

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADDING AN) RESOLUTION NO. 87-818
ANALYST 3 POSITION TO THE ZOO)
ADMINISTRATION DIVISION) Introduced by
) McKay Rich

WHEREAS, Resolution No. 87-744 adopted the FY 1987-88
budget; and

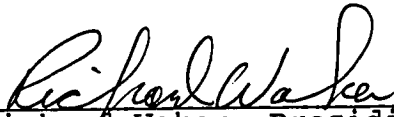
WHEREAS, The need has been established to add an Analyst 3
to the Zoo Administration Personal Services budget; and

WHEREAS, Under the Metropolitan Service District Code
Section 2.02.125, the Council of the Metropolitan Service District
must authorize new position; now, therefore,

BE IT RESOLVED,

That the Council of the Metropolitan Service District
authorizes a new position of Analyst 3 to be added to the Zoo
Administration Division effective immediately.

ADOPTED by the Council of the Metropolitan Service District
this 22nd day of October, 1987.


Richard Waker, Presiding Officer

RB/gl
8341C/517
10/12/87




METRO

Memorandum

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

DATE: October 12, 1987

TO: Ray Phelps, Director of Finance & Administration
Jennifer Sims, Director of Management Services

FROM:  Randy Boose, Personnel Officer

REGARDING: CLASSIFICATION STUDY FOR A MANAGEMENT ASSISTANT POSITION AT
THE ZOO

Reason for the Study: Kay Rich, Acting Zoo Director, identified a need for more internal control at the Zoo in the areas of accounting, information systems, budget analysis, inventory control, purchasing, contracts, and cash control. Kay requested that a classification study be done to determine the classification and pay range for someone performing these types of duties.

Methodology: Kay developed a class specification titled Management Assistant (attached), which describes the duties and qualifications for this position. I have reviewed the class specification and discussed the duties and job requirements with Kay Rich and Don Cox, Accounting Manager. The proposed new class specification was compared with other existing class specifications. A point factor analysis was also conducted.

Summary of Proposed Duties: Responsible for developing and maintaining internal accounting and financial controls for all Zoo divisions. Maintain Zoo financial reports, ensures cash control and inventory control procedures, and perform financial and administrative analysis and prepare reports. Reports to the Assistant Zoo Director and coordinates accounting aspects of the job with the central accounting department.

Findings: The position duties and qualifications are very similar to the existing Senior Accountant classification at the 10.0 pay range. The position also factored at the 10.0 salary range. However, the broader administrative duties of the position for reports and internal control systems for the Zoo (rather than agency-wide) are consistent with the duties of an Analyst 3, which is also at the 10.0 range. The Analyst 3 class performs "a variety of professional level research, analysis, planning, evaluation and administrative duties."

Recommendations: I recommend, based on my review of the duties and qualifications of the proposed new position, that the position be classified at the 10.0 salary range (\$26,042 to \$32,573). I do not

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recommend that a new class specification be developed. If one were proposed it would require Council approval. However, I think the existing class specification of Analyst 3 accurately reflects the duties and requirements of the position.

The relationship between this position and the Accounting Division needs to be clarified to maintain consistent accounting practices. This clarification is important since the position reports to Zoo Administration and not the Accounting Division.

Action Required: The position is not budgeted in the FY 1987-88 budget. To fill this position as a regular, full-time appointment requires Council action to authorized new position and transfer funds from Contingency to Personal Services.

Having the Council approve the position prior to filling the position is consistent with Kay's intent to make this a regular position.

RB/srs

MANAGEMENT ASSISTANT

Mission Statement:

To coordinate and supervise Zoo staff in complying with adopted Metro policies and procedures in the areas of accounting internal controls, and assist in design, implementation, and maintenance of information reporting systems, including inventory systems.

Distinguishing Characteristics:

The position of Zoo Management Assistant is responsible for assisting Zoo staff and Finance & Administration Department in developing and maintaining internal accounting and administrative controls for Zoo divisions (particularly Zoo cash receipts and inventory systems); preparing statistical financial reports for management purposes. Position reports to the Zoo's Assistant Director.

Principal Functions:

1. Accounting/Reporting

- Ensures cash deposits and reports are made in a timely manner.
- Maintains statistical financial reports for Zoo management, working with Metro's Accounting/Budget Divisions to design and implement new reporting formats, and in presenting consistent financial data.
- Analyzes financial data, comparing same to projected goals and reports upon deviations to Zoo divisions and administration (Budget Analysis).
- Ensures compliance with internal control procedures in cash receipt and inventory systems.

2. Systems

Typical Activities:

- Assists the Zoo administration and Accounting Division in the evaluation, development and implementation of cash control policies and procedures; including the supervision and review of cashroom operations on a daily basis.
- Responsible for developing and maintaining an inventory system.
- Responsible for the operation of the management data processing reporting system for cash control and Zoo profit center reporting.

3. Training

Typical Activities:

- Instructs and assists division personnel in maintaining their accounting and reporting transactions in accordance with policies and procedures approved by Metro's Finance & Administration Department.
- Instructs department personnel in preparing contracts (including purchase orders) to assure compliance with Metro policies and procedures and state law.
- Instructs and assists cash room personnel in recording and deposit of Zoo cash receipts.

Required Knowledge and Skills:

Thorough knowledge of:

Governmental accounting and budgeting principles and practices, methods and procedures. Profit center and management information reporting in government enterprise operations.

Data processing systems involving data analysis and flow.

