

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING) RESOLUTION NO. 84-471
CLASSIFICATION AND PAY PLANS FOR)
THE METROPOLITAN SERVICE DISTRICT) Introduced by the
) Executive Officer

WHEREAS, Ordinance No. 81-116 adopted Personnel Rules of the Metropolitan Service District (Metro) which requires the establishment and maintenance of a Classification Plan and a Pay Plan; and

WHEREAS, ORS 279.340 and 279.342 require that positions exempt from overtime compensation be designated; and

WHEREAS, Creative Personnel Associates was retained to assist in meeting these requirements through the conduct of job analyses, interviews, internal relationship and external salary survey data; and

WHEREAS, Said study has resulted in a proposed revision to the Classification and Pay Plans; now, therefore,

BE IT RESOLVED,

1. That pursuant to Sections 24 and 26 of the Personnel Rules, the Classification Plan is amended effective July 1, 1984, to include the new and revised classification specifications attached hereto as Appendix "A."

2. That the classification of IRC Administrator is authorized for one year only, to July 1, 1985.

3. That the classification of Program Assistant 1 at salary range 4.5 is established retroactive to July 1, 1983.

4. That the Pay Plan amendments attached hereto as

Appendix "B" are adopted effective July 1, 1984, pursuant to Sections 29, 30 and 34 of the Personnel Rules. These amendments include the designation of non-exempt positions for purposes of overtime compensation pursuant to ORS 279.340 and 279.342.

5. That the implementation strategy for the Pay and Classification Plans attached hereto as Appendix "C" is adopted.

6. That a 2 percent cost of living salary increase be awarded to the Executive Officer effective July 1, 1984.

ADOPTED by the Council of the Metropolitan Service District
this 28th day of June, 1984.

Conley Kirkpatrick
Presiding Officer

JS/srb
1197C/382
06/20/84

CONSIDERATION OF RESOLUTION NO. 84-471 FOR THE
PURPOSE OF AMENDING THE CLASSIFICATION AND PAY
PLANS

Date: May 4, 1984

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

Metro has adopted Pay and Classification Plans which establish position titles, job standards and pay ranges. In 1978 and 1979, two comprehensive analyses of CRAG's and MSD's pay systems were conducted. The results became the basis for the current Metro plans. In the intervening years, several modifications and updates have been approved, but, until the recently conducted study, there had been no total reassessment. The entire organization has experienced major changes in structure, funding levels, programs and job types over the last five years. Therefore, a study of our Pay and Classification Plans was undertaken this fiscal year.

Purpose of the Study

The study was initiated to ensure sound pay and classification plans for the organization and to resolve the difference in salary schedules between the Zoo and other departments. The goals of the study were:

1. Treat all employees affected by the study in a fair and equitable manner.
2. Achieve equitable and reasonable internal alignment for compensation among all positions and classifications.
3. Achieve comparability in the marketplace for all positions and classifications.

The Process

A consulting firm, Creative Personnel Associates, was hired to conduct the study. The following steps were followed in preparing a recommendation:

1. Point factor weights and rankings were established as the value basis for pay levels. Council Coordinating Committee members, the Executive Officer and department heads participated.

2. All employees completed job evaluation questionnaires. Desk audits were conducted for a large sample of positions.
3. A market survey of benchmark positions was conducted.
4. The consultant made preliminary recommendations for Pay Plan amendments and new and revised classifications which were distributed to employees.
5. A three-step appeals process was established for considering challenges to the consultant's recommendations. Appeals first went to the consultant, then to a three-member employee committee and finally to the Executive Officer.
6. The Executive Officer considered the recommendations of the Committee and the consultant and formulated his recommendation for adoption of the Pay and Classification Plans.

Products of the Study

The products of this study have provided the basis and elements for revision of the Pay and Classification Plans. The point factor, weights and rankings establish a value basis for pay levels. New and revised classification specifications have been prepared. Positions exempt from overtime compensation have been identified. An updated Pay Plan has been proposed. Finally, procedures for maintaining the Pay and Classification Plans have been established.

Implementation Strategy

The Executive Officer proposes the following strategy for the implementation of the Pay and Classification Plans:

1. Positions reclassified upward would receive a 5 percent increase or move to the beginning rate of the new class, whichever is greater.
2. Positions reclassified downward would receive no change in pay. An incumbent receiving a salary which exceeds the maximum rate would not be eligible for an increase until the new range "catches up" to their salary. This approach requires a waiver of the Personnel Rules, Section 28(c).
3. Anniversary dates would not be changed.
4. Pay changes related to reclassifications would be implemented on adoption of the new Pay and Classification Plans by the Council.

