

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE) RESOLUTION NO. 87-743
PAY PLAN TO UPGRADE THE POSITION)
OF WASTE REDUCTION MANAGER) Introduced by Randy Boose

WHEREAS, The Solid Waste Department has a Solid Waste
Reduction Program and a Waste Reduction Manager;

WHEREAS, The need has been established to upgrade the
Waste Reduction Manager classification; now, therefore,

BE IT RESOLVED,

That the Pay Plan be amended to include an upgrade of the
Waste Reduction Manager classification to the 12.5 salary range.

ADOPTED by the Council of the Metropolitan Service District
this 26th day of March, 1987.



Jim Gardner,
Deputy Presiding Officer

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7126C/496
03/11/87

CLASSIFICATION STUDY REPORT

WASTE REDUCTION MANAGER

Reason for the Study: The Waste Reduction Program has expanded since this position was last reviewed in 1984. A study was requested by the former Solid Waste Director Dan Durig.

Methodology: The incumbent, Dennis Mulvihill, and Mr. Durig were interviewed by the Personnel Officer. A classification questionnaire (attached) was completed by Mr. Mulvihill. Responsibilities and required qualifications were compared with other positions in the organization, specifically the Operations Manager and the Engineering and Analysis Manager positions in Solid Waste. The position was factored, using the current evaluation factoring system, to determine the correct salary range for the position.

Findings: The Waste Reduction Manager has significantly more responsibilities associated with the increased emphasis in waste reduction. Mr. Durig has outlined the changes in his January 14, 1987, memo which I have included in this study. Specifically, the program has grown from three projects to sixteen projects. It now supervises ten people, which is an increase from the three people it initially supervised. These increased areas of responsibilities resulted in the position being rated higher in the knowledge, contacts, and supervision factors according to the evaluation factoring system. A Job Evaluation Factor Sheet is attached as part of this study.

The current Waste Reduction Manager, Dennis Mulvihill, has the skills and qualifications to meet the requirements of the position at the higher level. It is appropriate that Mr. Mulvihill remain in the upgraded position. The current classification is at the 11.5 level (\$29,328 to \$36,733 per year). The results of the point factoring system place the classification for Waste Reduction Manager at the 12.5 salary range (\$32,344 to \$40,518 per year). This would also make it equitable with the other solid waste manager classifications. The Operations Manager is classified at the 14.0 salary range and the Engineer/Analysis Manager is at the 12.5 range.

Recommendations: Upgrade the current classification of Waste Reduction Manager from the 11.5 salary range to 12.5. No change in the duties or title of the position is required. The incumbent should remain in the position because he is qualified for the position. The effective date should be retroactive to January 1, 1987, because Personnel has delayed completing the study which started in January. Funding for the upgrade (approximately an additional \$920) is available in the current Solid Waste budget because of positions that have not been filled.

Action Required: The Executive Officer needs to approve the reclassification of Mulvihill to the Solid Waste Reduction Manager at the upgraded salary level pending Council approval. A resolution needs to be prepared for Council to adopt.

STAFF REPORT

Agenda Item No. 11.2

Meeting Date March 26, 1987

CONSIDERATION OF RESOLUTION NO. 87-743 , FOR THE
PURPOSE OF AMENDING THE PAY PLAN TO UPGRADE THE
POSITION OF WASTE REDUCTION MANAGER

Date: March 11, 1987

Presented by: Randy Boose

FACTUAL BACKGROUND AND ANALYSIS

A classification study was conducted by Personnel, which reviewed the Waste Reduction Manager position. Because of legislative actions Metro has increased its efforts in the development of waste reduction activities, which has resulted in greater responsibilities for the Waste Reduction Manager.

The Classification Study recommends upgrading the salary classification of this position from 11.5 to 12.5. No change in the title or class specifications is required to make this change. The salary range for the old position is \$29,328 to \$36,733 per year. The proposed salary range is \$32,344 to \$40,518 per year. This reclassification would add approximately \$920 to the solid waste personal services budget. Money is currently available in the personal services budget for this reclassification because money remains in the personal services budget from positions that were vacant during part of the past year.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 87-743 amending the current Pay Plan by upgrading the Waste Reduction Manager position to the 12.5 salary range.

