

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE) RESOLUTION NO. 85-534
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, The need has been established for the new classification and position of Support Services Supervisor; 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 classification specification attached hereto as Attachment B.

2. That Table A of the Pay Plan is amended to include the classification of Support Services Supervisor at salary range 8.5.

3. Positions in this classification shall be exempt for purposes of overtime compensation pursuant to ORS 279.340 and 279.342.

4. A position is hereby authorized in the Budget and Administrative Services Division.

ADOPTED by the Council of the Metropolitan Service District
this 24th day of January, 1985.



Presiding Officer
Ernie Bonner

JS/srs
2671C/405-2
01/08/85

ATTACHMENT A

Metro
Classification No.: 030

Established
Revised:
EEO:

SUPPORT SERVICES SUPERVISOR

MISSION STATEMENT

To assist a manager through technical special projects and other work assignments which require researching, assessing and preparing information relative to departmental and organizational objectives and performance, to provide supervisory direction to central support service staff which may include printing, word processing, maintenance and clerical staff.

DISTINGUISHING CHARACTERISTICS

The position of Support Services Supervisor is responsible for administrative support and direction relating to the provision of central support services to the entire organization. This classification differs from that of administrative assistant in that the support Services Supervisor does not perform clerical duties, supervises a specific work unit, and works extensively with persons of higher authority.

PRINCIPAL FUNCTIONS

Duties include but are not limited to:

1. ADMINISTRATIVE FUNCTIONS

Typical Activities:

- Prepares, reviews, monitors and/or processes contractual agreements of the department.
- Standardizes departmental business procedures and informs affected parties of procedural/policy changes, etc.
- Plans, assigns, reviews and/or coordinates work of co-workers and subordinate personnel.
- Prepares bid materials; analyzes submitted bids; purchases materials; and maintains accurate and up-to-date bidder and vendor lists.
- Assembles data and prepares regular or periodic reports pertaining to the work of the department.
- Identifies needs and recommends improvements for more efficiency, effectiveness and cost savings in support services.

2. BUDGET

Typical Activities:

- Responsible for checking and analyzing expenditure reports for accuracy and comparison to budget.
- Collects, reviews and processes department bills for payment.

3. DEPARTMENTAL REPRESENTATION

Typical Activities:

- Acts as program representative for the manager in his/her absence with other departments, and with the public as required; is delegated the responsibility to make program decisions when manager is absent; resolves public relations and administrative problems as needed.
- May interpret policies, program objectives and departmental regulations to the public in person and through correspondence.
- Represents the organization on all matters regarding central support services. Works with elected officials, vendors, contract service representatives and others.

4. SPECIAL PROJECTS

Typical Activities:

- Performs management studies and organizational analysis; writes or updates reports regarding findings and recommendations.
- May conduct special studies including feasibility studies, such as the possibility of establishing new programs, acquisition of vendor services, etc.

5. SUPERVISION

- Interviews, selects, trains and evaluates the work of staff.
- Directs and assists in problem-solving.
- Administers Personnel policies and procedures.
- Assesses workloads and sets priorities and schedules.

REQUIRED KNOWLEDGE AND SKILLS

Thorough Knowledge Of:

The principles of office management, the operation and maintenance of modern office equipment, office recordkeeping budgeting and reporting systems, information gathering and analysis techniques and contract laws and procedures.

Some Knowledge of:

General building maintenance needs and practices, principles and practices of supervision, pertinent laws and regulations.

WORKING CONDITIONS

Duties are performed indoors and occasionally outdoors requiring a variety of walking, standing, stooping and bending activities. Objects may be lifted of up to 20 lbs.

JS/srs
2672C/377-2
01/08/85

CONSIDERATION OF RESOLUTION NO. 85-534 FOR THE
PURPOSE OF AMENDING RESOLUTION NO. 81-116 TO
CREATE A NEW CLASSIFICATION (SUPPORT SERVICES SUPERVISOR)

Date: January 3, 1985

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

The proposed resolution would create a new classification of Support Services Supervisor and authorize such a position in the Budget and Administrative Services division.

The responsibility for management of Metro's support services is currently with the Division of Budget and Administrative Services. An Administrative Assistant spends about half-time on related duties. Additional building management responsibilities are anticipated with the proposed office relocation. A new position is proposed to handle this increase plus provide supervision to support services staff in word processing, printing and maintenance.

A proposed classification specification is attached (Attachment A). On a short-term basis this position will be the primary Metro contact for all matters regarding the office relocation. This will include securing necessary outside assistance and coordinating all contacts with department heads and staff. In the long-term, the position will manage a building management contract, negotiate subleases and have day-to-day responsibility for support services functions.

An in-house analysis and point factor rating were conducted for this position. The results indicate a salary range of 8.5 or \$19,864 to \$24,835. Due to savings accrued from turnover, no additional funds are needed this fiscal year. The total additional annual cost in FY 1985-86 would be \$28,000. Half would be in the Support Services/Office Management. The rest of the increased cost would be in the personnel function because the Administrative Assistant which now works half-time in support services management would work full-time in Personnel. A full report on a proposed reorganization of the Personnel function will be presented to the Council Management Committee at its February meeting.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of this Resolution, subject to the Council Management Committee recommendation of approval at their meeting on January 17, 1985. If the Committee does not recommend approval at that meeting, this item will be removed from the agenda for consideration.