

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

A RESOLUTION FOR THE PURPOSE OF )  
APPROVING ADDITIONS AND CHANGES TO )  
THE METRO CLASSIFICATION AND PAY )  
PLAN AND AUTHORIZING NEW POSITIONS )  
AND FUNDING IN THE FY 82 BUDGET. )

RESOLUTION NO. 81-253

Introduced by the Council  
Coordinating Committee

WHEREAS, Metro ordinance requires amendments to the  
classification and pay plan be made by resolution of the Council; and

WHEREAS, The reorganization of Metro Executive Management,  
Management Services, Public Affairs and Transportation departments  
requires change in the staffing patterns in these departments; and

WHEREAS, There is a need to establish the following new  
classifications at the salary ranges listed; now, therefore,

BE IT RESOLVED,

1. That the following new classes be established:

080 Manager of Local Government

Salary Range 12.0 (\$25,944 - \$31,540)

(To be effective August 6, 1981)

081 Director of Public Affairs

Salary Range 14.5 (\$33,056 - \$40,285)

071 Manager of Accounting and Budget

Salary Range 13.5 (\$30,141 - \$37,545)

095 Deputy Executive Officer

Salary Range 14.5 (\$33,056 - \$40,285)

073 Management Analyst  
Salary Range 11.0 (\$23,602 - \$28,742)

072 Senior Fiscal Analyst  
Salary Range 12.0 (\$25,944 - \$31,540)

035 Public Information Officer  
Salary Range 10.5 (\$22,504 - \$27,343)

020 Executive Management Aide  
Salary Range 5.5 (\$13,817 - \$16,849)

090 Technical Manager  
Salary Range 14.0 (\$31,540 - \$38,420)

ADOPTED by the Council of the Metropolitan Service District  
this 25th day of June, 1981.

  
\_\_\_\_\_  
Presiding Officer

SW/gl  
3417B/236

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: Approving Additions and Changes to the Metro  
Classification and Pay Plan and Authorizing New Positions  
and Funding in the FY 82 Budget.

Res  
81-253

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Approve Resolution and forward to the Council making additions/changes to the Classification and Pay Plan as attached.
- B. POLICY IMPACT: Reorganizing the Executive Management, Management Services, Public Affairs and Transportation Departments through additions and changes to the Classification and Pay Plan will enable staff to be utilized effectively in meeting the organizational needs.
- C. BUDGET IMPACT: Each vacancy within the Public Affairs and Management Services Departments will be evaluated to determine if cost savings can be attained.

The Executive Officer will report to the Council on administrative expenses of this revised organizational structure.

II. ANALYSIS:

- A. BACKGROUND: During FY 82 the Executive Management and Management Services, Public Affairs and Transportation Departments must maintain and improve services with fewer staff positions which necessitates eliminating some positions, reclassifying other positions and adding additional classifications to the Classification and Pay Plan to effectively implement the reorganization.

The organizational needs and objectives were determined to be:

- 1. to establish clear lines of authority in the departments and in the organization as a whole;
- 2. to minimize the number of dollars spent on administration;
- 3. to establish a Public Affairs Director position who reports directly to the Executive Officer, which will coordinate all Public Affairs efforts. Personnel Rules will be amended to provide for Council confirmation of this position;

4. to establish an organizational structure designed to meet the organizational needs; and
5. to establish new positions and classifications necessary to implement the FY 82 budget.

The reorganization of staff and reclassification of positions were designed to meet these needs.

B. **ALTERNATIVES CONSIDERED:** The recommendations for action were based on an analysis of:

1. organizational needs and objectives;
2. information on staffing patterns and classification levels of other jurisdictions; and
3. maintaining parity within the existing Classification and Pay Plan at Metro.

C. **CONCLUSION:** The Committee is requested to approve the Resolution and forward it to Council for adoption.

MD/srb  
3372B/236

ATTACHMENT A

<u>EXISTING CLASSIFICATION</u>	<u>PROPOSED CLASSIFICATION</u>
1. Director of Local Government & Citizen Involvement Services Salary Range 13.5 (\$30,141 - \$37,545)	Manager, Local Government Services Salary Range 12.0 (\$25,944 - \$31,540)

General Statement of Duties:

Manages Metro's Local Government Services Division. The focus of the division is directed towards assisting local jurisdictions in understanding and participating in Metro programs and issues as well as helping them to utilize their own resources in resolving intergovernmental problems.

2. Director of Information Services Salary Range 12.0 (\$25,944 - \$31,540)	Director of Public Affairs Salary Range 14.5 (\$33,056 - \$40,285)
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General Statement of Duties:

Develop and maintains contact with the public on behalf of Metro. Provides public affairs services for elected governing council and Executive Officers.

