

BEFORE THE COUNCIL
OF THE METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING) RESOLUTION NO. 81-217
THE CLASSIFICATION PLAN)
) Introduced by Council
) Coordinating Committee

WHEREAS, Metro Code, Section 2.02.105, requires that the Council approve amendments to the Metro Pay and Classification Plan; and

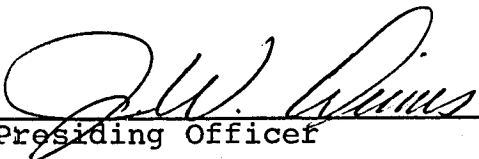
WHEREAS, A need exists for a new classification to accommodate Metro air quality programs; now, therefore,

BE IT RESOLVED,

That the Metro Pay and Classification Plan is hereby amended by the addition of the following classification and pay range included below:

<u>Class</u>	<u>Range</u>	<u>Salary</u>
053 Air Quality Program Manager	11	(\$23,612-\$28,742)

ADOPTED by the Council of the Metropolitan Service District
this 22nd day of *January* 1981.



Presiding Officer

AIR QUALITY MANAGER

GENERAL STATEMENT OF DUTIES:

Organize and manage Air Quality Program. Ensure that all aspects of work program, including all federal requirements, are met.

SUPERVISION RECEIVED:

Works under general direction of Director of Transportation.

SUPERVISION EXERCISED:

May exercise supervision over a small number of subordinates.

EXAMPLES OF PRINCIPAL DUTIES:

1. Responsible for all aspects of Metro's Air Quality Program; supervise and direct technical analysis of Metro's two Air Quality projects, the State Implementation Plan (regional air quality plan) and the special Land Use/Air Quality Project.
2. Involvement Work Program. Represent Metro on Portland and Vancouver Citizen Advisory Committees. Organize special events-Rideshare Conference, Air Quality Day, etc.
3. Represent Metro in policy discussions with EPA, DEQ, City of Portland, Tri-Met, ODOT, FHWA, and local jurisdictions.
4. Prepare grant applications and budgets for Air Quality Program.
5. Represent Metro on interagency technical advisory committees such as Portland Growth Management TAC and Portland Parking and circulation TAC.
6. Develop planning work programs for State Implementation Plan and Land Use/Air Quality Project.
7. Review progress of work performed by and give technical guidance to staff planners with respect to air quality and the Regional Transportation Plan.
8. Conduct conferences and hearings with citizens and public officials regarding existing or proposed plans. Appear before citizen groups and official bodies to present planning studies, recommendations, and general information.
9. Assist in preparation of contracts for air quality consultants. Supervise work of consultants to Metro. Monitor progress of work performed by agencies receiving air quality pass-through funds.
10. Attend various meetings and conferences in order to formulate and coordinate department policies and procedures.
11. Talk with media regarding Metro's Air Quality Program.
12. Perform A-95 and EIS reviews for various projects.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL, ABILITY:

Knowledge of: Principles and practices of regional air quality planning; public administration; social and economic aspects of air quality planning; impact of air quality activities on the environment including techniques used to monitor such impact;

AIR QUALITY MANAGER

current trends in research data collection and analysis techniques including use of modern data processing methods; organization and functions of various levels of government involved in planning, regulation, or implementation of air quality programs.

EXPERIENCE AND TRAINING:

Training and experience equivalent to graduation from an accredited college or university with a Master's degree in planning or a related field. Experience should include at least one year performing air quality planning activities.

*Re
81-217*

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

TO: Council Coordinating Committee
 FROM: Executive Officer
 SUBJECT: Approving and Authorizing the Establishment of a New Classification and its Addition to the Classification and Compensation Plan

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Approve and authorize Resolution establishing the new classification of Air Quality Program Manager at salary range 11.0 (\$23,612-\$28,742) in the Classification and Compensation Plan. One position, currently classified as Local Government Assistant 3, is included in the adopted FY 81 Budget is currently performing the duties of the requested new class.
- B. POLICY IMPACT: Creation of this new classification is necessary to accurately classify an existing position which is currently classified as a Local Government Assistant 3 in the Transportation Department. It is the single position at Metro responsible for managing the Air Quality Program. Two other Local Government Assistant 3's were reclassified in July. At that time this one position was overlooked because the incumbent works in the Transportation Department rather than the Local Government Department. When the oversight was discovered and the position researched the accompanying reclassification was requested.
- C. BUDGET IMPACT: Reclassification of this position will cost an additional \$2,442.

II. ANALYSIS:

- A. BACKGROUND: Metro has been established as the lead agency for air quality planning for transportation related pollutants. The position of Local Government Assistant 3 (Air Quality) was established in January, 1980. The current reclass request is an effort to place the position in the appropriate class.

The position is required to perform planning functions of the air quality program. During the past year, staffing emphasis has shifted and the position has acquired total program management responsibilities in addition to planning tasks.

- B. ALTERNATIVES CONSIDERED: The current classification of Local Government Assistant 3 was determined to be inaccurate. Alternatives considered for reclassifying the

position were the various other ranges in the Classification and Compensation Plan. Following an analysis of the duties and responsibilities of the position and comparison with other existing positions, it was determined that the position should be placed at salary range 11.0 (\$23,612-\$28,742) with the title of Air Quality Program Manager.

C. CONCLUSION: Approve Resolution No. 81-217.

SW:ss
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