5. Establish a new classification of Program Assistant 1 at salary range 4.5 retroactive to July 1, 1983.

To address the 6 percent difference between Zoo and non-Zoo salaries the following strategy is proposed:

1. Merge the Zoo and non-Zoo Plans in a two-step process to be completed by July 1, 1985. Provide at least a 2 percent salary differential catch-up to non-Zoo employees on July 1, 1984. The remaining difference to be made up on July 1, 1985.
2. Incumbents in downgraded positions receiving a salary above the new range would not be eligible for these increases until the range "catches up" to their salary.
3. In addition, continue the three extra personal holidays for a total of five for non-Zoo employees in FY 1984-85. End the award of extra personal holidays on July 1, 1985, when the pay differential is removed.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer has reviewed Councilor Kafoury's recommendations and participated in discussions with the Council Coordinating Committee on this matter. He concurs with the Committee recommendation outlined below. He is especially interested in making up the Zoo/non-Zoo pay differential by July 1, 1985, if possible.

COMMITTEE CONSIDERATION AND RECOMMENDATION

At its meeting of June 18, 1984, the Council Coordinating Committee considered recommendations on the Pay and Classification Plans resulting from Councilor Kafoury's review of proposed revisions with staff. The Executive Officer's response to her recommendations were also discussed. The Committee recommends adoption of Resolution No. 84-471 including the following changes from the Executive Officer's original proposal:

1. Establish the IRC Administrator class for one year only, to June 30, 1985. This will provide for review of Metro's needs and internal relationships before finalizing the position.
2. Revise the Pay Plan implementation strategy to make up the Zoo/non-Zoo pay differential over three years rather than two years as proposed. The Committee recommends that the difference be made up sooner if funds are available.
3. Award the Executive Officer a 2 percent cost of living salary increase. No increase has been awarded since January 1, 1983. No changes were enacted by the

Legislature for District Court Judges whose salaries serve as the minimum rate for the Executive Officer.

4. Implement the proposed Pay and Classification Plan revisions, except where noted otherwise, on July 1, 1984.

The attached Resolution and implementation strategy reflect this recommendation.

JS/srb
1197C/382
06/20/84

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Memo

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: June 7, 1984
To: Council Coordinating Committee
From: Councilor Marge Kafoury *Marge*
Regarding: Recommendation on Resolution No. 84-471, Amending Metro's Classification and Pay Plans

I have met with Ray Barker, Jennifer Sims and Dick Karnuth to review the Executive Officer's recommendation for changes in the Pay and Classification Plans.

I have identified the following seven areas of concern:

1. Management Series - Most of the organization's management level positions have unique classifications. Also, titles are not used consistently for each level. The consultant identified this as a problem which could be addressed at a later time. I recommend that the Executive Officer prepare a schedule for establishing a generic management series and an explanation of titles.
2. Exempt/Non-Exempt Designations - The Executive Officer has proposed to identify employees exempt from overtime requirements for ratification by the Council. A schedule should be prepared and the budget impact of the final recommendation should be analyzed.
3. Zoo/Non-Zoo Pay Differential - The Executive Officer recommends that the current 6 percent pay differential between the Zoo and other employees be made up over a two-year period ending July 1, 1985. Considering the financial uncertainty surrounding expiration of the dues assessment authority in 1985, I recommend a three-year plan be prepared. If our financial position permits, we could move faster.
4. Classification Specifications - Not all of the classification specifications are in a standard format. While this is not a real problem, they should be rewritten. I recommend that a list of those to be rewritten be prepared.

5. IRC Administrator/Criminal Justice Director - The Criminal Justice Director position no longer exists as described in the current classification specification. I propose that a new classification be adopted when a criminal justice program and staff requirements are more fully developed. Also, the level and title of the position should be reviewed in relation to other department directors.

I recommend that the IRC Administrator class not be included in the Classification Plan at this time. It is my understanding that the IRC Administrator position will be temporary until FY 1985-86 when the structure and funding for the IRC will be finalized. The establishment of a classification should be done at that time when organizational needs are clearer.

6. Pay Ranges - Under the current and proposed Pay Plan, salary levels have a 25 percent range between the beginning and maximum rate. The consultant has indicated that this may be too narrow and should be further studied. I recommend the Executive Officer prepare a schedule for analyzing this matter. If changes are proposed, the budget impact should be reported.
7. Zoo Development Officer/Analyst - Through the Pay and Classification Plan Study it was determined that the Zoo Development position is performing at the Analyst level reflecting management's preference for the structure of this function. The priority of fund-raising and development activities at the Zoo has not been directly addressed by the Council. It seems to me that the Development Officer position, which was authorized and funded by the Council, better reflects the interests and priorities of the Council in this area. I recommend that the Council request a briefing paper from the Zoo Director explaining his strategy and staff requirements for Zoo development including a description of the relationship between the Development position and the Zoo's Public Relations Manager.

