

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF ELIMINATING)
UNCLASSIFIED JOB CLASSIFICATIONS OF)
COUNCIL ASSISTANT I, COUNCIL)
ASSISTANT II, COUNCIL ASSISTANT III, AND)
COUNCIL CLERK/ADMINSTRATIVE)
ANALYST; ADDING NEW CLASSIFIED JOB)
CLASSIFICATIONS OF COUNCIL SUPPORT)
SPECIALIST AND COUNCIL CLERK; AND)
PLACEMENT OF COUNCIL ASSISTANT I)
DUTIES AS REVISED INTO THE EXISTING)
CLASSIFIED JOB CLASSIFICATION OF)
ADMINISTRATIVE ASSISTANT II)

RESOLUTION NO. 03-3274

Introduced by David Bragdon, Council
President, and Carl Hosticka, Metro Councilor

WHEREAS, Metro Code Section 2.02.340 requires that any new job classification added to the classification plan requires Council approval; and

WHEREAS, the merger of the Executive and Council offices as a result of the passage of the Charter Amendment approved by the voters in November 2000 and implemented in January 2003 requires the creation of new positions, and the abrogation or elimination of other positions to accommodate functional needs of the new structure;

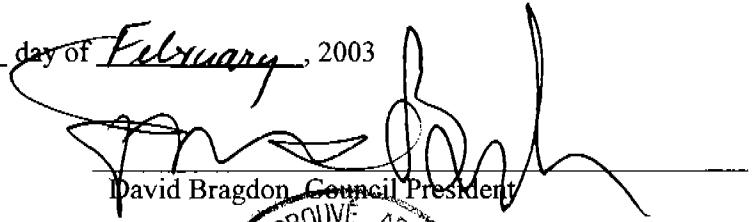
WHEREAS, an evaluation of functional needs in the area of Council Office support has resulted in the identification and creation of new classifications and the elimination or abrogation of other classifications as outlined in Exhibit A; and

WHEREAS, the current Council Office budget is sufficient to encompass the pay ranges for the proposed classifications ; now therefore

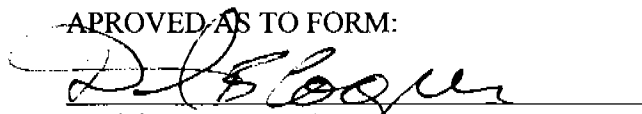
BE IT RESOLVED, as shown on the attached Exhibit A,

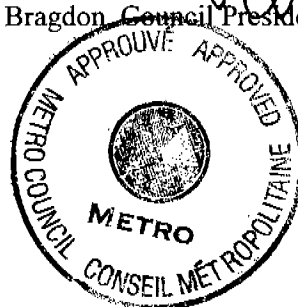
1. That the unclassified job classifications of Council Assistant I, Council Assistant II, Council Assistant III, and Clerk of the Council/Administrative Analyst be eliminated; and
2. That the Council Assistant I duties as revised be placed into the existing classified job classification of Administrative Assistant II; and
3. That the new job classifications of Council Support Specialist and Council Clerk be added to the classification plan.

ADOPTED by the Metro Council this 6th day of February, 2003


David Bragdon, Council President

APPROVED AS TO FORM:


Daniel B. Cooper, Metro Attorney



METRO
Series Classification Description

Class Number: 1180	Established: 1/03
Title: Council Clerk	Revised:
Pay Grade: 110	AA/EEO:
Bargaining Unit: Non-represented	FLSA Status: Exempt

Classification Summary

This position performs a variety of complex professional, administrative, and analytical tasks related to ensuring that all public information and records related to Council meetings and legislation complies with legally mandated standards for public records retention and access.

Supervision Received:

Supervision is received from the Chief Operating Officer or assigned designee.

Supervision Exercised:

None.

Distinguishing Features:

Not applicable.

Essential Functions

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

1. Responsible for planning and coordinating all Council meetings; attends meetings; maintains complete records of Council meetings by preparing agendas and minutes, and ensuring the recording of official actions taken in Council meetings are timely and accurate.
2. Ensures that Council meeting agendas and packet materials are assembled, reproduced, posted and distributed; ensures that meetings and notices comply with public meeting act requirements.
3. Maintains official Council records including meeting agendas, reports, minutes, resolutions, ordinances, election materials and administrative policies; oversees Council litigation records.
4. Ensures all public information related to Council meetings and legislation complies with legally mandated Federal, State, and local laws, regulations and ordinances concerning records retention and access.
5. Oversees permanent Council records and coordinates with Archivist to maintain and oversee legal and permanent records.
6. Ensures that the indexing and filing of official actions are maintained for rapid retrieval, and maintains custody of Council's public records, including certification, indexing, filing and destruction.
7. Attests to, publishes or posts ordinances, resolutions, and other legislative orders and/or reports.

