

BEFORE THE METRO COUNCIL

**FOR THE PURPOSE OF APPROVING)
NEW CLASSIFICATION SPECIFICATIONS)
RESULTING FROM THE CLASSIFICATION/)
COMPENSATION STUDY OF METRO)
POSITIONS REPRESENTED BY)
AFSCME 3580)** **RESOLUTION NO. 01-3138
INTRODUCED BY
MIKE BURTON
EXECUTIVE OFFICER**

WHEREAS, in the 1999-2002 collective bargaining agreement with the American Federation of State, County, and Municipal Employees (AFSCME), Local 3580, Metro agreed to begin an evaluation of AFSCME classifications as soon as practicable after July 1, 2000; and

WHEREAS, Metro retained the consulting firm IEC Group, selected through a request for proposal process, to evaluate AFSCME classifications; and

WHEREAS, the IEC Group has recommended that Metro add eleven new classifications to the classification plan and eliminate nine outdated classifications; and

WHEREAS, amending the classification plan to add the new classifications and eliminate the outdated classifications will more accurately reflect the work Metro employees are actually performing and will enable Metro to more efficiently and effectively utilize the knowledge, skills and abilities of Metro employees; and

WHEREAS, Metro Code Section 2.02.340 requires the Metro Council to approve any new classifications added to the classification plan for represented employees; and

WHEREAS, sufficient funds exist in department budgets for FY 2001-02 to implement the classification changes and additions;

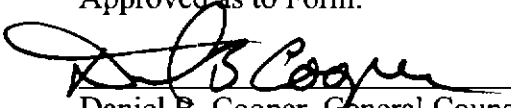
BE IT RESOLVED,

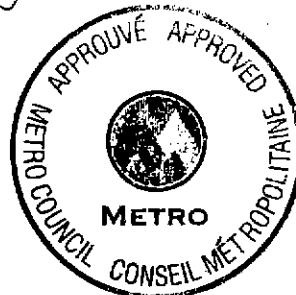
1. That the classification plan for positions represented by AFSCME be amended to reflect the changes summarized in Exhibit A, attached.

ADOPTED by the Metro Council this 13th day of December, 2001.


David Bragdon, Presiding Officer

Approved as to Form:


Daniel B. Cooper, General Counsel



Res. 01-3138
 METRO
 AFSCME CLASSIFICATION SCHEDULE
 EXHIBIT "A"

Pay Range	Job Code	Classification
01N	6012*	Office Assistant
	6003*	Visitor Services Wkr 3--Regular
02N		
03N	0037*	Accounting Clerk 1
	0018*	Receptionist
	0538*	Safety/Security Officer 1
04N		
05N	0364*	Graphics Technician
	0040*	Program Assistant 1
	0022*	Secretary
	0625*	Word Processing Operator
06N	0017*	Reproduction Clerk
	0539*	Safety/Security Officer 2
	0013*	Scalehouse Technician
07N	0038*	Accounting Clerk 2
	0015*	Building Service Worker
	0006*	Food Service/Retail Specialist
	0330*	Planning Technician
		Printing/Mail Services Clerk
08N	0021*	Administrative Secretary
09N	0014*	Lead Scalehouse Technician
	0626*	Lead Word Processing Operator
	0042*	Program Assistant 2
		Printing/Mail Services Lead
10N	0036*	Lead Accounting Clerk
	0005*	Storekeeper
10E	0031	Administrative Assistant
11N	0634*	Data Processing Operator
	0016*	Building Services Technician
	0020*	Maintenance/Equipment Operator

* Non-exempt classification
 Employees in this class are eligible to receive overtime compensation

Effective: 07/01/2001 - 06/30/2002

Res. 01-3138
METRO
AFSCME CLASSIFICATION SCHEDULE
EXHIBIT "A"

