

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE) RESOLUTION NO. 82-340
PAY PLAN)
Introduced by the ?

WHEREAS, Ordinance No. 81-116 (Personnel Rules) of the District requires the maintenance of a Pay Plan for regular, regular part-time, temporary and seasonal employees; and

WHEREAS, The need for adjustments to the Pay Plan has been established; now, therefore,

BE IT RESOLVED,

1. That the Council approves the attached Tables A, S, U and Z as the Metro Pay Plan effective July 1, 1982.

2. That the Council change the two classifications of 087 Zoo Director and 086 Director of Solid Waste from salary range 14.5 to a flat rate.

3. That the Executive Officer is directed to amend the appropriate salary rates on Tables S and Z to conform to federal minimum wage standards in January 1983.

ADOPTED by the Council of the Metropolitan Service District this 27th day of June, 1982.

Cindy Banzer
Presiding Officer

JS/gl
6117B/252
06/09/82

TABLE A

NON-UNION SALARY RANGE TABLE

Salary Range Number	Beg. Salary Rate		Entry Merit Rate		Maximum Merit Rate		Maximum Incentive Rate	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
0.0	7,176	3.45	7,535	3.62	8,734	4.19	14,144	6.80
0.5	8,653	4.16	9,085	4.36	10,670	5.13	10,982	5.28
1.0	9,218	4.43	9,679	4.65	11,120	5.35	11,454	5.51
1.5	9,634	4.63	10,115	4.86	11,656	5.60	12,005	5.51
2.0	10,050	4.83	10,553	5.07	12,191	5.86	12,556	6.04
2.5	10,585	5.09	11,115	5.34	12,786	6.15	13,169	6.33
3.0	11,120	5.35	11,677	5.61	13,380	6.43	13,781	6.63
3.5	11,656	5.60	12,238	5.88	13,093	6.78	14,517	6.98
4.0	12,191	5.86	12,800	6.15	14,807	7.12	15,251	7.33
4.5	12,786	6.15	13,425	6.45	15,581	7.49	16,048	7.72
5.0	13,380	6.43	14,048	6.75	16,354	7.86	16,843	8.10
5.5	14,093	6.78	14,798	7.11	17,186	8.26	17,702	8.51
6.0	14,807	7.12	15,548	7.48	18,018	8.66	18,559	8.92
6.5	15,581	7.49	16,359	7.86	18,910	9.09	19,478	9.36
7.0	16,354	7.86	17,171	8.26	19,683	9.46	20,274	9.75
7.5	17,186	8.26	18,045	8.68	20,754	9.98	21,376	10.28
8.0	18,018	8.66	18,919	9.10	21,824	10.49	22,480	10.81
8.5	18,910	9.09	19,856	9.55	22,954	11.04	23,643	11.37
9.0	19,582	9.41	20,667	9.94	24,084	11.58	24,806	11.93
9.5	20,754	9.98	21,791	10.48	25,274	12.15	26,031	12.51
10.0	21,824	10.49	22,915	11.02	26,463	12.72	27,256	13.10
10.5	22,954	11.04	24,102	11.59	27,890	13.41	28,726	13.81
11.0	24,074	11.57	25,288	12.16	29,317	14.09	30,196	14.52
11.5	25,274	12.15	26,536	12.76	30,744	14.78	31,666	15.22
12.0	26,463	12.72	27,785	13.36	32,171	15.47	33,136	15.93
12.5	27,890	13.41	29,284	14.08	33,896	16.30	34,913	16.79
13.0	29,317	14.09	30,783	14.80	35,620	17.13	36,688	17.64
13.5	30,744	14.78	32,281	15.52	38,296	18.41	39,445	18.96
14.0	32,171	15.47	22,780	16.24	39,188	18.84	40,364	19.41
14.5	33,717	16.21	35,403	17.02	41,091	19.76	42,324	20.35
15.0	35,383	17.01	37,151	17.86	43,232	20.78	44,529	21.41
15.5	37,642	18.10	39,524	19.00	45,610	21.93	46,979	22.59

Salary ranges 0.0 to 5.0 are eligible to receive overtime compensation, 5.5 to 15.5 are not eligible for overtime compensation.

