selected as benchmarks to be used in a salary survey. The consultant conducted a salary survey for comparable data from the following jurisdictions: Clackamas County, City of Portland, Greater Vancouver B.C. Regional District, Multnomah County, Port of Portland, Puget Sound Regional Council, Tri-Met, and Washington County. Two national Zoo studies were also used due to the lack of Zoo facilities in the other surveyed jurisdictions. The consultant adjusted the data to reflect the differences between the Portland area market and the markets in other geographical areas and to account for the exchange rate between Canadian dollars and United States dollars. This data was used to develop a salary structure and to recommend salary range assignments for the benchmark classifications. Where no data was available for a classification, a salary range assignment was recommended based on internal alignment with the benchmark positions. Department Directors again reviewed the data before the consultant made final recommendations.

IMPLEMENTATION

Metro Code 2.02.060(d) & (e) states that when a classification/compensation study is implemented, those employees whose current rate of pay is **below** the entry rate of the new salary range shall be placed at the entry rate of the new range effective on the implementation date. Those employees whose current rate of pay is **above** the maximum rate of the new salary range shall be red-circled (frozen) until the new salary range exceeds their current rate of pay. Employees whose current rate of pay is **within** the new salary range shall remain at their current rate of pay until their regular anniversary date.

The recommended classification and compensation plans are attached.
(Attachment A)

FISCAL IMPACT

The Financial Planning staff conducted a thorough analysis of the impact of the study. The analysis considered FY 1998-99 budgeted funds, pay range changes, and cost-of-living adjustments. The cost to implement the recommendations is \$135,991. Non-represented cost-of-living adjustments were budgeted at 3.0% and the actual cost-of-living increase was 1.1% using the Consumers Price Index-W calculated from March to March. Therefore, sufficient funds are budgeted within each department to implement the recommendations.

EXECUTIVE OFFICER'S RECOMMENDATION

Approve Resolution No. 98-2665-A to adopt a classification and compensation plan for Metro non-represented employees effective July 1, 1998.

METRO
Recommended Pay Grade Assignments
5/8/98

RESOLUTION 98-2665 -A
ATTACHMENT A
AMENDED

<u>Classification Title</u>	<u>Pay grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Vacant	1	19,662	23,594	27,526
*Administrative Assistant I	2	20,645	24,774	28,903
Vacant	3	21,677	26,013	30,348
Administrative Assistant II	4	22,761	27,313	31,865
*Animal Hospital Attendant	5	23,899	28,679	33,458
*Administrative Assistant III	6	25,094	30,113	35,131
*Archive Technician				
Vacant	7	26,349	31,619	36,888
Administrative Assistant IV	8	27,666	33,199	38,732
*Research Coordinator I				
Service Supervisor I	9	29,049	34,859	40,669
Administrative Assistant V	10	30,502	36,602	42,702
Event Coordinator				
Food Service Coordinator				
*Paralegal	11	32,027	38,432	44,837
Research Coordinator II				
*Program Analyst I	12	33,628	40,354	47,079
Vacant	13	35,310	42,372	49,433
Program Analyst II	14	37,075	44,490	51,905
Service Supervisor II				

* Data based grade recommendation

METRO
Recommended Pay Grade Assignments
5/8/98

<u>Classification Title</u>	<u>Pay grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Vacant	15	38,929	46,715	54,500
Program Analyst III *Program Supervisor I Research Coordinator III *Service Supervisor III *Veterinarian I	16	40,875	49,050	57,225
Vacant	17	42,919	51,503	60,087
*Program Analyst IV *Program Supervisor II *Legal Council I Veterinarian II	18	45,065	54,078	63,091
Vacant	19	47,318	56,782	66,245
*Manager I	20	49,684	59,621	69,558
Vacant	21	52,168	62,602	73,036
*Manager II	22	54,777	65,732	76,687
Vacant	23	57,516	69,019	80,522
*Program Director I *Legal Counsel II	24	60,391	72,470	84,548
Vacant	25	62,807	75,368	87,930
Director I Program Director II	26	65,319	78,383	91,447
<u>Program Director III</u>	27	67,932	81,518	95,105
*Director II *General Counsel	28	70,649	84,779	98,909

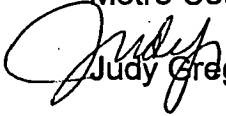
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METRO

June 18, 1998

TO: Metro Council

FROM:  Judy Gregory, Human Resource Director

SUBJECT: Resolution 98-2665-A

Attached is the amended resolution on adopting a classification and compensation plan for Metro non-represented employees. The amendment is to add a classification titled Program Director III at salary range 27, paying \$67,932 - \$95,105. This addition is highlighted on the second page of the document titled, "METRO Recommended Pay Grade Assignments".

FISCAL IMPACT

None

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METRO
Recommended Pay Grade Assignments
5/8/98

STAFF REPORT
 RESOLUTION 98 - 2665
 ATTACHMENT A

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5/8/98

ATTACHMENT A

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