

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE	)	RESOLUTION NO. 86-652
METRO PAY PLAN TO CHANGE THE	)	
SALARY LEVEL OF THE POSITION OF	)	Introduced by the
GOVERNMENT RELATIONS MANAGER, AND	)	Executive Officer
CONFIRMING THE APPOINTMENT OF	)	
PHILLIP FELL AS LEGISLATIVE	)	
LIAISON	)	

WHEREAS, Metro has a need to provide legislative liaison activities with State Legislators; and

WHEREAS, Metro Code Section 2.02.115(a) requires Council approval to amend the Metro Pay and Classification Plans; and,

WHEREAS, Metro Code Section 2.02.040(e) requires Council confirmation of the position of legislative liaison; now, therefore,

BE IT RESOLVED,

1. That the Council of the Metropolitan Service District amend Metro's Pay and Classification Plan by changing the salary level of Government Relations Manager to 12.5.

2. That the appointment of Phillip Fell to the position of Government Relations Manager, which acts as Metro's legislative liaison, is confirmed by a majority of the Metro Council.

ADOPTED by the Council of the Metropolitan Service District this 12th day of June 1986.

  
Richard Waker, Presiding Officer

RB/gl  
5664C/462-3  
05/30/86

STAFF REPORT

Agenda Item No. 6.2

Meeting Date June 12, 1986

CONSIDERATION OF RESOLUTION NO. 86-652 AMENDING  
THE METRO PAY PLAN TO CHANGE THE SALARY LEVEL OF  
THE POSITION OF GOVERNMENT RELATIONS MANAGER, AND  
CONFIRMING THE APPOINTMENT OF PHILLIP FELL AS  
LEGISLATIVE LIAISON

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Date: May 27, 1986

Presented by: Randy Boose

FACTUAL BACKGROUND AND ANALYSIS

The Executive Officer has approved the reclassification of Phillip Fell to the position of Government Relations Manager subject to Council confirmation. Section 2.02.040(e) of the Metro Code requires confirmation by a majority vote of the Council prior to the effective date of such an appointment because the Government Relations Manager serves as Metro's legislative liaison. Section 2.02.115(a) of the Metro Code requires Council approval to change the salary range because it requires amending the Pay Plan. A summary of the reclassification is attached (Attachment A). The study also recommends changing the salary range of the Government Relations Manager from 13.5 to 12.5.

The FY 1986-87 budget reflects the reclassification of the Analyst 3 position held by Phillip Fell to Director of Legislative Services (now titled Government Relations Manager). The budget Reclassification Request form is included in this report (Attachment B). The budget also transfers Mr. Fell from the Public Affairs Department to the Executive Management Department to coincide with the increased legislative liaison duties.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends the adoption of Resolution No. 86-652 amending the Metro Pay Plan, and confirmation of the appointment of Phillip Fell for the position of Government Relations Manager.

RB/gl  
5664C/462-3  
05/29/86

## ATTACHMENT A

### METRO PERSONNEL CLASSIFICATION STUDY SUMMARY

#### ANALYST 3/PUBLIC AFFAIRS (INCUMBENT PHILLIP FELL)

Reason For Study. The duties of this position will change as part of a plan for Metro to provide legislative liaison duties on an in-house basis, rather than contract for service. The study was requested by the incumbent and Donald Carlson, Deputy Executive Officer.

Summary of Proposed Responsibilities. Develop and manage a program to gain legislative support for Metro's goals and objectives; maintain and develop lines of communications with state elected officials; provides information reflecting Metro's organizational activities to Legislators, state agency staff members, and key interest groups; and provide a link between Metro Councilors and key Legislators.

Methodology. The incumbent and the Deputy Executive Officer were interviewed. Responsibilities and required qualifications were compared with other positions in the organization and point factoring ratings were compiled to determine an appropriate salary range. The job classification specification of Government Relations Manager is attached.