TABLE S

SEASONAL VISITOR SERVICE WORKERS

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Rate</u> <u>480 hrs.</u>	<u>After 12 Mo.</u> <u>480 hrs.</u>	<u>After 24 Mo.</u> <u>480 hrs.</u>	<u>After 36 Mo.</u> <u>480 hrs.</u>	<u>After 48 Mo.</u> <u>480 hrs.</u>	<u>After 60 Mo.</u> <u>480 hrs.</u>
001	V.S. Workers 1	49	3.45	3.80	4.15	4.50	4.85	5.20
002	V.S. Workers 2	49	3.80	4.15	4.50	4.85	5.20	5.55
003	V.S. Workers 3	49	4.15	4.50	4.85	5.20	5.55	5.90

TABLE U

INTERNATIONAL LABORERS UNION

Local 483

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Entrance Rate</u>	<u>After 6 Mo.</u>	<u>After 1 Yr.</u>
019	Typist-Receptionist	50	5.19	5.47	5.84
035	Clerk (Bookkeeper)	51	6.13	6.59	6.97
020	Clerk-steno	52	6.61	7.07	7.51
430	Laborer (90 working days)	53	7.08	-	-
461	Stationmaster	54	7.81	8.07	8.37
465	Gardener I	55	8.08	8.67	8.98
445	Maintenance Worker I	56	8.08	8.67	8.98
470	Animal Keeper	57	8.41	-	9.84
466	Gardener II	58	8.83	9.27	9.98
446	Maintenance Worker II	59	8.83	9.27	9.98
447	Maintenance Worker III	60	9.41	9.85	10.54
467	Senior Gardener	61	10.19	10.66	12.05
471	Senior Animal Keeper	62	10.44	-	-
455	Maintenance Mechanic	63	10.70	-	11.02
456	Master Mechanic	64	11.01	-	12.32
457	Maintenance Electrician	65	13.10	-	-

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TABLE 12

NON-UNION SALARY RANGE TABLE

Salary Range Number	Beg. Salary Rate		Entry Merit Rate		Maximum Merit Rate		Maximum Incentive Rate	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
* 0.0	7,176	3.45	7,535	3.62	8,734	4.19	14,144	6.80
0.5	8,653	4.16	9,085	4.36	10,670	5.13	10,982	5.28
1.0	9,863	4.74	10,357	4.98	11,898	5.72	12,256	5.90
1.5	10,308	4.95	10,823	5.20	12,472	5.99	12,845	5.90
2.0	10,754	5.17	11,292	5.42	13,044	6.27	13,435	6.46
2.5	11,326	5.45	11,893	5.71	13,681	6.58	14,091	6.77
3.0	11,898	5.72	12,494	6.00	14,317	6.88	14,746	7.09
3.5	12,472	5.99	13,095	6.29	14,010	7.25	15,533	7.47
4.0	13,044	6.27	13,696	6.58	15,843	7.62	16,319	7.84
4.5	13,681	6.58	14,364	6.90	16,672	8.01	17,171	8.26
5.0	14,317	6.88	15,631	7.22	17,499	8.41	18,022	8.67
5.5	15,080	7.25	15,834	7.61	18,389	8.84	18,941	9.11
6.0	15,843	7.62	16,636	8.00	19,279	9.27	19,858	9.54
6.5	16,672	8.01	17,504	8.41	20,234	9.73	20,841	10.02
7.0	17,499	8.41	18,373	8.84	21,061	10.12	21,693	10.43
7.5	18,389	8.84	19,308	9.29	22,207	10.68	22,872	11.00
8.0	19,279	9.27	20,243	9.74	23,352	11.22	24,054	11.57
8.5	20,234	9.73	21,246	10.22	24,561	11.81	25,298	12.17
9.0	20,953	10.07	22,114	10.64	25,770	12.39	26,542	12.77
9.5	22,207	10.68	23,316	11.21	27,043	13.00	27,853	13.39
10.0	23,352	11.22	24,519	11.79	28,315	13.61	29,164	14.02
10.5	24,561	11.81	25,789	12.40	29,842	14.35	30,737	14.78
11.0	25,759	12.38	27,058	13.01	31,369	15.08	32,310	15.54
11.5	27,043	13.00	28,394	13.65	32,896	15.81	33,883	16.29
12.0	28,315	13.61	29,730	14.30	34,423	16.55	35,456	17.05
12.5	29,842	14.35	31,334	15.07	36,269	17.44	37,357	17.97
13.0	31,369	15.08	32,938	15.84	38,113	18.33	39,256	18.87
13.5	32,896	15.81	34,541	16.61	40,977	19.70	42,206	20.29
14.0	34,423	16.55	24,375	17.38	41,931	20.16	43,189	20.77
14.5	36,077	17.34	37,881	18.21	43,967	21.14	45,287	21.77
15.0	37,860	18.20	39,752	19.11	46,258	22.23	47,646	22.91
15.5	40,277	19.37	42,291	20.33	48,803	23.47	50,268	24.17
16.0	42,848	20.60	44,990	21.63	52,188	25.09	53,755	25.84
16.5	45,581	21.91	47,860	23.01	55,518	26.69	57,183	27.49