Recommendation: I recommend that Resolution No. 84-871 be adopted as proposed to be effective July 1, 1984, with assurances from the Executive Officer that the above items will be addressed as requested.

MK/JS/srb
1346C/D1



Memo

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: June 8, 1984
To: Council Coordinating Committee
From: Rick Gustafson, Executive Officer
Regarding: Response to Councilor Kafoury on Pay and
Classification Plans

Councilor Kafoury has identified some good points regarding the Pay and Classification Plans. I appreciate her time and interest in reviewing the proposed changes. I am prepared to respond as requested on her seven areas of concern.

1. Management Series - Revision of the Personnel Rules is a higher priority and will occupy Personnel staff for a good share of next fiscal year. I recommend that such a study be initiated after the Personnel Rules project is completed.
2. Exempt/Non-Exempt Designations - A revised Pay Plan, including these designations by the Executive Officer has been prepared. In the past, exempt and non-exempt designations were based on the position's pay level. Proposed designations are based on a new system which more closely complies with the law. Under this system duties and assignments are considered in addition to pay level.

Three classifications are proposed to be exempt which were previously eligible for overtime. Managers are responsible for authorizing and managing overtime worked. It is anticipated that the budgeted amounts for overtime will be adequate for next fiscal year.
3. Zoo/Non-Zoo Pay Differential - I understand the need for a three-year implementation plan. Such a strategy does provide flexibility for our funding situation and does comply with the law. However, I maintain my support for the two-year catch-up.
4. Classification Specifications - A list of specifications to be revised is attached.

5. IRC Administrator/Criminal Justice Director - I agree that the Criminal Justice Director classification should be re-evaluated when the program is more established.

I have proposed the new IRC Administrator classification for two reasons. First, this is one avenue for the Council to approve the duties of this lead position. Second, while the IRC is in a developmental stage, the Administrator position is essential. I recommend the following approach to appointing an IRC Administrator:

- a. Establish the IRC Administrator Classification for One Year

Providing the classification allows for the necessary duties regarding the formation of the IRC to be carried out. Any position needed for an entire year should be properly classified. Due to Council concerns regarding the permanance connoted by a new classification, I recommend that the classification be authorized for one year only, to July 1, 1985.

- b. Waive the Personnel Rules for "Provisional Appointment"

As you know, it is my intent to appoint Steve Siegel to the new classification. I propose to waive the Personnel Rules to extend the "provisional appointment" period for ninety (90) days to one year. The Council ratifies waivers of the Rules.

- c. Conduct a Management Classification Study for the IRC

I propose to conduct a classification study for IRC at the management level in coordination with the FY 1985-86 budget process.

Council support of these actions is needed to make an appointment for heading the IRC.

6. Pay Ranges - Revision of the Personnel Rules is a higher priority at this time. I recommend that a study of the pay ranges be conducted after the Rules revision is completed. If the Council deems this a higher priority, the Rules effort would be delayed.

Memorandum
June 7, 1984
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7. Zoo Development Officer/Analyst - My recommendation retains both the Officer and Analyst classifications in the Pay Plan at pay ranges 10.5 and 8.5, respectively. Currently, the position is filled at the Analyst level by two half-time temporaries. Their six-month appointment expires November 1, 1984. An extension of their employment as temporaries requires administrative approval.

The request for an explanation of the Zoo's development and fund-raising activities is appropriate. The Zoo Director will respond to the Council on this matter.

RG/JS/gl
1347C/D1

Attachment

CLASSIFICATION SPECIFICATIONS TO BE UPDATED

CLERK OF THE COUNCIL	VISITOR SERVICES MANAGER
DEPUTY EXECUTIVE OFFICER	FOOD SERVICES MANAGER
EXECUTIVE MANAGEMENT AIDE	RETAIL MANAGER
COUNCIL ASSISTANT	SAFETY COORDINATOR/ADMINISTRATOR
DIRECTOR OF BUDGET & ADMINISTRATIVE SERVICES	NUTRICIAN TECHNICIAN
MANAGEMENT ANALYST	
MAINTENANCE AIDE	
OFFSET PRINTING OPERATOR	
TECHNICAL MANAGER	
DIRECTOR OF TRANSPORTATION PLANNING	
DIRECTOR OF PUBLIC AFFAIRS	
GRAPHIC DESIGNER	
ENGINEER AND ANALYSIS MANAGER	
SOLID WASTE OPERATIONS MANAGER	
WASTE REDUCTION MANAGER	
LANDFILL ATTENDANT	
GENERAL CURATOR	
ANIMAL KEEPER FOREMAN	
ENGINEER/PLANNER III	
RESEARCH COORDINATOR	
EDUCATION SERVICES MANAGER	
EDUCATION SERVICES SPECIALIST	
PUBLIC RELATIONS/INFORMATION MANAGER	

APPENDIX "B"

PAY PLAN

1984-85

DRAFT

METROPOLITAN SERVICE DISTRICT
*Providing Zoo, Transportation, Solid Waste and
other Regional Services*



METRO PAY PLAN
1984-85

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This book contains four COMPENSATION PLANS:

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The Pay Plan lists the Class Code, Classification Title, Salary Range number and Rate of pay. Please use the proper Classification Title in the preparation of budgets, Personnel Actions, Requests for Recruitment and other official documents.

