

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF APPROVING) RESOLUTION NO. 82-339
AND AUTHORIZING TWO NEW)
CLASSIFICATIONS AND TWO) Introduced by the
RECLASSIFICATIONS.) Executive Officer

WHEREAS, the need for revisions to the Pay and Classification Plan have been established; and

WHEREAS, the Metro Council has provided the funding necessary for such revisions in the Approved FY 1982-83 Budget; now, therefore,

BE IT RESOLVED:

1. That the classification of Council Assistant be established at Salary Range 11.
2. That the Presiding Officer establish a procedure to commence recruitment for the filling of the Council Assistant position to the inclusion of the position in the Adopted FY 1982-83 Budget and confirmation by the Council of the person selected to fill the position.
3. That the classification of Waste Reduction Program Manager be established and the existing Solid Waste Coordinator position assigned to Waste Reduction be reclassified to the new class and assume responsibility for the yard debris program.
4. That the classification of Personnel Assistant be established at Salary Range 8.
5. That the classification of Security/First Aid Officer be established at Salary Range 6.

ADOPTED by the Council of the Metropolitan Service District this 3rd day of June, 1982.



Presiding Officer



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

MEMORANDUM

Date: June 3, 1982
To: Metro Council
From: Donald E. Carlson, Deputy Executive Officer
Regarding: Recommendation on Selected Position
Classifications and Reclassifications

Please find attached copies of classification memoranda for four (4) positions included in the Approved FY '83 Budget. These positions are being brought to you at this time to facilitate recruitment and selection on or as near to the beginning of the fiscal year as possible. Recruitment and selection will be made contingent upon inclusion of the positions in the final adopted budget which will be considered by the Council on June 24, 1982.

Two positions are reclassifications of existing positions. These are as follows:

Reclassification of Personnel Manager to Personnel Assistant.

Reclassification of Solid Waste Coordinator to Waste Reduction Manager.

In both cases, the current incumbent has indicated he or she is not interested in applying for the position, so a vacancy will occur.

The other two positions are new to the classification system. They are as follows:

Establishment of a Security/First Aid Officer position at the Zoo.

Establishment of the Council Assistant position.

Attached, also for your consideration, is a resolution which approves the suggested personnel actions.

DEC:sh



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

MEMORANDUM

Date: June 3, 1982
To: Donald E. Carlson, Deputy Executive Officer
From: Jennifer Sims, Director of Management Services
Regarding: Reclassification of Manager of Personnel and Support Services to Personnel Assistant

Due to budget constraints and changing organizational needs, the position of Manager of Personnel and Support Services has been eliminated in the Approved FY 1982-83 Budget. It is proposed that the position be reclassified to include only the technical aspects of the personnel function.

The position would perform work related to position classification, recruitment, record-keeping, benefits administration, safety program implementation and performance evaluation. There is no related position in the organization. The Administrative Assistant I (031) classification is similar in some duties such as interpreting pertinent laws and rules, assembling data and preparing reports. However, this position is specialized requiring knowledge of personnel practices and the merit system.

Similar positions in the community include:

| | | |
|------------------|----------------------|-----------------|
| Clackamas County | Personnel Specialist | \$16,728-21,384 |
| Tri-Met | Personnel Specialist | \$20,307-24,572 |

Considering internal alignment, job skills and requirements and comparable positions in the community, I recommend the position of Personnel Assistant be placed in Classification 069 at Salary Range 8 (\$18,018-21,824).

JS:sh

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: Reclassification of Solid Waste Coordinator Position
to Solid Waste Reduction Program Manager

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Authorize the establishment of a new classification of Solid Waste Reduction Program Manager (SR 11.0 \$24,074-\$29,317), and reclassification of the Solid Waste Coordinator (SR 11.0) position to the new classification. The position will be assigned to organize and manage the Waste Reduction and Yard Debris Program. The temporary position assigned to the Yard Debris Program will be eliminated June 30, 1982.
- B. POLICY IMPACT: Ripple effect is not a consideration since the duties and responsibilities of the other Solid Waste Coordinator position, while different, are basically equivalent to those of the proposed position.
- C. BUDGET IMPACT: Adequate funds are available in the adopted FY 1983 budget.