8. Coordinates with agency staff and various constituencies to process policy, legislation, briefing materials, and other support documents pertinent to Council meetings.
9. Administers State and Metro campaign financing and disclosure laws.
10. Participates in departmental administrative activities including interpreting and applying administrative policies, procedures and programs.
11. Trains agency and office staff in legislative processes, Council meeting procedure and requirements, ordinance and resolution developments and code requirements.
12. Responds to questions and inquiries from the general public and agency staff.
13. Provides staff assistance as needed to management staff and/or Council as directed.

Secondary Functions

Performs other duties as assigned.

Job Specifications

This position requires a Bachelor's degree plus advanced course work in information management, archive or library science and four years of experience working as a municipal or district clerk; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability to perform the job. Certification as a Notary Public required. Certification as a Municipal Clerk is preferred. Other requirements include, but are not limited to:

1. Thorough knowledge of principles and practices of public administration.
2. Thorough knowledge of principles and practices of public records management and retention.
3. Knowledge of pertinent Federal, State and local laws, codes and regulations.
4. Ability to make independent decisions.
5. Ability to communicate effectively by written, spoken, and electronic means.
6. Ability to work independently and as part of a team.

A valid drivers license is required.

Working Conditions

Work is performed primarily in an indoor office environment. Employees in this series may need to work with difficult or upset individuals and can be exposed to toxic chemicals and materials found in an office environment. Mental activities required by this classification include frequent decision-making, interpersonal skills, teamwork, creativity, customer service, use of discretion, the ability to perform math, and the ability to read, write, speak and understand English. Required physical activities include frequent keyboard fingering, talking, repetitive motions of hands/wrists, sitting, hearing and lifting and carrying objects less than 15 pounds.

METRO
Series Classification Description

Class Number: 1170	Established: 1/03
Title: Council Support Specialist	Revised:
Pay Grade: 109	AA/EEO:
Bargaining Unit: Non-represented	FLSA Status: Exempt

Classification Summary

This position directly supports the Councilors by serving as a professional resource that performs complex support duties. General guidelines are the normal form of supervision, and specialized knowledge of the assigned Council's work and the agency in general are needed for assigned duties. High levels of discretion and the ability to maintain confidentiality are needed for most tasks.

Supervision Received:

Supervision is received from the Chief Operating Officer or assigned designee.

Supervision Exercised:

None.

Distinguishing Features:

Not applicable.

Essential Functions

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

1. Has a strong understanding of individual Councilor goals, perspectives and opinions; and acts as a resource for others concerning the interpretation of agency policy and objectives.
2. Independently and proactively initiates, develops and coordinates special research projects and agency benchmarking to provide data and reports to the Councilors. This work supports the Councilors in formulating policy and strategic development.
3. Responds to individual Councilor perspectives and opinions by preparing letters for signature, responding directly to phone calls and sending email correspondence to Metro departments, other agencies and the general public. This work requires specific, in-depth expertise concerning Council member perspective, opinion, and policy formulation.
4. Interfaces with agency staff and the public to accomplish Councilor assigned projects and duties as needed.
5. Solicits ideas, opinions and suggestions from agency staff and constituents as needed.
6. Provides support to Councilors by maintaining calendar and appointments, assisting with administrative tasks, and coordinating general office operations.

7. May staff special Council meetings, complying with legal mandates and assisting the chair with a variety of related tasks.
8. May attend meetings to gather information for assigned councilor.
9. Provides backup to the Council Clerk when assigned.

Secondary Functions

Performs other duties when assigned.

Job Specifications

This position requires an Associate Degree and four years of progressively responsible and complex support experience; Bachelors degree in Public Affairs or Political Science preferred; or any combination of experience and education that provides the applicant with the desired skills, knowledge and ability to perform the job, including:

1. Performing research and analysis.
2. Preparing correspondence and reports.
3. Thorough knowledge of current office procedures and general administrative tasks.
4. Making independent decisions.
5. Ability to communicate effectively by written, spoken, and electronic means.
6. Ability to work independently and as part of a team.

A valid drivers license is required.

Working Conditions

Work is performed primarily in an indoor office environment. Employees in this series may need to work with difficult or upset individuals and can be exposed to toxic chemicals and materials found in an office environment. Mental activities required by this classification include frequent decision-making, interpersonal skills, teamwork, creativity, customer service, use of discretion, the ability to perform math, and the ability to read, write, speak and understand English. Required physical activities include frequent keyboard fingering, talking, repetitive motions of hands/wrists, sitting, hearing and lifting and carrying objects less than 15 pounds.