3. Finance Director Salary Range 13.5 (\$30,141 - \$37,545)	Manager of Accounting and Budget Salary Range 13.5 (\$30,141 - \$37,545)
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General Statement of Duties:

Responsible for general accounting, financial reporting, payroll, grants accounting and compliance reporting; fixed assets inventory and insurance programs. Supervises accounting and budget staff.

4. Chief Administrative Officer (unclassified) Current salary \$53,013	Deputy Executive Officer Salary Range 14.5 (\$33,056 - \$40,285)
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General Statement of Duties:

Assist the Executive Officer in organizing and coordinating Metro's departments. Assists the Executive Officer and Council in the formulation of policy. Performs the Executive Officer's functions in his/her absence.

5. None

Management Analyst  
Salary Range 11.0  
(\$23,612 - \$28,742)

General Statement of Duties:

Implements management planning and control system. Maintains Five Year Operational Plan, conducts management studies, reviews grant applications against the budget and work programs.

6. None

Public Information Officer  
Salary Range 10.5  
(\$22,504 - \$27,343)

General Statement of Duties:

Responsible for Metro's media relations, including press releases and press conferences. Assists in the preparation of general information materials such as brochures, fact sheets and the Annual Report.

7. None

Senior Fiscal Analyst  
Salary Range 12.0  
(\$25,944 - \$31,540)

General Statement of Duties:

Plans, organizes and monitors the agency's budget process and systems, administers contract procedures and Metro's Minority Business Enterprise programs.

8. None

Executive Management Aide  
Salary Range 5.5  
(\$13,817 - \$16,849)

General Statement of Duties

Assist in activities for the Executive Officer and Council, particularly in the scheduling and preparation for meetings. Provides clerical assistance to Executive Management staff and maintains mailing lists.

TRANSPORTATION

9. None

Technical Manager  
Salary Range 14  
(\$31,540 - \$38,420)