Pay Range	Job Code	Classification
12N	0331*	Hazardous Waste Technician
	0329*	Management Technician
		Latex Operations Technician
		REM Facilities Maintenance Technician
		Education Coordinator I
		Landfill & Environmental Technician
12E	0329	Management Technician
	0023	Program Coordinator
	0639	Video/Photography Technician
		Records & Information Analyst
13N	0633*	Technical Assistant
		IT Technical Specialist I
13E		
14N	0637*	D.P. Technical Specialist
		Volunteer Coordinator I
		IT Technical Specialist II
14E	0640	Assistant Creative Services Specialist
	0333	Asst Management Analyst
	0338	Asst Public Affairs Specialist
	0360	Graphics/Exhibit Designer
	0268	Volunteer Coordinator
		Education Coordinator II
		IT System Analyst I
15E	0306	Assistant Engineer
	0343	Assistant Solid Waste Planner
	0354	Asst Regional Planner
	0348	Asst Transportation Planner
	0635	D.P. Operations Analyst
		IT System Administrator I
16N	0332*	Hazardous Waste Specialist
		Latex Operations Specialist
		Landfill & Environmental Specialist

* Non-exempt classification
 Employees in this class are eligible to receive overtime compensation

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 AFSCME CLASSIFICATION SCHEDULE
 EXHIBIT "A"

Pay Range	Job Code	Classification
16E	0334	Assoc Management Analyst
	0339	Assoc Public Affairs Specialist
	0362	Graphics Coordinator
	0638	Programmer/Analyst
	0039	Senior Accountant
		Volunteer Coordinator II IT System Analyst II
17E	0355	Assoc Regional Planner
	0349	Assoc Transportation Planner
	0307	Associate Engineer
	0344	Associate Solid Waste Planner
	0636	Systems Specialist IT System Administrator II
18E	0335	Senior Management Analyst
	0340	Senior Public Affairs Specialist
		Web Master IT System Analyst III
19E	0365	Real Estate Negotiator
	0308	Senior Engineer
		IT System Administrator III
20E	0476	Construction Coordinator
	0356	Senior Regional Planner
	0345	Senior Solid Waste Planner
	0350	Senior Transportation Planner
		IT System Analyst IV
21E		IT System Administrator IV
22E	0357	Principal Regional Planner
	0346	Principal Solid Waste Planner
	0351	Principal Transportation Planner

* Non-exempt classification
 Employees in this class are eligible to receive overtime compensation

Effective: 07/01/2001 - 06/30/2002

Staff Report

FOR THE PURPOSE OF APPROVING NEW CLASSIFICATION SPECIFICATIONS RESULTING FROM THE CLASSIFICATION/COMPENSATION STUDY OF METRO POSITIONS REPRESENTED BY AFSCME 3580

Date: December ____, 2001

Presented by: Lilly Aguilar

Proposed Action

Resolution No. 01-3138 approves certain classification specifications for Metro positions represented by AFSCME 3580. These include classification specifications for new classifications to be included in the bargaining unit represented by AFSCME Local 3580.

Existing Law

Metro Code 2.02.340 requires the Metro Council approve any new classification added to a bargaining unit, including AFSCME 3580.

Background and Analysis

Metro agreed to an evaluation of AFSCME classifications in Clause 15.4 of the AFSCME 3580 contract ratified in 1999. The study was conducted by the consulting firm, IEC Group, as the successful respondent to a request for proposal (RFP). Metro Code 2.02.340 requires Council's approval to implement the classification recommendations of the study.

As organizations grow and change over time, classifications 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 classifications represented by AFSCME 3580 in FY 1995/96.

The Process

All employees represented by AFSCME 3580 completed an extensive job information questionnaire which detailed specific job duties and responsibilities, level of decision making, supervisory or lead work responsibilities, internal and external contacts as well as the purpose of the contact and working environment, both mental and physical. The consultant and Human Resources met with groups of employees to discuss the process and explain the questionnaire. Supervisors reviewed completed questionnaires before being submitted to the consultant. The consultant reviewed all of the questionnaires and selected about 40% of the Metro employees represented by AFSCME for individual

interviews. As a result of reviewing the questionnaires and interviewing employees the consultant determined some positions represented by AFSCME 3580 no longer existed or had changed significantly. The consultant also determined, and recommended, several new classification specifications. The consultant drafted new classification specifications that were then reviewed by Metro management and employees represented by AFSCME 3580.