If you need further information, please call the Personnel Office.

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	11.35
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 S

SEASONAL VISITOR SERVICES WORKERS

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

This table is coordinated with the Federal Minimum Wage and is eligible for adjustment annually in January.

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TABLE A

NON-UNION SALARY RANGE TABLE
(Metro Downtown, Gatehouse Sites)

Salary Range Number	Beginning Salary Rate		Entry Merit Rate		Maximum Merit Rate		Maximum Incentive Rate**	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
*0.0	7,238	3.48	7,592	3.65	8,798	4.23	9,069	4.36
0.5	8,736	4.20	9,173	4.41	10,774	5.18	11,107	5.34
1.0	9,298	4.47	9,755	4.69	11,232	5.40	11,565	5.56
1.5	9,734	4.68	10,213	4.91	11,773	5.66	12,126	5.83
2.0	10,150	4.88	10,650	5.12	12,314	5.92	12,688	6.10
2.5	10,691	5.14	11,336	5.45	12,917	6.21	13,312	6.40
3.0	11,232	5.40	11,794	5.67	13,499	6.49	13,915	6.69
3.5	11,773	5.66	12,355	5.94	14,248	6.85	14,685	7.06
4.0	12,314	5.92	12,938	6.22	14,955	7.19	15,413	7.41
4.5	12,917	6.21	13,562	6.52	15,725	7.56	16,224	7.80
5.0	13,499	6.49	14,165	6.81	16,515	7.94	17,014	8.18
5.5	14,248	6.85	14,955	7.19	17,347	8.34	17,888	8.60
6.0	14,955	7.19	15,704	7.55	18,200	8.75	18,741	9.01
6.5	15,725	7.56	16,515	7.94	19,094	9.18	19,677	9.46
7.0	16,515	7.94	17,347	8.34	19,864	9.55	20,488	9.85
7.5	17,347	8.34	18,221	8.76	20,966	10.08	21,590	10.38
8.0	18,200	8.75	19,115	9.19	22,027	10.59	22,714	10.92
8.5	19,094	9.18	20,051	9.64	23,192	11.15	23,878	11.48
9.0	19,760	9.50	20,758	9.98	24,336	11.70	25,064	12.05
9.5	20,966	10.08	22,006	10.58	25,522	12.27	26,291	12.64
10.0	22,027	10.59	23,130	11.12	26,728	12.85	27,539	13.24
10.5	23,192	11.15	24,357	11.71	28,163	13.54	29,016	13.95
11.0	24,315	11.69	25,522	12.27	29,598	14.23	30,514	14.67
11.5	25,522	12.27	26,790	12.88	31,054	14.93	31,990	15.38
12.0	26,728	12.85	28,059	13.49	32,490	15.62	33,467	16.09
12.5	28,163	13.54	29,578	14.22	34,237	16.46	35,277	16.96
13.0	29,598	14.23	31,075	14.94	35,984	17.30	37,066	17.82
13.5	31,054	14.93	32,614	15.68	38,667	18.59	39,832	19.15
14.0	32,490	15.62	34,112	16.40	39,582	19.03	40,768	19.60
14.5	34,050	16.37	35,755	17.19	41,517	19.96	42,765	20.56
15.0	35,734	17.18	37,523	18.04	43,659	20.99	44,970	21.62
15.5	38,022	18.28	39,915	19.19	46,072	22.15	47,466	22.82

* Range 0.0 is adjusted annually in January with other ranges assigned to seasonal position classifications.

** Cost of living adjustments for employees in the incentive range are computed on maximum merit rate.

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SALARY RANGES

NON-UNION
(Metro Downtown, Gatehouse Sites)