II. ANALYSIS:

- A. BACKGROUND: In January 1981, Metro was requested by the Department of Environmental Quality (DEQ) to assume responsibility for the Waste Reduction Program. At the same time Metro implemented a Yard Debris Program in response to the ban on backyard burning. These responsibilities were accepted due to DEQ's funding uncertainties, the need for an effective program and the fact that both programs would more appropriately be a function of Metro. In order to more effectively coordinate the programs, Metro's Solid Waste department head recommends combining them under one Program Manager. Other changes include: addition of the Yard Debris Program and removal of one subordinate position of Solid Waste Technician and reduction of one Recycling Switchboard position to half-time.
- B. ALTERNATIVES CONSIDERED:

Alternative 1: Place the Waste Reduction Coordinator under the classification of Senior Planner (SR 11.5

\$25,274-\$30,744). This alternative was rejected because, as the duties of the proposed position are outlined at the present time, this placement would be higher than placement of other equivalent positions both in the Solid Waste Department and other departments at Metro.

Alternative 2: Continue use of the existing classification, Solid Waste Coordinator. This was rejected because the classification does not fully describe the duties assigned to the proposed classification of Waste Reduction Program Manager. This lack of clarification has resulted in administrative problems in directing the work program of the incumbent in the position, for this reason we propose Alternative 3.

Alternative 3: This alternative provides for a more clearly defined position description for the waste reduction tasks and combines it with the elimination of the yard debris position and assumption of those duties by the new classification which provides an alternative that is cost-effective and provides more clear cut direction for the person recruited to fill the position which will be vacated by the incumbent July 1, 1982.

Recruitment would commence upon Council approval.

- C. CONCLUSION: A new classification should be established under the title of Solid Waste Reduction Program Manager at SR 11.0 (\$24,074-\$29,317) to reorganize and manage the Waste Reduction and Yard Debris Programs at Metro.

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06/03/82



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

MEMORANDUM

Date: June 3, 1982
To: Donald E. Carlson, Deputy Executive Officer
From: Jennifer Sims, Director of Management Services
Regarding: Classification of New Position of Security/
First Aid Officer

The purpose of this study is to incorporate a new position of Security/First Aid Officer into the Pay and Classification Plan. This position will direct the Zoo's security and first aid programs. While contract security guard services will still be required, it is anticipated that the establishment of this position will focus responsibility and reduce contract costs. This position will train and supervise contract service guards, ensure adequate security for special events and implement the safety program.

There is no similar position in the organization. Similar jobs in the community include:

| | | |
|-------------------|----------------------------|-----------------|
| ER Commission | Security Agent | \$12,812-15,558 |
| City of Milwaukie | Community Services Officer | \$11,586-14,102 |
| Tri-Met | Transit Police Officer | \$23,795+ |

Neither of the first two positions has the level of responsibility of the Zoo position, which would be the sole security employee. The Milwaukie position does not include first aid duties. Tri-Met's position is union represented.

Based on this information and the level of responsibility of the position, it is recommended that the Security/First Aid Officer be established at Classification 540, Salary Range 6 (\$14,807-18,559).

JS:sh



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

MEMORANDUM

Date: June 3, 1982
To: Donald E. Carlson, Deputy Executive Officer
From: Jennifer Sims, Director of Management Services
Regarding: Council Assistant Position Classification

The purpose of this action is to place the position of Council Assistant within the Metro Classification System and Pay Plan. The title of the position is proposed as Council Assistant and the Class Number as 033. The pay level is proposed at Salary Range 11, which, on an annual basis, ranges from \$24,074 to \$29,317. Other positions at Metro in the same salary range include:

Local Government Assistant III;
Field Office Manager;
Visitor Services Manager;
Management Analyst;
Educational Services Manager;
Solid Waste Coordinator;
Collection Franchise Manager;
Air Quality Program Manager; and
Computer Systems Manager.

The Position Description is attached as Exhibit "A". The description of duties and tasks will serve as the basis for recruitment as well as evaluation of job performance.

The proposed Council Assistant position has been compared by Staff with three other similar positions outside of Metro. These include the Staff Assistant to the Multnomah County Commissioners, City of Portland Commission's Assistant, and the State of Oregon Legislative Committee Administrators. All three positions have similarities to the Council Assistant position. They require a person who can work directly for elected officials; they require ability to research and analyze policy issues brought before legislative bodies; they require an understanding of the principles and practices of government administrators; they require the ability to write clear and concise reports, memoranda and directives; the ability to plan and supervise the work of others; and the ability to communicate effectively, orally and in writing.