Salary ranges 0.0 to 5.0 are eligible to receive overtime compensation, 5.5 to 15.5 are not eligible for overtime compensation.

* Range 0.0 is to be adjusted annually in January to meet Federal minimum wage.

070	Mgr. Per/Support Svcs	12.0	26,463 12.72	27,785 13.36	32,171 15.47	33,136 15.93
071	Mgr. of Accounting	13.5	30,744 14.78	32,281 15.52	38,296 18.41	39,445 18.96
072	Sr. Fiscal Analyst	12.0	26,463 12.72	27,785 13.36	32,171 15.47	33,136 15.93
073	Mgmt. Analyst	11.0	24,074 11.57	25,288 12.16	29,317 14.09	30,196 14.52
075	Asst. Research Coord.	3.0	11,120 5.35	11,677 5.61	13,380 6.43	13,781 6.63
076	Research Coordinator	10.0	21,824 10.49	22,915 11.02	26,463 12.72	27,256 13.10
077	Res/Pol. Dev. Officer	13.0	29,317 14.07	30,783 14.80	35,620 17.13	36,688 17.64
079	Development Director	15.0	35,383 17.01	37,151 17.86	43,232 20.78	44,529 21.41
080	Mgr. of Local Govt.	12.0	26,463 12.72	27,785 13.36	32,171 15.47	33,136 15.93
081	Director of Public Affairs	14.5	33,717 16.21	35,403 17.02	41,091 19.76	42,324 20.35
082	Director of CJ Plan	13.0	29,317 14.07	30,783 14.80	35,620 17.13	36,688 17.64
083	Director of Mgmt. Svc.	14.5	33,717 16.21	35,403 17.02	41,091 19.76	42,324 20.35
086	Director of SW		Flat Rate			
087	Zoo Director		Flat Rate			
089	Director Trans. Plan	15.0	35,383 17.01	37,151 17.86	43,232 20.78	44,529 21.41
090	Technical Manager	14.0	32,171 15.47	33,780 16.24	39,188 18.84	40,364 19.41
092	Dir. of Legislative Svcs.	13.5	30,744 14.78	32,281 15.52	38,296 18.41	39,445 18.96
094	Executive Adm. Asst.		Exempt			
095	Deputy Exec. Officer	14.5	33,717 16.21	35,403 17.02	41,091 19.76	42,324 20.35
096	Executive Officer		Exempt			
104	Asst. General Counsel	9.0	19,582 9.41	20,667 9.94	24,084 11.58	24,806 11.93
105	General Counsel	14.5	33,717 16.21	35,403 17.02	41,091 19.76	42,324 20.35

GENERAL STATEMENT OF DUTIES:

Performs administrative and supervisory work in the direction of all functions of the Solid Waste Department.