Findings. The responsibilities of the Analyst 3 position will increase substantially with the addition of the legislative liaison duties that this position will assume beginning July 1, 1986, to help Metro prepare for the 1987 legislative session. An in-house staff person performed these duties during the 1983 session. The person handling these responsibilities was classified as Director of Legislative Services (now titled Government Relations Manager).

During the last legislative session (1985), Metro contracted for most of its legislative liaison duties. Phillip Fell assisted in this process as part of his Analyst 3 responsibilities. No staff person has served as Government Relations Manager since the 1983 session.

Because Phillip Fell has already been performing some of the duties of Government Relations Manager as part of his Analyst 3 position, and because he will be performing the rest of the lobbyist responsibilities (subject to Council confirmation) of the Government Relations Manager, it is appropriate to reclassify him as Government Relations Manager rather than create a new position.

For this study, the position of Government Relations Manager was evaluated using the current point factoring evaluation system. Because the position has been vacant since the adoption of the current evaluation system, it had never been evaluated to establish

an appropriate level. It was placed in the Metro Pay and Classification Plans at the 13.5 level based on the salary the incumbent had received. The results of point factoring put the position in 12.5 salary range. The incumbent is classified as an Analyst 3 at the 10.0 salary range. The salary for the 12.5 range is \$30,784 to \$38,563 annually.

Recommendations: Reclassify the Analyst 3 position to Government Relations Manager. Revise the salary level of Government Relations Manager from 13.5 to 12.5. The incumbent possesses the qualifications for the job.

Action Required: Funding for the recommended salary change is in the approved FY 1986-87 budget, as well as the transfer of this position from the Public Affairs Department to the Executive Management Department. The incumbent qualifies for this position and should be retained. Executive Officer approval is needed to reclassify the Analyst 3 position to Government Relations Manager and to change the position title. No major change in the duties or qualifications of the Government Relations Manager classification is required.

Council approval is needed to change the salary range from 13.5 to 12.5 and to confirm the appointment to this position prior to the effective date of this reclassification.

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GENERAL STATEMENT OF DUTIES:

To provide the first line of liaison for Metro with State Legislators; and to provide intergovernmental liaison on assigned local, state and federal issues.

SUPERVISION RECEIVED:

Works under the direct supervision of the Deputy Executive Officer for the Executive Officer and Council who review work for effectiveness and compliance with policies and rules of Metro. Coordinates liaison efforts with Director of Public Affairs.

SUPERVISION EXERCISED:

Supervision is not a normal requirement of positions in this class.

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. Responsible for regular reports to the Council regarding legislative matters. Provides staff support to Council in legislative development.
2. Represents Metro before legislative committee and monitors activities including Metro-related legislation in the legislative process.
3. Coordinates Metro program by working closely with the Public Affairs Department along with all departments.
4. Monitors all Metro-related legislation, routes bills to appropriate Metro staff for review and comment, and provides follow-through on Metro action necessary, including seeking authorization for action from Executive Officer and/or Council
5. Meets with Legislators, legislative staff and special interest lobbyists regarding Metro policies.
6. Works with Metro staff to identify problem areas requiring future legislative action. Prepares pros and cons. Recommends course of action. Develops strategy recommendations and when approved, implements action related to legislation.
7. Works closely with the Public Affairs Department to develop a package during interim to improve awareness and understanding among Legislators and local public officials regarding Metro activities and the need for public support of Metro affairs.

8. Prepares and distributes informational materials on Metro-related matters.
9. Coordinates special projects and serves as backup liaison for Deputy Executive Officer and Executive Officer. Prepares policy statements when assigned.

RECRUITING REQUIREMENTS:  
KNOWLEDGE, SKILL, ABILITY

Requires extensive experience in intergovernmental relations work with some experience with legislative process. Must have highly developed communication skills. Exposure to multiple public policy issues helpful.

EXPERIENCE AND TRAINING:

Degree in Public Administration, Political Science or Economics, or related field required. Any combination of experience and training which ensures the ability to perform the work may substitute for the above requirements.