Substantial skill to:

Apply the above knowledge to a variety of functions and preparation of management reports and analyses. Make rapid and accurate mathematical calculations. Operate data processing equipment. Use initiative and work in an independent and resourceful mode with a minimum amount of supervision. Communicate effectively using both oral and written skills.

Working Conditons

The majority of duties are performed indoors in an office environment.

Recruiting Information:

1. Sources
2. Minimum Recruiting Standards

Any satisfactory combination of experience and training that demonstrates possession of the required knowledge and skill levels. Bachelor's degree in business administration, accounting or finance with a minimum of 24 credit hours in accounting preferred.

STAFF REPORT

Agenda Item No. 8.5

Meeting Date Oct. 22, 1987

CONSIDERATION OF RESOLUTION NO. 87-818 FOR THE
PURPOSE OF ADDING AN ANALYST 3 POSITION TO THE
ZOO ADMINISTRATION DIVISION

Date: October 12, 1987

Presented by: Kay Rich

FACTUAL BACKGROUND AND ANALYSIS

The Acting Zoo Director identified a need to coordinate the Zoo's efforts in complying with adopted Metro policies in the areas of accounting, internal controls, and in designing, implementing and maintaining information reporting systems such as inventory, cash receipts, and budget analysis. Additional staff is required to perform these duties.

The Acting Zoo Director developed a job description for a position to perform the above-referenced duties. Personnel was asked to review the job duties of the new position and to make a recommendation for a salary level and job classification.

Personnel completed a Classification Study (Exhibit A). The recommendation was to establish the position as an Analyst 3 at 10.0 salary range (\$26,042-\$32,573). A new position at this level would address the need for better administrative control identified by the Acting Zoo Director.

Based on the Classification Study one Analyst 3 is being requested to be added for Zoo Administration Division. Assuming a start date of November 16, 1987, the FY 1987-88 budget impact of this position will be \$22,395 including fringe benefits. Funds for this position will be transferred from the Zoo contingency to the Zoo Administration Personal Services budget. The projected FY 1988-89 cost is \$36,725.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 87-818 authorizes new Analyst 3 position in the Zoo Administration Division. The budget action necessary to implement this recommendation is scheduled later on this agenda.

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10/12/87

Councilor Kirkpatrick noted a typographical error in the resolution which should be corrected to reflect that Sue McGrath would be appointed to a one-year, rather than three-year, term.

Motion: Councilor Kirkpatrick moved to adopt Resolution No. 87-817. Councilor Gardner seconded the motion.

Responding to Councilor Ragsdale's question, Mr. Phelps said Ms. Marshall's appointment would not constitute a conflict of interest since her company's relationship with Metro had not and would not result in exchange of money or services.

Vote: A vote on the motion resulted in all ten Councilors present voting aye. Councilors Cooper and Van Bergen were absent.

The motion carried and Resolution No. 87-817 was adopted.

8.5 Consideration of Resolution No. 87-818, for the Purpose of Adding an Analyst 3 Position to the Zoo Administration Division

Kay Rich, Acting Zoo Director, discussed the need for the position as outlined in staff's written report.

Councilors Collier and Kirkpatrick were concerned staff had not anticipated the need for the position during the FY 1987-88 budget process. Both stated the contingency fund should be used for true emergencies and discouraged the practice mid-year staffing requests.

Mr. Rich explained staff had requested the position in response to the auditor's recommendation that tighter management was needed for the Zoo's revenue center operations. It had taken Accounting personnel time to analyze and approve that recommendation. He thought the new position could save the Zoo money.

Presiding Officer Waker recommended the Council approve the new position, explaining when a good manager thought he needed assistance, he asked for help. He acknowledged that sometimes the annual budget process was too long a wait to keep up with needed changes that needed to be made.

Councilor Hansen and DeJardin agreed with the need for the position. In response to Councilor DeJardin's question, Mr. Rich said the Zoo had planned to propose adding a Senior Animal Keeper position mid-year but would postpone that request until the next budget cycle. Because it was not a true emergency.

Councilor Ragsdale noted he viewed the contingency fund as a reserve of money to be used to adapt to changing situations.

Motion: Councilor Ragsdale moved, seconded by Councilor DeJardin, to adopt Resolution No. 87-818.

Vote: A vote on the motion resulted in:

Ayes: Councilors Bonner, DeJardin, Gardner, Hansen, Kelley, Knowles, Ragsdale and Waker

Nays: Councilors Collier and Kirkpatrick

Absent: Councilors Cooper and Van Bergen

The motion carried and Resolution No. 87-818 was adopted.

OTHER BUSINESS

9.1 Consideration of an Intergovernmental Agreement with the State of Oregon for the Interim Task Force on Regional Metropolitan Government

Ray Phelps reported the FY 1987-88 Council Budget Committee had contemplated the expenditure of funds for the study. He also explained staff was requesting the Council grant the Executive Officer authorization to develop an agreement based on the terms outlined in the staff report.

Motion: Councilor Kirkpatrick moved to authorize the Executive Officer to develop an agreement based on the terms outlined in the staff report. Councilor Collier seconded the motion.

Councilor Knowles noted the Metro Code required the Council to approve all agreements.

Revision of Motion: Councilors Kirkpatrick and Collier revised the motion to provide the Council to authorize the Executive Officer to develop an agreement based on the terms outlined in the staff report and for staff to bring back the agreement to the Council for approval.

Vote: A vote on the motion resulted in all ten Councilors present voting aye. Councilors Cooper and Van Bergen were absent.

The motion carried.