
Metropolitan Service District

527 SW Hall Portland, Oregon 97201 503/221-1646

Memorandum

Date: December 13, 1979
To: Caroline Miller, Councilor
From: Mike ^{Mike} Burton, Chairman of the Council
Subject:

Thank you for your thoughtful letter concerning hiring and control procedures for Council staff. Allow me to explain how the procedure worked in the present case and then respond directly to your comments.

The Council Secretary position is a regularly classified position at the Secretary I level. The job description requires the position report to the Clerk of the Council with nominal direction from "the Council." As such, actual hiring for the position is the responsibility of the Executive Officer. (You will recall the Council determined not to exempt this position nor to make it subject to Council confirmation.)

Rick first asked me if I favored combining the Council Secretary position with his Administrative Assistant position--Peg Henwood having moved over to the Westside position. I had reservations about this, but Rick was concerned about saving money in the General fund. You will recall the layoffs in the land use area, etc., therefore I agreed that we might try filling only one of the positions with responsibilities for both activities. Rick then said he would have a new position description drawn up. Before this was done, however, Rick reconsidered and determined to stick by the original positions. He then ordered that the Notice to Hire procedures begin. He also asked that I sit with him during the interviews. I asked that Mary Carder also sit in on the interviews since the position would report to her. After initial screening, four persons were selected for final interviews and Priscilla was hired.

The job description does not specify shorthand, but each applicant interviewed was told that they would be expected to take short notes from Councilors and type long memos submitted. Standard Metro hiring procedures were followed. Unless the Council decides to exempt this position I assume that this procedure will be followed for any future hiring. You will recall that I personally opposed this but it is

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adopted Council policy.

Now, as to your specific recommendations, I would concur. I can only suggest that this would open up the whole question of procedures again, but I would be willing to entertain a change. Priscilla's job description is attached and if you consider it inadequate I am certain Rick would welcome your suggestions. I am concerned about the often fine line between what is politicking and what is public relations and that perhaps needs better definition. In any case, it was my impression that Rick was following the procedures established by the Council and I felt it was an expression of confidence that he asked me to participate. Again, as I say, I would be willing to consider support of your recommended changes in procedure.

MB/gl
6298/D3

Attachment