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5404C/440  
05/30/86

**METRO** *New Position/* Fiscal Year  
**Reclass** 1986-87  
**Request**

DATE: March 18, 1986

BUDGET CODE: 1020

ORGANIZATION: Executive Management

ACTION REQUESTED: Reclass Analyst 3 Position to Director of Legislative Services.

INCUMBENT: Phillip Fell

RESPONSIBILITIES:

1. Responsible for regular reports to the Council regarding legislative matters. Provides staff support to Council in legislative development.
2. Represents Metro before Legislative Committee and monitors activities including Metro related legislation in the legislative process.
3. Coordinates Metro program by working closely with the Public Affairs Department along with all departments.
4. Monitors all Metro-related legislation, routes bills to appropriate Metro staff for review and comment and provides follow-through on Metro action necessary, including seeking authorization for action from Executive Officer and / or Council.
5. Meets with Legislators, legislative staff and special interest lobbyists regarding Metro policies.

(continued on next page)

JUSTIFICATION:

Need to start preparation for 1987 legislative session. Provide primary function through the use of in-house staff rather than contract for service. Use contract service on an as needed basis only.

BUDGET IMPACT:

Direct salary:	\$32,450 (includes merit)
Merit:	
Fringe:	\$10,060
Overhead:	_____
TOTAL:	\$42,510

PERSONNEL RECOMMENDATION:

(for personnel use only)

The position of Director of Legislative Services is part of the current pay and classification plan. This position has been vacant because the duties have been filled by contracting for the services. The responsibilities listed above are consistent with the job description of Director of Legislative Services and justify the proposed reclassification of the Analyst 3 position. The incumbent has the necessary experience to meet the requirements of the Director position. Personnel approves the reclassification of this position from an Analyst 3.

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Reclass Analyst 3 to Director of Legislative Services:

Continued responsibilities:

6. Works with Metro Staff to identify problem areas requiring future legislative action. Prepares pros and cons. Recommends course of action. Develops strategy recommendations and when approved, implements action related to legislation.
7. Works closely with the Public Affairs Department to develop a package during interim to improve awareness and understanding among legislators and local public officials regarding Metro activities and the need for public support of Metro affairs.
8. Prepares and distributes informational materials on Metro-related matters.
9. Coordinates special projects and serves as backup liaison for Deputy Executive Officer and Executive Officer. Prepares policy statements when assigned.



and because a new Personnel Officer had been hired, staff should consider the review of those Rules a propriety project.

Motion: Councilor DeJardin moved to adopt Resolution No. 86-653 and Councilor Frewing seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Cooper, DeJardin, Frewing, Gardner, Hansen, Kafoury, Kelley, Kirkpatrick, Oleson, Van Bergen and Waker

Absent: Councilor Myers

The motion carried and the Resolution was adopted.

Mr. Wilson thanked the Council for their vote of confidence and explained he would be presenting preliminary work and financial plans to the Council on June 26. Councilor Van Bergen said he looked forward to Mr. Wilson's report at the June 26 Council meeting which he hoped would address affirmative action to include women on the Design and Construction Committee.

6.2 Consideration of Resolution No. 86-652, for the Purpose of Amending the Pay Plan to Change the Salary Level of the Position of Government Relations Manager, and Confirming the Appointment of Phillip Fell as Legislative Liaison

6.5 Consideration of Resolution No. 86-649, for the Purpose of Amending Joint Metro Resolution No. 86-603 and IRC Resolution No. 85-11-01 to Expend the Membership of the Bi-State Policy Advisory Committee

6.6 Consideration of Resolution No. 86-655, for the Purpose of Accepting the 1986 Oregon Primary Election Abstract of Votes of the Metropolitan Service District

Motion: Councilor Hansen moved to place Agenda Item Nos. 6.2, 6.5 and 6.6 (noted above) on the Consent Agenda and to adopt the three Resolutions. Councilor Kirkpatrick seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Cooper, DeJardin, Frewing, Gardner, Hansen, Kafoury, Kelley, Kirkpatrick, Oleson, Van Bergen and Waker

Absent: Councilor Myers