

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF APPROVING) RESOLUTION NO. 80-172
CONFIRMATION PROCEDURE)
) Introduced by the Council
) Coordinating Committee

WHEREAS, The Personnel Rules require a confirmation procedure for positions listed in Article 2, Section 8E of the Personnel Rules; and

WHEREAS, The attached procedures have been developed and approved by the Council Coordinating Committee; now, therefore,

BE IT RESOLVED,

That the Metro Council approves the attached confirmation procedure for the applicable positions listed in Article 2, Section 8E of the Personnel Rules.

ADOPTED by the Council of the Metropolitan Service District
this 24th day of July, 1980.



Presiding Officer

SW:bk
8916/33

CONFIRMATION PROCEDURE

The Personnel Rules require that appointment to certain positions requires the confirmation of the Metro Council. The procedure for confirmation is as follows:

Personnel Office:

Recruit candidates for interview by Executive Officer.
Normal recruitment procedures will be followed.

Executive Officer:

Notify Council Coordinating Committee that recruitment is underway and forward a copy of the job description for information.

Select a candidate for presentation to the Council Coordinating Committee.

Prepare background material on the candidate and distribute to the Council for discussion at the Council Coordinating Committee.

Material would include:

Memorandum to Committee regarding the selection
(reason for selection).

Copy of background material applicable to the position.

Conflict of Interest form.

Financial Disclosure Statement.

Council Coordinating Committee:

Reviews employment material presented by Executive Officer. ORS 192.410 to 192.500 exempts from disclosure data used as an examination for employment. Confidentiality of candidates would be maintained.

Reviews material presented by Executive Officer. Meets with candidate selected by Executive Officer. Makes recommendation to the Council at the next regularly scheduled Council meeting after interview with the candidate.

Council:

Acts on the recommendation of the Council Coordinating Committee within 30 days of receipt. Action will be to

approve or deny, not modify, Council Coordinating Committee recommendation.

If applicant is not approved by Council, the Executive Officer will start the process again with a second candidate until confirmation is achieved.

Res 80-172

A G E N D A M A N A G E M E N T S U M M A R Y

TO: Metro Council
FROM: Executive Officer
SUBJECT: Confirmation Procedure

APPROVED BY THE METRO COUNCIL

THIS 24th DAY OF July 1980

Cynthia M. Wickman
CLERK OF THE COUNCIL

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Adopt the attached confirmation procedure.
- B. POLICY IMPACT: This action will implement the confirmation procedure as required by the Personnel Rules.
- C. BUDGET IMPACT: All positions are included in the FY 80 budget.

II. ANALYSIS:

- A. BACKGROUND: The Metro Personnel Rules require that the position of Legislative Liaison have confirmation by the Metro Council. No procedure exists for this purpose, therefore, adoption of a procedure is necessary in order to recruit to fill the position.
- B. ALTERNATIVES CONSIDERED: A confirmation procedure is required by the Council.
- C. CONCLUSION: Metro staff recommends adoption of the procedure.

SW:ss
8784/D1



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: July 2, 1980
To: Metro Council
From: Executive Officer Rick Gustafson
Regarding: Confirmation Procedure

The Personnel Rules require that appointment to certain positions requires the confirmation of the Metro Council.

The approaching first such appointment, that of Legislative Liaison (Lobbyist), requires that a procedure be adopted by the Council for formal confirmation of such appointments. The following procedure is suggested for adoption:

Personnel Office:

Recruit candidates for interview by Executive Officer.
Normal recruitment procedures will be followed.

Executive Officer:

Notify Council Coordinating Committee that recruitment is underway and forward a copy of the job description for information.

Select a candidate for presentation to the Council Coordinating Committee.

Prepare background material on the candidate (~~for presentation to the Council Coordinating Committee~~) and distribute to the Council for discussion at the Council Coordinating Committee.

Material would include:

Memorandum to Committee regarding the selection (reason for selection).

Copy of background material applicable to the position for Legislative Liaison (Lobbyist).

Conflict of Interest form.

Financial Disclosure Statement.

Memorandum
July 2, 1980
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Council Coordinating Committee:

Reviews employment material presented by Executive Officer. ORS 192.410 to 192.500 exempts from disclosure data used as an examination for employment. Confidentiality of candidates would be maintained.

Reviews material presented by Executive Officer. Meets with candidate selected by Executive Officer. Makes recommendation to the Council at the next regularly scheduled Council meeting after interview with the candidate.

Council:

Acts on the recommendation of the Council Coordinating Committee within 30 days of receipt. Action will be to approve or deny, not modify, Council Coordinating Committee recommendation.

If applicant is not approved by Council, the Executive Officer will start the process again with a second candidate until confirmation is achieved.

SW/gl
8602/D3