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Kathleen Keene, 124014 S.E. Raymond Street, Portland, representing McFarlane's Bark, Inc., testified McFarlane's and Grimm's operations had already added two years to the life of the St. Johns Landfill and that Metro's public information program encouraging proper disposal of yard debris had helped the two companies. She was not concerned about stockpiles of yard debris, explaining those stockpiles were valuable inventory.

Responding to Councilor Van Bergen's question, Ms. Keene said since McFarlane's radio ads had been aired, about three times more yard debris had been brought to their facility than was brought in the same time last year.

A discussion followed about the cost of the Metro yard debris marketing program. Councilor Ragsdale asked staff to explain total costs and whether those costs were included in the budget. Ms. Crockett said the budget would have to be amended to include program costs. She explained the yard debris program had been budgeted in both the Public Affairs and Solid Waste departments and Table 4 of staff's report had listed only expenses included Solid Waste budget.

Councilor Ragsdale requested adoption of Resolution No. 87-738 be set over to another meeting until all program costs were clearly reported to the Council. The Councilor explained he supported the program but needed more information in order to vote on the matter.

Executive Officer Cusma said staff would present a complete expense overview of the proposed yard debris program for the April 9 Council meeting. Councilor Cooper requested the revised report also include information about the financial impacts of the program on other markets.

Withdrawal of Motion: Councilor Ragsdale and Van Bergen withdrew their previous motion to adopt Resolution No. 87-738 with the understanding staff would return to the Council on April 9 with the information requested.

11.2 Consideration of Resolution No. 87-743, for the Purpose of Amending the Pay Plan to Upgrade the Position of Waste Reduction Manager

Randy Boose, Personnel Officer, briefly reviewed staff's written report. He explained if the Resolution were adopted, the base salary for the position would increase from \$29,328 to \$32,300 and the incumbent would receive a 5 percent pay increase per provisions of the Personnel Rules.

Motion: Councilor Ragsdale moved to adopt Resolution No. 87-743 and Councilor Knowles seconded the motion.

Vote: A vote on the motion resulted in all ten Councilors present voting aye. Councilors DeJardin and Waker were absent.

The motion carried and Resolution No. 87-743 was adopted.

11.5 Consideration of Resolution No. 87-748, for the Purpose of Amending Resolution No. 86-659 to Revise the FY 1986-87 Budget and Appropriations Schedule (Regarding Council Department Reorganization);

Consideration of Resolution No. 87-748A, for the Purpose of Amending Resolution No. 86-659 to Revise the FY 1986-87 Budget and Appropriations Schedule (Regarding Council Department Reorganization);

Consideration of Resolution No. 87-749, for the Purpose of Amending the Classification Plan and the Pay Plan to Add the Position of Council Administrator;

Consideration of Resolution No. 87-750, for the Purpose of Transferring an Employee (Donald E. Carlson) to the Position of Council Administrator and Authorizing an Employment Agreement (with Donald E. Carlson); and

Consideration of Resolution No. 87-751, for the Purpose of Ratifying Recruitment Waivers and Confirming Appointments (for Richard Engstrom, Tor Lyshaug, Marc Madden and Raymond Phelps)

Deputy Presiding Officer Gardner first explained that as a result of an agreement with the Executive Officer, Resolution No. 87-748A would replace Resolution No. 87-748. He referred to his memo to Councilors dated March 26, which explained the difference between the two Resolutions:

1. Resolution No. 87-748A would provide for maintenance of the Finance and Administration Director position. Resolution No. 87-748 would have eliminated the position.
2. Resolution No. 87-748A would provide for the General Counsel and Governmental Affairs Manager positions to remain in the Executive Management budget and supervisory responsibility for those positions would remain with the Executive Officer. Resolution No. 87-748 would have budgeted the two positions in both the Executive Management and Council budgets.