<u>Salary Range Number</u>	<u>Classification</u>	<u>Beginning Salary</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Rate</u>
2.0	010 Management Intern	10,150	10,650	12,314	12,688
* 011	Staff Assistant	4.88	5.12	5.92	6.10
2.5*	012 Office Assistant	10,691	11,336	12,917	13,312
* 440	Maintenance Aide	5.14	5.45	6.21	6.40
3.0*	013 Gatehouse Attendant	11,232	11,794	13,499	13,915
* 330	Planning Technician	5.40	5.67	6.49	6.69
4.0*	018 Receptionist	12,314	12,917	14,955	15,413
* 037	Accounting Clerk 1	5.92	6.21	7.19	7.41
4.5*	014 Senior Gatehouse Attendant	12,917	13,562	15,725	16,224
* 040	Program Assistant 1	6.21	6.52	7.56	7.80
* 625	Word Processing Operator				
5.0*	017 Offset Print Operator	13,499	14,165	16,515	17,014
* 022	Secretary	6.49	6.81	7.94	8.18
* 038	Accounting Clerk 2				
5.5*	360 Graphics Designer	14,248	14,955	17,347	17,888
		6.85	7.19	8.34	8.60
6.0	025 Executive Management Aide	14,955	15,704	18,200	18,741
* 042	Program Assistant 2	7.19	7.55	8.75	9.01
* 626	Lead Word Processing Operator				
6.5	023 Program Coordinator	15,725	16,515	19,094	19,677
043	Public Information Specialist 1	7.56	7.94	9.18	9.46
333	Analyst 1				
7.0	306 Engineer Planner 1	16,515	17,347	19,864	20,488
		7.94	8.34	9.55	9.85
7.5	031 Administrative Assistant	17,347	18,214	20,857	21,512
		8.34	8.76	10.02	10.34
8.0	032 Clerk of the Council	18,200	19,115	22,027	22,714
044	Public Information Specialist 2	8.75	9.19	10.59	10.92
322	Facilities Supervisor				
8.5	069 Personnel Analyst	19,094	20,051	23,192	23,878
332	Development Analyst	9.18	9.64	11.15	11.48
334	Analyst 2				
362	Graphics Coordinator				

<u>Salary Range Number</u>	<u>Classification</u>	<u>Beginning Salary</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Rate</u>
9.0 307	Engineer Planner 2	19,760 9.50	20,758 9.98	24,336 11.70	25,064 12.05
10.0 039 076 335	Senior Accountant Research Coordinator Analyst 3	22,027 10.59	23,130 11.12	26,728 12.85	27,539 13.24
10.5 308 635	Engineer Planner 3 Data Processing Oper. Analyst	23,192 11.15	24,357 11.71	28,163 13.54	29,016 13.95
11.0 073 636	Management Analyst Data Processing Systems Analyst	24,315 11.69	25,522 12.27	29,598 14.23	30,539 14.67
11.5 033 103 321 336	Council Assistant Legal Counsel Waste Reduction Manager Senior Analyst	25,522 12.27	26,790 12.88	31,054 14.93	31,990 15.38
12.5 311	Engineer/Analysis Manager	28,163 13.54	29,578 14.22	34,237 16.46	35,277 16.96
13.0 082	Director of Criminal Justice Planning	29,598 14.23	31,075 14.94	35,984 17.30	37,066 17.82
13.5 092	Director of Legislative Services	31,054 14.93	32,614 15.68	38,667 18.59	39,832 19.15
14.0 071 090 320	Manager of Accounting Technical Manager Solid Waste Operations Manager	32,490 15.62	34,112 16.40	39,582 19.03	40,768 19.60
14.5 081 083 085 105	Public Affairs Director Director of Budget and Administrative Services Director of Development Services General Counsel	34,050 16.37	35,755 17.19	41,517 19.96	42,765 20.56
15.0 079 089 095	Administrator - IRC Director of Transportation Planning Deputy Executive Officer	35,734 17.18	37,523 18.04	43,659 20.99	44,970 21.62

*Non-exempt classification. Employees in these classifications are eligible to receive overtime compensation.

1228C/371-1/2
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PAY PLAN
NON-UNION
(Metro Downtown, Gatehouse Sites)

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
010	Management Intern	2.0	10,150 4.88	10,650 5.12	12,314 5.92	12,688 6.10
011	Staff Assistant	2.0	10,150 4.88	10,650 5.12	12,314 5.92	12,688 6.10
012	Office Assistant	2.5	10,691 5.14	11,336 5.45	12,917 6.21	13,312 6.40
013	Gatehouse Attendant	3.0	11,232 5.40	11,794 5.67	13,499 6.49	13,915 6.69
014	Senior Gatehouse Attendant	4.5	12,917 6.21	13,562 6.52	15,725 7.56	16,224 7.80
017	Offset Printing Machine Operator	5.0	13,499 6.49	14,165 6.81	16,515 7.94	17,014 8.18
018	Receptionist	4.0	12,314 5.92	12,917 6.21	14,955 7.19	15,413 7.41
022	Secretary	5.0	13,499 6.49	14,165 6.81	16,515 7.94	17,014 8.18
023	Program Coordinator	6.5	15,725 7.56	16,515 7.94	19,094 9.18	19,677 9.46
025	Executive Management Aide	6.0	14,955 7.19	15,704 7.55	18,200 8.75	18,741 9.01
031	Administrative Assistant 1	7.5	17,347 8.34	18,214 8.76	20,857 10.02	21,512 10.34
032	Clerk of the Council	8.0	18,200 8.75	19,115 9.19	22,027 10.59	22,714 10.91
033	Council Assistant	11.5	25,522 12.27	26,790 12.88	31,054 14.93	31,990 15.38
037	Accounting Clerk 1	4.0	12,314 5.92	12,917 6.21	14,955 7.19	15,413 7.41