A total of eleven (11) new classifications and the elimination of nine (9) classifications is recommended. This results in a total of (44) classifications, an increase of (2) classifications for the positions represented by AFSCME, Local 3580. A list of these new classifications and pay ranges is attached as Attachment A. A list enumerating current classifications, striking classifications that are obsolete and adding new classifications in shadow font is attached as Attachment B. There is no pay range change for existing classifications. New classifications have been placed within the existing pay schedule based on consideration of market data and internal equity. Based on Council's approval, the pay schedule for the positions represented by AFSCME, Local 3580 will be updated accordingly.

The addition of this resolution will result in these new classifications being placed at an "interim" wage rate. Pursuant to Clause 21.4 of the Collective Bargaining Contract between Metro and AFSCME, Local 3580 and ORS 243.698, Local 3580 can submit a Demand to Bargain on wages and any other conditions of employment that have been impacted by the creation of these new classifications.

The allocations for employees placed in a new or different classification will result in one of the following actions. If an incumbent's current salary is below the minimum of the range of the classification in which he/she is placed, the employee will receive an increase to the minimum of the classification in which he/she is placed. However, if the incumbent's current salary is within the allocated classification, there is no increase to his/her current salary.

Following Council approval, Metro will be providing notification to each employee of his/her allocation and the opportunity to appeal if he/she does not concur with the determination. The appeals process will be implemented in the manner agreed upon between Metro and AFSCME, Local 3580.

Findings

Approving these new classifications serves the following objective:

- Updates the classifications of Metro positions represented by AFSCME 3580 to accurately reflect the actual work being performed.
- Enables Metro to more efficiently and effectively utilize the knowledge, skills and abilities of Metro employees represented by AFSCME 3580.
- Allows Metro to proceed with notifying all employees about his/her classification allocation and implementing the agreed upon appeals process.

- Satisfies Metro's bargaining obligation in Clause 15.4 of the Collective Bargaining Contract.

Budget Impact

The budget impact to implement new classifications and to complete the recommended classification allocations is minimal and is covered in the 2001/02 budget.

Executive Officer Recommendation

The Executive Officer recommends passage of Resolution No. 01-3138.

**Classification/Compensation Study
of
Metro Positions Represented by AFSCME 3580**

New Classification	Recommended Pay Range ⁽¹⁾	
	Min	Max

Note: The following are single classifications with one or more levels.

Printing/Mail Services Clerk	\$12.40	\$16.63
Lead	\$13.68	\$18.34
Education Coordinator I	\$15.83	\$21.24
II	\$17.52	\$23.48
Volunteer Coordinator I	\$17.44	\$23.39
II	\$19.30	\$25.89
Latex Operations Technician	\$15.83	\$21.24
Specialist	\$19.23	\$25.79
Landfill & Environmental Technician	\$15.83	\$21.24
Specialist	\$19.23	\$25.79
IT Technical Specialist I	\$16.63	\$22.28
II	\$17.44	\$23.39
IT System Analyst I	\$17.52	\$23.48
II	\$19.30	\$25.89
III	\$21.31	\$28.55
IV	\$23.48	\$31.47
IT System Administrator I	\$18.40	\$24.67
II	\$20.28	\$27.19
III	\$22.36	\$29.98
IV	\$24.67	\$33.04

Note: The following are single classifications with no levels.

REM Facilities Maintenance Technician	\$15.83	\$21.24
Records and Information Analyst	\$15.89	\$21.31
Web Master	\$21.31	\$28.55

⁽¹⁾Final pay range to be determined through the negotiation process.

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