SUPERVISION RECEIVED:

This is an administrative position and works under the general direction of the Executive Officer who reviews work for conformance to policy and assignments.

SUPERVISION EXERCISED:

Exercises full supervision over assigned personnel, construction contractors and operating contractors of the Solid Waste Department.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Plans, organizes and directs all activities of the Solid Waste Department. Negotiates and enforces all contracts for the construction, operation and maintenance of the Department programs.
2. Establishes organizational operating procedures and standards; determines kind and amount of personnel and equipment required for various functions within the Department. Coordinates activities with other departments within Metro as well as outside agencies, vendors and consultants.
3. Analyzes and interprets cost estimates, work records and operating procedures. Recommends to the appropriate supervisor changes as indicated.
4. Works with the bond underwriters, sets up systems for bonds, grants and reserves. Prepares contract payment schedules. Develops financial plans to provide the most favorable impact on Metro. Project long-term financing and user fees. Prepares financial statements for bond issues and obtains bond rating.
5. Prepares budget recommendations and maintains budget control records; selects personnel within Solid Waste operation; prepares progress reports as required; supervises the requisitioning of supplies and materials.

GENERAL STATEMENT OF DUTIES:

Responsible for the administration and implementation of the Zoo's policies and programs including animal management, education and research, buildings and grounds maintenance, visitor services, public relations and budget and personnel services. Director formulates overall Zoo policies on the basis of Board direction. Evaluates general operational policies and procedures and takes appropriate action as required. Coordinates all planning and development programs associated with education and research, animal acquisition and exhibit design. Coordinates fund-raising activities and maintains communications with special groups and the general public through personal appearances and news media appearances.

SUPERVISION RECEIVED:

Works under the general policies and objectives of the Metropolitan Service District Council. The Director is expected to function with independence of action in developing specific program goals and content and appropriate operational procedures and methods of accomplishing Council policy and objectives. Work of the Director is periodically reviewed by the Council on the basis of results obtained.

SUPERVISION EXERCISED:

Directly supervises the Assistant Director who is responsible for day-to-day operations of the Zoo and the support staff in the office of the Director. Assigns or delegates assignments of activities to Assistant Director. Reviews performances and provides program direction through periodic consultation with the Assistant Director, department heads, observation of activities and participation in regular department staff meetings.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Serves as the principal representative of Metro's Washington Park Zoo at all Council meetings, in fund-raising and other public relations activities and in all contacts associated with overall Zoo planning and development.
2. Carries out Council policy and serves as the primary contact between the Council and the Zoo; coordinates planning and development activities in accordance with Council policy.
3. Develops and maintains liaison with representatives, government agencies, private businesses and community organizations for the purpose of developing financial, policy or program support for the Zoo; meets with concern groups or individuals to

- discuss current or proposed programs or policies or resolve problems or complaints.
4. Determines program needs, identifies planning and program implementation problems, seeks resolution of problems and recommends to the Council adoption of policies to support program goals.
 5. Directs and participates in all planning activities associated with facilities or exhibit development.
 6. Carries out an extensive fund-raising and community support program through numerous appearances and membership on civic committees.
 7. Reviews preparation of annual budget to ensure proper relationship of proposed budget to program goals, presents budget to Council. Delegates preparation and administration of operating budget and resolution of budgetary problems to Assistant Director. Periodically reviews budget expenditures to ensure adherence to program objective guidelines.
 8. Maintains final authority for the appointment and dismissal of all permanent, full-time employees. Administration of the personnel system including labor contract administration is delegated to the Assistant Director.
 9. Holds regular meetings with the Assistant Director and department heads to review programs and activities.

RECRUITING REQUIREMENTS:
KNOWLEDGE, SKILL, ABILITY

Thorough knowledge of the principles and practices associated with management of a zoo, including care for animals in captivity, animal husbandry, exhibit design and visitor and education services. Thorough knowledge of scientific research principles and practices associated with captive animals. Thorough knowledge of modern public administration principles and evaluation, budgeting, personnel administration, problem identification and conflict resolution.