A comparison of salary ranges for these four positions is

as follows:

| | |
|--|-----------------|
| Metro Council Assistant | \$24,074-29,317 |
| Multnomah County Staff Assistant 2 | \$22,321-29,002 |
| City of Portland Commissioner's Assistant | \$23,379-27,517 |
| Oregon Legislative Committee Administrator | \$23,688-30,240 |

I recommend establishment of the position according to the duties described and at the salary range proposed.

JS:sh

POSITION DESCRIPTION

THIS SECTION TO BE COMPLETED BY EMPLOYEE--ALL QUESTIONS MUST BE ANSWERED

| | |
|--|--|
| 1. NAME (LAST, FIRST, MIDDLE) Vacant | 2. CLASSIFICATION 033 Council Assistant |
| 3. DEPARTMENT Council | 4. WORKING TITLE Council Assistant |
| 5. DIVISION, SECTION, OR OTHER UNIT OF DEPARTMENT Council | 6. LOCATION |

7. DESCRIBE BELOW THE KIND, VOLUME, COMPLEXITY, AND VARIETY OF WORK YOU REGULARLY DO. INDICATE THE TIME SPENT ON EACH PHASE OF YOUR JOB.
NUMBER DUTIES AND LIST BY ORDER OF IMPORTANCE OR SEQUENCE.

| PERCENT. HOURS DAYS OR FRACTION OF TIME | 1. |
|---|--|
| 35 | 1. Monitors METRO programs, including Zoo, Solid Waste, Transportation and Development Planning activities, and informs and advises Councilors on major issues before the Council. |
| 30 | 2. Serves as liaison between Councilors and METRO staff in policy development matters; suggests programs or projects which will benefit Metro Council. |
| 15 | 3. In cooperation with Local Government Assistant, informs Councilors of relevant local and community needs. |
| 10 | 4. In cooperation with Deputy Executive Officer, supervises Council support staff in preparing correspondence, arranging appointments and meetings, maintaining records and similar tasks. |
| 10 | 5. Performs other work and duties for the Council as indicated by the Presiding Officer. |

(IF ADDITIONAL SPACE IS NEEDED, USE ITEM 25 ON REVERSE)

8. SUMMARIZE MAJOR RESPONSIBILITIES OF YOUR WORK
Assists local jurisdictions and citizens in understanding & participating in Metro programs. Serves as liaison between Council staff and public.

HOURS WORKED DAILY - FROM _____ TO _____
TOTAL HOURS PER WEEK 40

9. TYPE OF SUPERVISION YOU RECEIVE GENERAL CLOSE

NAME AND TITLE OF PERSON WHO SUPERVISES YOUR WORK
Council Presiding Officer

10. TYPE OF SUPERVISION YOU GIVE NONE GENERAL CLOSE

NUMBER OF PEOPLE WHOSE WORK YOU SUPERVISE 2

11. IF YOU SUPERVISE FIVE OR FEWER EMPLOYEES, LIST THEIR NAMES AND TITLES. IF YOU SUPERVISE MORE THAN FIVE EMPLOYEES, LIST NAME OF UNIT, NUMBERS OF EMPLOYEES BY CLASS TITLE NUMBER.
Toby Janus, Secretary 2; Sue Haynes, Clerk of the Council.

12. LIST EMPLOYEES WHO DO SIMILAR OR IDENTICAL WORK (NOT MORE THAN 3)
None

13. LIST ALL EQUIPMENT YOU OPERATE IN YOUR JOB
Slide projector, typewriter, calculator.

14. IN WHAT WAY IS YOUR WORK ASSIGNED TO YOU (PENCIL, ROUGH DRAFT, ORAL, ETC.). DESCRIBE FULLY
Oral and rough draft.

15. GIVE NAME AND TITLE OF PERSON OR PERSONS WHO CHECK OR REVIEW YOUR WORK
Council Presiding Officer (changes annually).

I CERTIFY THAT I HAVE READ THE INSTRUCTIONS, THAT THE FOREGOING ANSWERS ARE MY OWN, AND ARE, TO THE BEST OF MY KNOWLEDGE, COMPLETE AND ACCURATE.