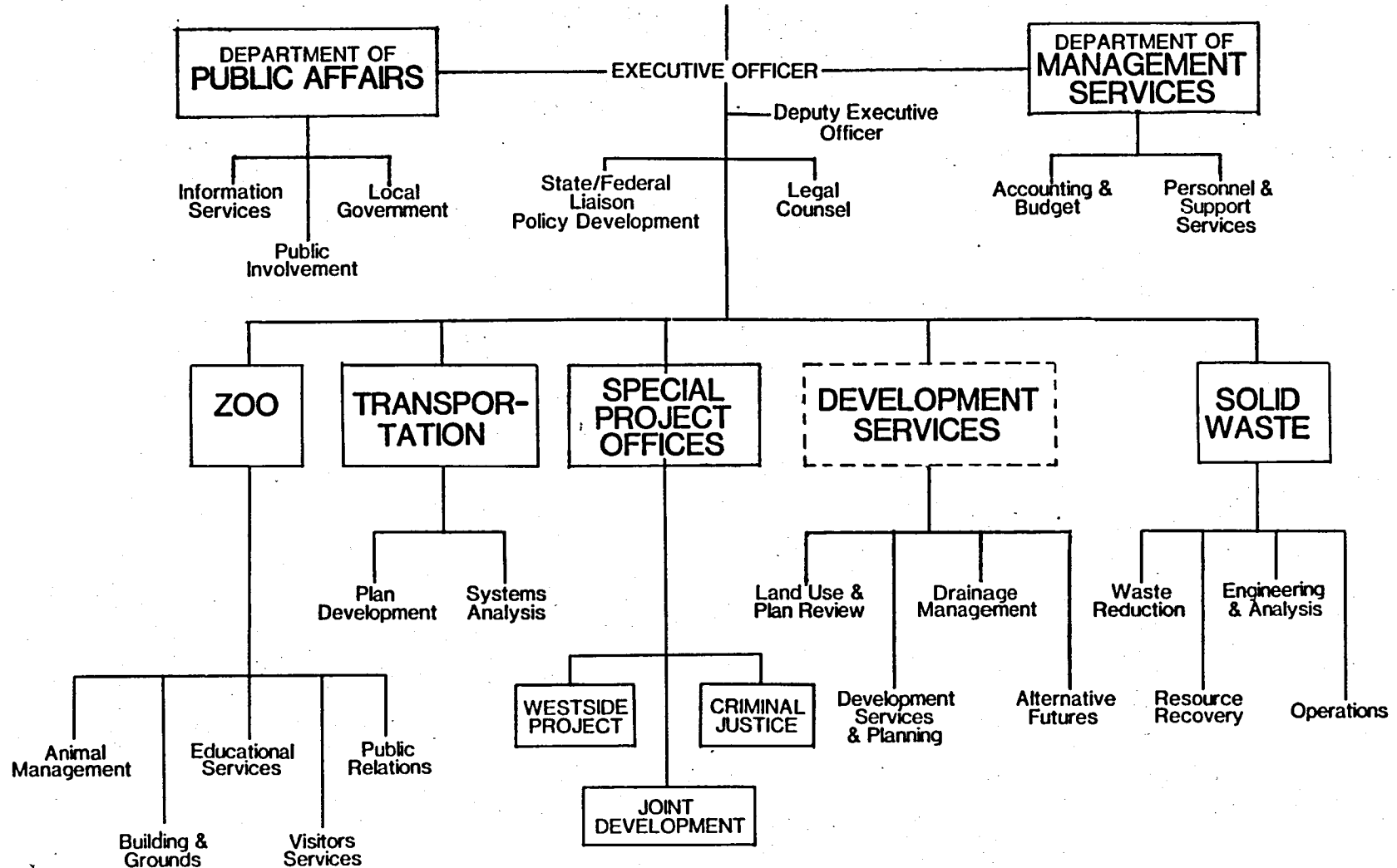
**General Description of Duties:**

Supervision of technical staff in carrying out complex tasks, supervision of computer management and programming staff. Develops procedures and techniques for systems and transportation analysis. Coordinates with local jurisdictions on transportation data.