Considerable knowledge of community organization and development techniques and of resources available to assist in the developing of funding and skill in direct fund-raising.

Ability to analyze complex problems, conduct necessary research and use sound judgment in making decisions about difficult program, budget or administrative problems. Ability to discern appropriate program direction and develop and implement comprehensive program plans and direct completion of projects, in part through delegated responsibilities. Ability to adapt to and work effectively within the varied political and social environments encountered. Ability and skill in establishing and maintaining cooperative and productive working relationships with Council and advisory committee members, representatives of business, civic and government organizations, Zoo staff and the general public. Ability to write concise and effective correspondence, administrative reports and proposals and to speak effectively before various groups. Ability to plan, assign and review the work of staff either directly or through subordinate

6. Meets with other agencies and public organizations representing Metro and on occasion speaking to organizations and groups about Metro and the Solid Waste programs. Preparing information to be released to the public through the media.
7. Performs any related duties as necessary or assigned.

RECRUITING REQUIREMENTS:
KNOWLEDGE, SKILL, ABILITY

Working knowledge of equipment and processes used in recycling facilities and steam generation. Ability: to read blueprints and interpret contracts; to plan and coordinate large scale construction projects and plant operations; to understand and effectively utilize information from cost, productivity, legal, manpower utilization and other management information reports; to recognize need for and institute change; to establish and maintain effective working relationships with the public, contractors and other employees.

EXPERIENCE AND TRAINING:

Requires a Bachelor's degree from a recognized University or college in engineering, business administration, public administration or a closely related field and a minimum of five years demonstrated experience involving planning, financing, organizing, staffing and directing large scale projects. Prefer experience in the Solid Waste Recovery field. This should include at least two years of direct supervisory experience in budget planning and control and operation analysis of large scale construction projects.

SW/srb
5242B/294



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

MEMORANDUM

Date: June 9, 1982
To: Metro Council
From: Jennifer Sims, Director of Management Services
Regarding: Revision of Pay Plan

The purpose of this memo is to transmit proposed revisions to the Metro Pay Plan. The Personnel Rules (Ordinance No. 81-116) require the Executive Officer to study employee compensation and recommend appropriate actions to the Council at least annually. It is recommended that the Council adopt a revised pay plan consisting of the four tables described below:

Table A (White) - Employees in the Solid Waste, General and Planning Funds are covered by this schedule. It reflects no Cost of Living (COLA) adjustment for FY 1982-83.

Table S (Yellow) - This schedule applies to Seasonal Visitor Services Workers at the Zoo. This was adopted by the Council, December 22, 1981. It will be revised in January, 1983, to reflect changes in the federal minimum wage.

Table U (Salmon) - Union members are covered by this schedule. The current bargaining agreement with Local No. 483 provides for a minimum seven percent COLA plus 50 percent of the difference between seven percent and the Consumer Price Index (CPI). The attached table reflects a seven percent increase although the figures will not be final until the May CPI is published.

Table Z (Tan) - This applies to non-union Zoo employees. It includes a seven percent COLA.

In addition to these changes in the pay plan schedules, it is also recommended that a flat rate category be added to the top of the salary ranges on Tables A and Z. Specifically it is recommended that the salary ranges for the Zoo Director and Solid Waste Director be changed from 14.5 to that category with the salaries established through an employment contract. The new range is necessary for these positions in order to recruit and retain qualified employees. This conclusion is based on a national salary survey on the Zoo Director position and

recommendations from the consultant study of the Solid Waste Director position. Three Council actions are needed in order to implement this: 1) the flat rate category must be included in the pay plan; 2) contracts must be approved; and 3) the positions may need to be exempted from the Personnel Rules depending on contract provisions. The latter actions will be presented to the Council when contracts are prepared. Funds have been budgeted for the estimated contract amounts. Job descriptions for these positions are attached for your information.

JS/gl
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