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
038	Accounting Clerk 2	5.0	13,499 6.49	14,165 6.81	16,515 7.94	17,014 8.18
039	Senior Accountant	10.0	22,027 10.59	23,130 11.12	26,728 12.85	27,539 13.24
040	Program Assistant 1	4.5	12,917 6.21	13,562 6.52	15,725 7.56	16,224 7.80
042	Program Assistant 2	6.0	14,955 7.19	15,704 7.55	18,200 8.75	18,741 9.01
043	Public Information Specialist 1	6.5	15,725 7.56	16,515 7.94	19,094 9.18	19,677 9.46
044	Public Information	8.0	18,200 8.75	19,115 9.19	22,027 10.59	22,714 10.91
069	Personnel Assistant	8.5	19,094 9.18	20,051 9.64	23,192 11.15	23,878 11.48
071	Manager of Accounting	14.0	32,490 15.62	34,112 16.40	39,582 19.03	40,768 19.60
073	Management Analyst	11.0	24,315 11.69	25,522 12.27	29,598 14.23	30,493 14.66
079	Administrator - IRC	15.0	35,734 17.18	37,523 18.04	43,659 20.99	44,970 21.62
081	Director of Public Affairs	14.5	34,050 16.37	35,755 17.19	41,517 19.96	42,765 20.56
082	Director of Criminal Justice Planning	13.0	29,598 14.23	31,075 14.94	35,984 17.30	37,066 17.82
083	Director of Budget & Administrative Services	14.5	34,050 16.37	35,755 17.19	41,517 19.96	42,765 20.56
085	Director of Development Services	14.5	34,050 16.37	35,755 17.19	41,517 19.96	42,765 20.56
086	Director of Solid Waste		FLAT RATE SET BY COUNCIL			
089	Director of Transportation Planning	15.0	35,734 17.18	37,523 18.04	43,659 20.99	44,970 21.62
090	Technical Manager	14.0	32,490 15.62	34,112 16.40	39,582 19.03	40,768 19.60

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
092	Director of Legislative Services	13.5	31,054 14.93	32,614 15.68	38,667 18.59	39,832 19.15
095	Deputy Executive Officer	15.0	35,734 17.18	37,523 18.04	43,659 20.99	44,970 21.62
096	Executive Officer	Exempt	FLAT RATE SET BY SALARY COMMISSION			
103	Legal Counsel	11.5	25,522 12.27	26,790 12.88	31,054 14.93	31,990 15.38
105	General Counsel	14.5	34,050 16.37	35,755 17.19	41,517 19.96	42,765 20.56
306	Engineer Planner 1	7.0	16,515 7.94	17,347 8.34	19,864 9.55	20,488 9.85
307	Engineer Planner 2	9.0	19,760 9.50	20,758 9.98	24,336 11.70	25,064 12.05
308	Engineer Planner 3	10.5	23,192 11.15	24,357 11.71	28,163 13.54	29,016 13.95
311	Engineering/Analysis Manager	12.5	28,163 13.54	29,578 14.22	34,238 16.46	35,277 16.96
320	Solid Waste Operations Manager	14.0	32,490 15.62	34,112 16.40	39,582 19.03	40,768 19.60
321	Waste Reduction Manager	11.5	25,522 12.27	26,790 12.88	31,054 14.93	31,990 15.38
322	Facilities Supervisor	8.0	18,200 8.75	19,115 9.19	22,027 10.59	22,714 10.91
330	Planning Technician	3.0	11,232 5.40	11,794 5.67	13,499 6.49	13,915 6.69
333	Analyst 1	6.5	15,725 7.56	16,515 7.94	19,094 9.18	19,677 9.46
334	Analyst 2	8.5	19,094 9.18	20,051 9.64	23,192 11.15	23,878 11.48
335	Analyst 3	10.0	22,027 10.59	23,130 11.12	26,728 12.85	27,539 13.24
336	Senior Analyst	11.5	25,522 12.27	26,790 12.88	31,054 14.93	31,990 15.38

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
360	Graphic Designer	5.5	14,248 6.85	14,955 7.19	17,347 8.34	17,888 8.60
362	Graphics Coordinator	8.5	19,094 9.18	20,051 9.64	23,192 11.15	23,878 11.48
440	Maintenance Aide	2.5	10,691 5.14	11,336 5.45	12,917 6.21	13,312 6.40
625	Word Processing Operator	4.5	12,917 6.21	13,562 6.52	15,725 7.56	16,224 7.80
626	Lead Word Processing Operator	6.0	14,955 7.19	15,704 7.55	18,200 8.75	18,741 9.01
635	Data Processing Operations Analyst	10.5	23,192 11.15	24,357 11.71	28,163 13.54	29,016 13.95
636	Data Processing Systems	11.0	24,315 11.69	25,522 12.27	29,598 14.23	30,493 14.66

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TABLE Z

NON-UNION ZOO SALARY RANGE TABLE

Salary Range Number	Beginning 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

* Range 0.0 is adjusted annually in January with other ranges assigned to seasonal position classifications.