METRO Series Classification Description

Class Numbers:	1110, 1120, 1130, 1140, 1150	Established:	
Title:	Administrative Assistant	Revised:	3/23/98
Pay Grades:	102, 104, 106, 108, 110	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Non-exempt		

GENERAL SUMMARY

Jobs assigned to this series perform office, clerical, secretarial, and administrative support activities in a variety of settings within the METRO organization.

DISTINGUISHING FEATURES OF THE SERIES

This series classification includes Administrative Assistant I, Administrative Assistant II, Administrative Assistant III, Administrative Assistant IV, and Administrative Assistant V. Increasing levels of assignment complexity, independence, specialized knowledge and confidentiality characterize the different levels in this series.

The Administrative Assistant I performs routine office support tasks according to prescribed procedures and methods. Supervision is readily available for questions, there is a low need for specialized knowledge and limited access to confidential information.

The Administrative Assistant II performs standardized general office and secretarial duties with limited independence of action. General supervision is provided for unusual situations and there is a moderate need for knowledge of the assigned work area and discretion for work with confidential information.

The Administrative Assistant III performs specialized secretarial and administrative duties under general guidelines agreed to with the position's supervisor. Supervision is available on request and there is a significant need for knowledge of the assigned work area. Confidential information is a regular part of assignments.

The Administrative Assistant IV performs complex secretarial and administrative assistant assignments under general guidelines agreed to with the position's supervisor. General directions are the normal form of supervision, and specialized knowledge of the assigned work area and the agency in general are needed for assigned duties. High levels of discretion are needed for most tasks.

The Administrative Assistant V performs specialized and complex administrative assistant responsibilities under general guidelines. Independence, the ability to lead others and significant knowledge of agency operations are required to perform assignments. High levels of discretion are needed for most tasks.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

Administrative Assistant I –

1. Performs receptionist and clerical duties by screening callers and visitors and referring them to appropriate staff members or departments; receiving, sorting and distributing mail; responding to the public regarding standardized information about METRO and its programs; and acting as department contact to receive, communicate, exchange, correct or verify information.
2. Operates a variety of office equipment including word processing software, copying machines, and calculators to create and maintain a variety of non-complex records, reports, files and systems.
3. Maintains office supplies and equipment; collects, organizes, compiles and tabulates data and information within established guidelines; performs basic statistical and account clerical procedures; reviews and prepares uncomplicated data for computer input; and prepares and processes a variety of forms, information and records.

Administrative Assistant II –

1. In addition to those duties described for Administrative Assistant I, performs general secretarial duties including scheduling meetings, compiling agendas and making appointments and travel arrangements; responding to verbal and written inquiries independently based on established information and knowledge of assigned work area; and attending meetings to record, produce and distribute minutes.
2. Word processes or types correspondence, reports, tables, envelopes and forms from brief instructions, handwritten or printed copy, or notes.
3. Establishes and maintains primary department files and records in electronic and hard copy formats, retrieving, compiling and reporting on information as requested.

Administrative Assistant III –

1. In addition to those duties described for Administrative Assistant II, provides direct secretarial and administrative support to a Director or Manager by coordinating office operations; maintaining supervisor's calendar; developing and maintaining office procedures and standards; and assisting with administrative tasks involving personnel, budgeting and accounting.

2. Composes detailed letters and produces reports from brief instructions or notes; verifies, edits and formats documents and correspondence that can include confidential and proprietary information; compiles and reports on data from a variety of sources including performance of established statistical calculations; and maintains department budgets, payroll records, supply inventories, and financial and expenditure records.
3. Arranges, staffs and coordinates committee, commission and outside agency meetings; makes out-of-town reservations for conferences, transportation, and lodging for department staff.

Administrative Assistant IV –

1. In addition to those duties described for Administrative Assistant III, acts as office manager including lead responsibility for subordinate positions, provides primary confidential secretarial and administrative support to elected officials, performs assignments with department-wide or agency-wide impact including complex administrative or technical duties, and/or is assigned legal secretary responsibilities.
2. Prepares, reviews, monitors and processes a variety of primary documents including contracts, bids, grants, real estate records, committee minutes, and regulations based on knowledge of legal requirements and supervisor's general directions.
3. In the absence of the position's supervisor, acts as program representative with other departments and the public including interpretation of department and agency policies, regulations, records and objectives, assignment of priority work, and coordination of special projects, studies or events.
4. Develops preliminary budgets for supervisor's approval, purchases materials and approves budget expenditures to established dollar limits, monitors and evaluates accounting reports for accuracy and budget compliance, and recommends budget adjustments as needed.
5. Independently conducts special or periodic studies or projects by gathering and compiling data and preparing reports, documents and data displays.

Administrative Assistant V –

1. In addition to those duties described for Administrative Assistant IV, provides staff assistance to the Executive Officer including highly complex and confidential communication and scheduling assignments, and acting on behalf of the position's supervisor in a variety of sensitive and complex situations on a regular and consistent basis.