SW/srb  
3372B/236

# METRO ORGANIZATION CHART

## METRO COUNCIL

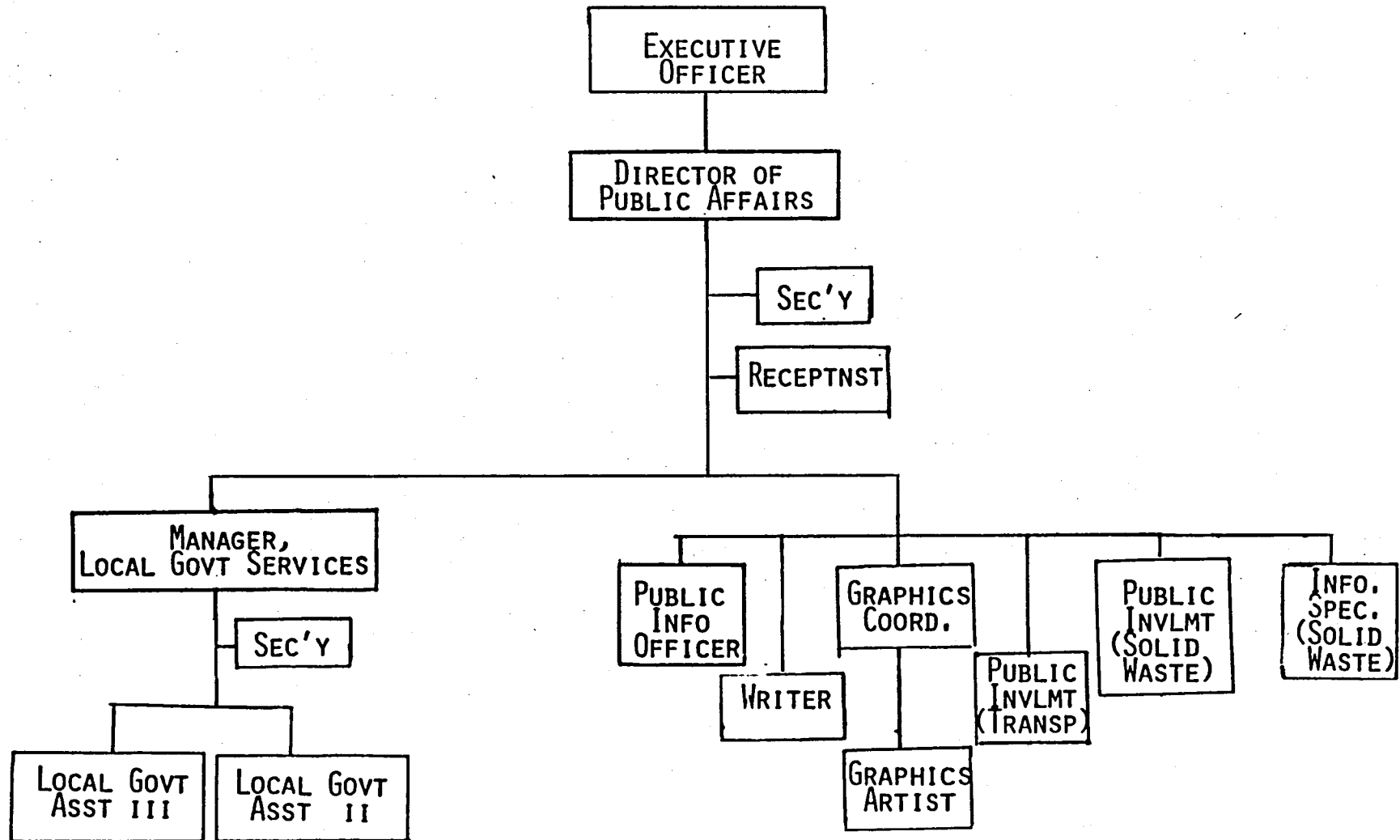


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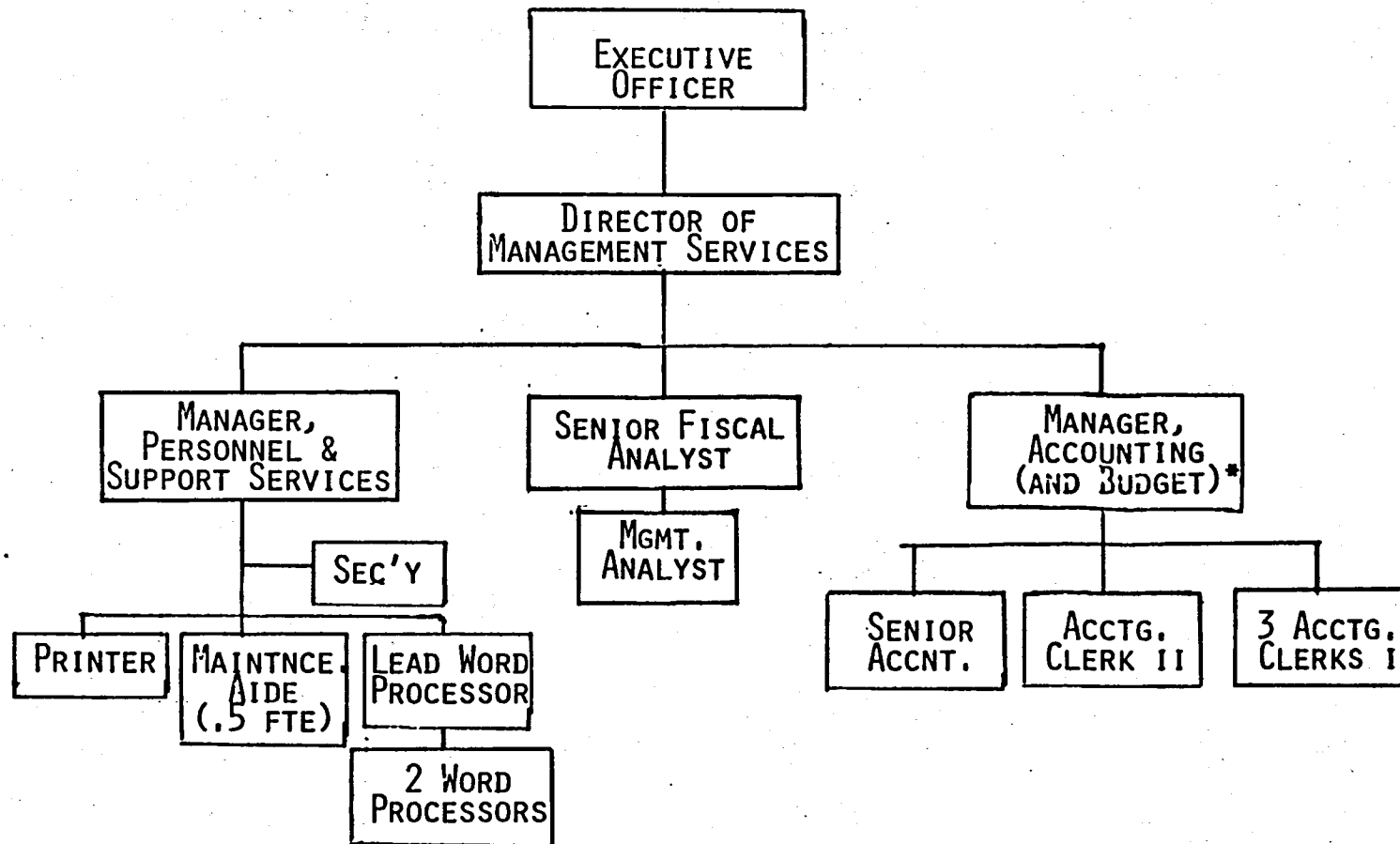
# Recommended Organizational Chart

## Department of Public Affairs



# Recommended Organizational Chart

## Department of Management Services



\* THE SENIOR FISCAL ANALYST AND MANAGEMENT ANALYST WILL REPORT TO THE MANAGER OF ACCOUNTING AND BUDGET FOLLOWING THE AUDIT AND COMPLETION OF IMPROVEMENTS IN ACCOUNTING SYSTEMS. THIS WILL BE ACCOMPLISHED BY NEXT FISCAL YEAR.

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

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