** Cost of living adjustments for employees in the incentive range are computed on maximum merit rate.

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SALARY RANGESNON-UNION ZOO

<u>Salary Range Number</u>	<u>Classification</u>	<u>Beginning Salary</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Rate</u>
0.0 265	Educational Services Aide	7,176 3.45	7,535 3.62	8,734 4.19	14,144 6.80
0.5* 530	Animal Hospital Attendant	8,653 4.16	9,085 4.36	10,670 5.13	10,982 5.28
2.0 010	Management Intern	10,754	11,292	13,044	13,435
* 011	Staff Assistant	5.17	5.42	6.27	6.46
2.5* 012	Office Assistant	11,315 5.45	12,004 5.71	13,678 6.58	14,097 6.77
3.0* 075	Asst. Research Coordinator	11,898 5.72	12,494 6.00	14,317 6.88	14,746 7.09
4.5* 040	Program Assistant 1	13,679 6.58	14,372 6.90	16,660 8.01	17,180 8.26
5.0* 005	Storekeeper	14,317	15,631	17,499	18,022
* 022	Secretary	6.88	7.22	8.41	8.67
5.5* 360	Graphics Designer	15,080	15,834	18,389	18,941
* 535	Nutrition Technician	7.25	7.61	8.84	9.11
6.0* 042	Program Assistant 2	15,843	16,636	19,279	19,858
* 540	Safety Coord./Administrator	7.62	8.00	9.27	9.54
6.5 023	Program Coordinator	16,672	17,504	20,234	20,841
043	Public Information Specialist 1	8.01	8.41	9.73	10.02
7.5 031	Administrative Assistant	18,389 8.84	19,308 9.29	22,207 10.68	22,872 11.00
8.0 007	Retail Manager	19,279	20,243	23,352	24,054
044	Public Information Specialist 2	9.27	9.74	11.22	11.57
520	Veterinary Technician				
8.5 270	Education Services Specialist	20,234	21,246	24,561	25,298
336	Zoo Development Analyst	9.73	10.22	11.81	12.17
362	Graphics Coordinator				
9.0 009	Food Services Manager	20,953 10.07	22,114 10.64	25,770 12.39	26,542 12.77

<u>Salary Range Number</u>	<u>Classification</u>	<u>Beginning Salary</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Rate</u>
10.0	076 Research Coordinator	23,352	24,519	28,315	29,164
	472 Animal Keeper Foreman	11.22	11.79	13.61	14.02
	474 Maintenance Foreman				
10.5	060 Zoo Public Relations/ Information Manager	24,561	25,789	29,842	30,737
	061 Zoo Development Officer	11.81	12.40	14.35	14.78
11.0	275 Education Services Manager	25,759	27,058	31,369	32,310
		12.38	13.01	15.08	15.54
11.5	062 Visitor Services Manager	27,043	28,394	32,896	33,883
		13.00	13.65	15.81	16.29
12.0	525 Veterinarian	28,315	29,730	34,423	35,456
		13.61	14.30	16.55	17.05
12.5	063 Curator	29,842	31,334	36,269	37,357
	475 Buildings & Grounds Manager	14.35	15.07	17.44	17.97
14.0	064 Assistant Zoo Director	34,406	36,124	41,917	43,173
		16.55	17.38	20.16	20.77

*Non-exempt classification. Employees in these classifications are eligible to receive overtime compensation.

