

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF ADDING A NEW JOB ) RESOLUTION NO. 01-3121  
CLASSIFICATION OF LEAD CASH OFFICE CLERK )  
AT THE OREGON ZOO ) Introduced by Mike Burton  
Executive Officer

WHEREAS, Metro Code Section 2.02.340 requires that any new job classification added to the classification plan requires Council approval; and

WHEREAS, Metro's classification plan does not currently include a position classification with duties involving the employee performing as lead over other employees who are cash office clerks; and

WHEREAS, the Oregon Zoo requires this job classification to ensure smooth operation of the cash room and distribution of tasks when multiple clerks are working;

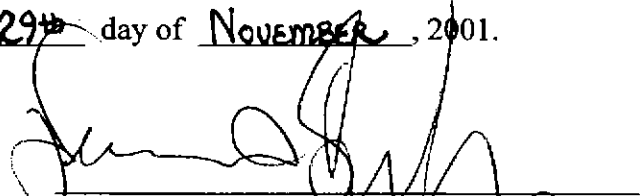
WHEREAS, Human Resources has appropriately classified the job of lead cash office clerk at a salary range of \$10.48 entry to \$15.39; and

WHEREAS, the current Oregon Zoo FY2001-02 budget is sufficient to encompass the pay range for the lead cash office clerk; now, therefore,

BE IT RESOLVED:

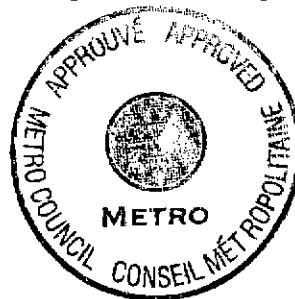
That the new job classification of lead cash office clerk is added to Metro's classification plan as shown on Exhibit A attached hereto.

ADOPTED by the Metro Council this 29<sup>th</sup> day of November, 2001.

  
David Bragdon, Presiding Officer

Approved as to form:

  
Daniel B. Cooper, General Counsel



METRO  
LABORERS INTERNATIONAL UNION, LOCAL 483 PAY SCHEDULE

Regular Employees

Salary Range	Job Code	Classification	Entrance Rate	After Six Months	After One Year
360	0019*	Typist-Receptionist	9.50	11.46	13.75
364	0461*	Stationmaster	9.77	11.49	13.22
201	3021*	Typist-Receptionist Lead	9.97	12.04	14.43
361	0035*	Clerk/Bookkeeper	9.98	12.32	14.66
344	0444*	Custodian	10.31	12.07	13.82
362	3020*	Clerk/Stenographer	10.69	13.14	15.66
365	0465*	Gardener 1	13.58	15.84	18.30
367	0470*	Animal Keeper	14.05	16.54	19.02
366	0535*	Nutrition Technician	14.05	16.54	19.02
367	0536*	Veterinary Technician	14.05	16.54	19.02
359	0445*	Maintenance Worker 1	14.53	16.25	17.96
368	0466*	Gardener 2	14.81	17.04	19.27
363	0450*	Park Ranger	15.57	17.42	19.27
358	0446*	Maintenance Worker 2	16.16	18.32	20.48
358	0449*	Exhibits Technician II	16.16	18.32	20.48
370	0468*	Arborist	17.03	19.43	21.84
370	0467*	Senior Gardener	17.03	19.43	21.84
370	0478*	Work Center Coordinator	17.03	19.43	21.84
369	0447*	Maintenance Worker 3	17.12	19.41	21.70
375	0448*	Maintenance Technician	19.00	21.55	24.09
371	0471*	Sr. Animal Keeper	19.12	19.61	20.51
372	0454*	Exhibits Lead	19.87	22.52	25.17
372	0455*	Maintenance Lead	19.87	22.52	25.17
373	0456*	Master Mechanic	19.87	22.52	25.17
376	3456	Project Coordinator	48,673.89	54,378.04	60,082.19
374	0457*	Maintenance Electrician	28.48	-----	-----
(1)	(1)	Lead Cash Office Clerk	10.48	12.93	15.39

(1) Salary Range and Job Code to be assigned pending Council approval of the new salary range.