SECONDARY FUNCTIONS

All Series

1. Performs related duties as required

INTERPERSONAL CONTACTS

Inside the organization, coordinates assigned responsibilities and efforts with other employees and elected officials at all levels to assure optimal results for METRO and its clients. Outside the organization, provides information, answers inquiries from the general public and special interest groups and associations, and provides coordination of services and projects with interested individuals, groups and organizations.

WORKING CONDITIONS

Work is performed primarily in an indoor office environment. Employees in this series may need to work with difficult or upset individuals and can be exposed to toxic chemicals and materials found in an office environment.

SPECIFIC JOB SKILLS

(NOTE: Unless specifically noted, the level of the specified skills will vary based on the level the job is assigned to in this series.)

Thorough knowledge of current office procedures and equipment with emphasis on clerical, secretarial and administrative assistance methods and practices applicable to assigned duties. Ability to communicate effectively by written, spoken and electronic means; to work independently and as a member of a team; to effectively use standard office equipment including business computer software and hardware; and to efficiently perform office responsibilities at the level necessary to carry out assigned duties.

MENTAL AND PHYSICAL REQUIREMENTS

Mental activities required by jobs in this series include frequent decision making, interpersonal skills, teamwork, creativity, customer service, use of discretion, and the ability to perform math and to read, write, speak and understand English. Required physical activities include frequent keyboard fingering, talking, repetitive motions of hands/wrists, sitting, hearing and lifting and carrying objects under 15 pounds.

EDUCATION AND/OR EXPERIENCE

Administrative Assistant I –

High school diploma or G.E.D. and one year of general office experience or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Administrative Assistant II –

High school diploma or G.E.D. and two years of secretarial and general office experience or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Administrative Assistant III –

High school diploma or G.E.D. and three years of responsible secretarial and general office

experience or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Administrative Assistant IV –

High school diploma or G.E.D. and four years of progressively responsible administrative support, secretarial and general office experience or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Administrative Assistant V –

High school diploma or G.E.D. and five years of progressively responsible administrative support, secretarial and general office experience including performance of lead responsibilities or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

NECESSARY SPECIAL QUALIFICATIONS

None

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 03-3274 FOR THE PURPOSE OF ELIMINATING UNCLASSIFIED JOB CLASSIFICATIONS OF COUNCIL ASSISTANT I, COUNCIL ASSISTANT II, COUNCIL ASSISTANT III, AND COUNCIL CLERK/ADMINISTRATIVE ANALYST; ADDING NEW CLASSIFIED JOB CLASSIFICATIONS OF COUNCIL SUPPORT SPECIALIST AND COUNCIL CLERK; AND PLACEMENT OF COUNCIL ASSISTANT I DUTIES AS REVISED INTO THE EXISTING CLASSIFIED JOB CLASSIFICATION OF ADMINISTRATIVE ASSISTANT II

Date: February 6, 2003

Prepared by: Lilly Aguilar

BACKGROUND

As a result of the passage of Ballot Measure 26-10 on November 7, 2000, Metro's Charter was amended to abolish the office of Executive Officer, create the office of Council President, and create the position of Chief Operating Officer. These changes, which went into effect January 6, 2003, resulted in the need to restructure the former offices of the Executive Officer and Council Office, and to assess staffing requirements to meet functional needs of the new administration. This assessment is being undertaken in several phases as follows: Council administration and support staffing, Public Affairs staffing, and Council President/Chief Operating Officer staffing. The proposed Resolution recommends the creation, abrogation, and/or elimination of positions in the Council administration and support area as a result of the first phase of the planned assessment. Metro Code Section 2.02.340 requires that any new job classification added to the classification plan requires Council approval.

ANALYSIS/INFORMATION

1. **Known Opposition** None.
2. **Legal Antecedents** Resolution 00-2929A "For the Purpose of Submitting to the Voters an Amendment to the Metro Charter Abolishing the Office of Executive Officer, Creating the Office of Council President, and Making Related Changes".
3. **Anticipated Effects** This resolution will eliminate four unclassified job classifications (Council Assistant I, II, III, and Clerk of the Council/Administrative Analyst II); create two classified job classifications of Council Support Specialist and Council Clerk; and place duties of the Council Assistant I position as revised into the existing classified job classification of Administrative Assistant II.
4. **Budget Impacts** No increase over currently budgeted positions is anticipated; a decrease in personal services is likely.

RECOMMENDED ACTION

That Council approve Resolution 03-3274, For the Purpose of Eliminating Unclassified Job Classifications of Council Assistant I, Council Assistant II, Council Assistant III, and Council Clerk/Administrative Analyst; adding new Classified Job Classifications of Council Support Specialist and Council Clerk; and Placement of Council Assistant I Duties as Revised into the Existing Classified Job Classification of Administrative Assistant II