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PAY PLAN

NON-UNION ZOO

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
005	Storekeeper	5.0	14,317 6.88	15,631 7.22	17,499 8.41	18,022 8.67
007	Retail Manager	8.0	19,279 9.27	20,243 9.74	23,352 11.22	24,054 11.57
009	Food Service Manager	9.0	20,953 10.07	22,114 10.64	25,770 12.39	26,542 12.77
010	Management Intern	2.0	10,754 5.17	11,292 5.42	13,044 6.27	13,435 6.46
011	Staff Assistant	2.0	10,754 5.17	11,292 5.42	13,044 6.27	13,435 6.46
012	Office Assistant	2.5	11,326 5.45	11,893 5.71	13,681 6.58	14,091 6.77
022	Secretary	5.0	14,317 6.88	15,631 7.22	17,499 8.41	18,022 8.67
023	Program Coordinator	6.5	16,672 8.01	17,504 8.41	20,234 9.73	20,841 10.02
031	Administrative Assistant	7.5	18,389 8.84	19,308 9.29	22,207 10.68	22,872 11.00
040	Program Assistant 1	4.5	13,681 6.58	14,364 6.90	16,672 8.01	17,171 8.26
042	Program Assistant 2	6.0	15,843 7.62	16,636 8.00	19,279 9.27	19,858 9.54
043	Public Information Specialist 1	6.5	16,672 8.01	17,504 8.41	20,234 9.73	20,841 10.02
044	Public Information Specialist 2	8.0	19,279 9.27	20,243 9.74	23,352 11.22	24,054 11.57
060	Zoo Public Relations/ Information Manager	10.5	24,561 11.81	25,789 12.40	29,842 14.35	30,737 14.78
061	Zoo Development Officer	10.5	24,561 11.81	25,789 12.40	29,842 14.35	30,737 14.78

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
062	Visitor Services Manager	11.5	27,043 13.00	28,394 13.65	32,896 15.81	33,883 16.29
063	Curator	12.5	29,842 14.35	31,334 15.07	36,269 17.44	37,357 17.97
064	Assistant Zoo Director	14.0	34,423 16.55	24,375 17.38	41,931 20.16	43,189 20.77
075	Assistant Research Coordinator	3.0	11,898 5.72	12,494 6.00	14,317 6.88	14,746 7.09
076	Research Coordinator	10.0	23,352 11.22	24,519 11.79	28,315 13.61	29,164 14.02
087	Zoo Director		FLAT RATE SET BY COUNCIL			
265	Educational Services Aide	0.0	7,176 3.45	7,535 3.62	8,734 4.19	14,144 6.80
270	Education Services Specialist	8.5	20,234 9.73	21,246 10.22	24,561 11.81	25,298 12.17
275	Education Services Manager	11.0	25,759 12.38	27,058 13.01	31,369 15.08	32,310 15.54
336	Zoo Development Analyst	8.5	20,234 9.73	21,246 10.22	24,561 11.81	25,298 12.17
360	Graphics Designer	5.5	15,080 7.25	15,834 7.61	18,389 8.84	18,941 9.11
362	Graphics Coordinator	8.5	20,234 9.73	21,246 10.22	24,561 11.81	25,298 12.17
472	Animal Keeper Foreman	10.0	23,352 11.22	24,519 11.79	28,315 13.61	29,164 14.02
474	Maintenance Foreman	10.0	23,352 11.22	24,519 11.79	28,315 13.61	29,164 14.02
475	Buildings & Grounds Manager	12.5	29,842 14.35	31,334 15.07	36,269 17.44	37,357 17.97
520	Veterinary Technician	8.0	19,279 9.27	20,243 9.74	23,352 11.22	24,054 11.57
525	Veterinarian	12.0	28,315 13.61	29,730 14.30	34,423 16.55	35,456 17.05

<u>Code</u>	<u>Classification</u>	<u>Range</u>	<u>Beg. Salary Rate</u>	<u>Entry Merit Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Merit Rate</u>
530	Animal Hospital Attendant	0.5	8,653 4.16	9,085 4.36	10,670 5.13	10,982 5.28
535	Nutrition Technician	5.5	15,080 7.25	15,834 7.61	18,389 8.84	18,941 9.11
540	Safety Coordinator/ Administrator	6.0	15,843 7.62	16,636 8.00	19,279 9.27	19,858 9.54

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APPENDIX C

Implementation Strategy

The following strategy will be utilized to implement the Pay and Classification Plans:

1. Positions reclassified upward will receive a 5 percent increase or move to the beginning rate of the new class, whichever is greater.
2. Positions reclassified downward will receive no change in pay. An incumbent receiving a salary which exceeds the maximum rate will not be eligible for an increase until the new range "catches up" to their salary. This approach requires a waiver of the Personnel Rules, Section 28(c).
3. Anniversary dates will not be changed.
4. Pay changes related to reclassifications will be effective July 1, 1984.

To address the 6 percent difference between Zoo and non-Zoo salaries the following strategy will be utilized:

1. Merge the Zoo and non-Zoo Plans in a step process to be completed by July 1, 1986. Provide a 2 percent salary differential catch-up to non-Zoo employees on July 1, 1984. The remaining difference will be made up on or before July 1, 1986.
2. Incumbents in downgraded positions receiving a salary above the new range will not be eligible for these increases until the range "catches up" to their salary.
3. In addition, continue the three extra personal holidays for a total of five for non-Zoo employees in FY 1984-85. End the award of extra personal holidays when the pay differential is removed.

JS/srb
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06/20/84