\* Non-exempt

Effective: 07/01/2001 - 06/30/2002  
Revised: 08/09/2001  
COLA: 2.9% (07/01/2001)

H:\payplan\fy01-02\metro.xls  
by Lena L. Bannick

## **REGIONAL FACILITIES AND METRO OPERATIONS COMMITTEE REPORT**

### **CONSIDERATION OF RESOLUTION NO. 01-3121, FOR THE PURPOSE OF CREATING A NEW CLASSIFICATION OF LEAD CASH CLERK AT THE OREGON ZOO**

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Date: November 20, 2001

Presented by: Councilor Burkholder

**Committee Recommendation:** At its November 15 meeting, the Committee considered Resolution No. 01-3121 and voted unanimously to send the resolution to the Council for adoption. Voting in favor: Councilors Hosticka, Park and Chair Burkholder.

**Background:** Metro Code Chapter 2.02.340 requires that the Council must approve the creation of any new job classification.

**Committee Discussion:** Kathy Kiaunis, Deputy Zoo Director, presented the staff report. She explained that, as the number of zoo visitors and exhibits have increased the number of cash clerks that process the cash generated by these activities has also increased. As a result, the zoo requested the creation of a "lead cash clerk" job classification. The persons serving in the new position would be responsible for first line supervision of the cash clerk including work assignments, development of training programs and cashier audits.

Councilor Burkholder asked what the differences would be between the lead cash clerk position and the current cash office supervisor position. Kiaunis responded that the supervisor position is a non-classified, non-union position. The lead clerk position would be a classified, union position. In addition, she noted that the supervisor has hiring and firing authority and is responsible for the preparation of more complex accounting reports.

## **STAFF REPORT**

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CONSIDERATION OF RESOLUTION NO. 01-3121 FOR THE PURPOSE OF ADDING A NEW JOB CLASSIFICATION OF LEAD CASH OFFICE CLERK AT THE OREGON ZOO.

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Date: October, 2001

Presented by: Kathy Kiaunis

### **PROPOSED ACTION**

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Resolution 01-3121 adds to Metro's classification plan a new job classification of lead cash office clerk at the Oregon Zoo.

### **Existing Law**

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Under Metro Code 2.02.340 any new job classification added to Metro's classification plan requires Council approval.

### **Background**

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The increased volume of business at the Oregon Zoo has required that additional staffing be added in the cash office operations. In order to ensure an efficient division of duties of the cash office clerks and to facilitate training, it is necessary to establish a lead cash office clerk position. This will allow for more effective use of the cash office supervisor's time as well.

The lead cash office clerk will perform all duties associated with the regular cash office clerk as well as working with the cash office supervisor to design a structured training program for cash office clerks, initiate cashier audits, provide hands on training of cash office clerks, orchestrate the workload among the clerks on duty to ensure all work is completed, determine appropriate length shifts for each clerk in response to varying workloads, provide job directions to cash office clerks, and be available to answer questions about job procedures. The lead cash office clerk will also help cash clerks solve work problems; determine appropriate vault levels; change order amounts, schedules, and cashier bag composition; maintain inventory and reorder supplies and forms; and maintain an inventory of till locker keys and cash office keys.

The proposed new classification is lead cash office clerk. The salary would be established in the LIU Local 483 Pay Plan as range (\$10.48 to \$15.39). This new classification and the defined job duties have been reviewed and approved by the zoo director and by Metro Human Resources. The classification description is attached to Resolution 01-3121 as Exhibit A.

## **Findings**

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Creating this classification serves the following objectives:

- Enables the Oregon Zoo to operate more efficiently with increased volume in the cash room by establishing the lead cash office position.
- Facilitates training of cash office clerks and ensures smooth operation of the cash office.

## **Budget Impact**

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There is no budget impact because the subject wages are covered by the current Metro budget.

## **Executive Officer's Recommendation**

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The Executive Officer recommends adoption of Resolution No. 01-3121.