SIGNATURE OF EMPLOYEE _____ DATE _____

IMMEDIATE SUPERVISOR

16 ARE THE ABOVE STATEMENTS OF THE EMPLOYEE ACCURATE AND COMPLETE? (INDICATE SPECIFICALLY ANY INACCURACIES OR INCOMPLETE ITEMS, PARTICULARLY IN REGARD TO DUTIES AND RESPONSIBILITIES)

17 INDICATE THE EXTENT OF SUPERVISION NORMALLY REQUIRED IN THIS POSITION

General.

18 INDICATE THE QUALIFICATIONS WHICH YOU THINK SHOULD BE REQUIRED IN FILLING A FUTURE VACANCY IN THIS POSITION KEEP IN MIND THE REASONABLE NEEDS OF THE POSITION RATHER THAN THE QUALIFICATIONS OF THE PERSON WHO NOW FILLS IT

A. EDUCATION AND SPECIAL TRAINING (YEARS AND TYPE) Degree in Political Science or Public Administration.
Extensive experience in making presentations to the public and governmental jurisdictions.

B. EXPERIENCE (YEARS AND TYPE) Experience in preparation of written reports. Four (4) years
experience in state of local government as a liaison with constituents.

C. LICENSES OR CERTIFICATES REQUIRED

19 IF THE POSITION REQUIRES TYPING OR SHORTHAND COMPLETE THE FOLLOWING:

| | | | | | | | |
|---------|--|------------------------------------|-----------|------------|-------------------------------------|------------------------------------|-----------|
| TYPING: | <input checked="" type="checkbox"/> INCIDENTAL | <input type="checkbox"/> IMPORTANT | % OF TIME | SHORTHAND: | <input type="checkbox"/> INCIDENTAL | <input type="checkbox"/> IMPORTANT | % OF TIME |
|---------|--|------------------------------------|-----------|------------|-------------------------------------|------------------------------------|-----------|

20. DO YOU BELIEVE THIS POSITION IS CORRECTLY CLASSIFIED? YES NO IF ANSWER IS NO, GIVE REASONS:

DATE SIGNATURE OF IMMEDIATE SUPERVISOR

21. COMMENT ON ABOVE STATEMENT OF EMPLOYEE AND SUPERVISOR. INDICATE ANY INACCURACIES.

DATE SIGNATURE OF DEPARTMENT HEAD

22. THIS SPACE FOR CONTINUATION ITEMS 7, 20 OR 21

DEPT. HEAD

COUNCIL ASSISTANT/ADMINISTRATOR

GENERAL STATEMENT OF DUTIES:

This position assists local jurisdictions and citizens in understanding and participating in Metro programs and issues and serves as liaison between Councilors, Metro Staff and the public. Performs related work as required.

SUPERVISION RECEIVED:

Works under supervision of Presiding Officer.

SUPERVISION EXERCISED:

Supervises Council support staff.

MAJOR DUTIES:

1. Informs Councilors of local needs and works with Local Government Assistant and other Metro staff to insure that relevant information about mutual problems and Metro programs is being exchanged.

2. Suggests projects for Council staff from which at least several Councilors will benefit. These activities will emphasize various written communications and public relations skills. (Work requests of value to a single Councilor will receive a low priority.)

3. Although it is not the intent to cut off contact between Councilors and Metro staff, this individual will serve as liaison with Metro staff. The person will also work on assigned policy development matters, contribute to the issue agendas of the meetings, and offer briefings to Councilors on critical issues.

4. Monitors Metro programs and informs Councilors of major developments.

5. Supervises Council support staff.

RECRUITING REQUIREMENTS:

Knowledge, Skill, Ability

Knowledge of: principles of public policy setting, local government structures, public involvement processes.

Ability to: collect information and analyze it effectively, develop and maintain effective working relationships with others,

work independently with self-initiative, exercise discretion and good judgement, express oneself in writing.

Experience and Training

Training and education equivalent to graduation from an accredited university or college with a degree in Political Science, Public Administration or related field. Extensive public contact, experience in state or local government.

Familiarity with Metro's structure and processes.