

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF APPROVING THE )  
ADDITION OF THE NEW CLASSIFICATION OF )  
LATEX RETAIL TECHNICIAN TO METRO'S )  
CLASSIFICATION PLAN )

RESOLUTION NO. 03-3368  
INTRODUCED BY MICHAEL JORDAN,  
CHIEF OPERATING OFFICER WITH  
THE CONCURRENCE OF COUNCIL  
PRESIDENT BRAGDON

WHEREAS, Metro Code Section 2.02.045 requires Metro Council to approve any new classifications added to the classification plan; and

WHEREAS, Metro's classification plan does not currently include a position classification with the duties involved in providing customer service to Metro Paint customers; and

WHEREAS, Solid Waste and Recycling requires this new classification to serve and maintain the sales operations of Metro's Latex Paint recovery system; and

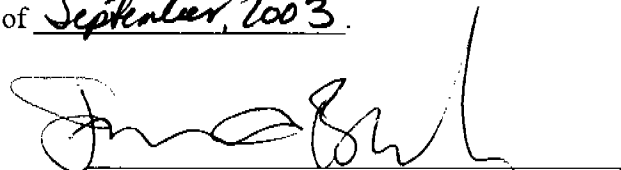
WHEREAS, Human Resources has appropriately classified the position of Latex Retail Technician; and

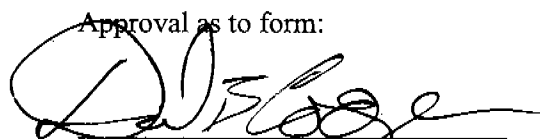
WHEREAS, sufficient funds exist in the FY 2003-04 adopted budget to fund this new classification; NOW THEREFORE

BE IT RESOLVED,

- 1. That the new classification of Latex Retail Technician described in Exhibit A attached hereto be added to Metro's classification plan

ADOPTED by the Metro Council this 4<sup>th</sup> day of September, 2003.

  
David Bragdon, Council President

Approval as to form:  
  
Daniel B. Cooper, Metro Attorney



**METRO**  
**Series Classification Description**

<b>Class Number:</b> 0012	<b>Established:</b> 06/03
<b>Title:</b> Latex Retail Technician	<b>Revised:</b>
<b>Pay Grade:</b> 07N	<b>AA/EEO:</b>
<b>Bargaining Unit:</b> AFSCME	<b>FLSA Status:</b> Non exempt

**Classification Summary**

Under the direction of the Latex Operations Specialist, this position provides customer service to Metro Paint customers at the Metro Latex Paint Recycling Facility. This position assists with inventory, marketing and production, takes in cash and opens and closes the facility.

**Supervision Received**

Daily lead direction is received from the Latex Operations Specialist. Overall supervision is received from the Program or Facility Supervisor.

**Supervision Exercised**

May be assigned lead worker responsibilities on specific jobs for the purpose of assigning specific tasks, resolving problems and reviewing work for conformance with established procedures.

**Distinguishing Features**

This position is distinguished from the Latex Operations Technician classification by the emphasis on the retail operations of the facility. However, this position will assist latex production and operations as requested.

**Essential Functions**

1. Answer product questions and complete sales forms.
2. Respond to customer complaints and process product returns.
3. Load customer paint onto carts and into customer vehicles.
4. Open and close facility by locking and unlocking doors, activating and deactivating alarms and changing security video tapes.
5. Prepare merchandising area by stocking paint and related items.
6. Prepare retail area for sales transactions and carry out sales transactions, including cash receipts and daily deposit preparation.
7. Prepare paint samples and staff tradeshow booths.
8. Perform paint packaging and palletizing, change tanks, cages and pallets and solidify and dispose of waste latex paint.

9. Count physical inventory and provide daily inventory report to management.
10. Stock and inventory reuse area, distribute reuse to customers and maintain reuse revenue records separate from latex revenue.
11. Collect, enter and manipulate sales data into reports for management.

### **Secondary Functions**

1. Attend latex marketing meetings as requested to provide customer feedback.
2. May direct or train less experienced contract workers in the absence of the Latex Operations Specialist and Technician.
3. Perform related duties as assigned.

### **Job Specifications**

High school diploma or GED and 1 years specialized retail experience in selling paint or related home improvement products, or any combination of education and experience which would provide the candidate with the desired knowledge, skill and ability required to perform the job.

Other requirements include, but are not limited to:

1. Ability to perform courteous and accurate customer service.
2. Ability to communicate effectively, both orally and in writing.
3. Ability to operate standard office and retail equipment such as a cash register, credit card terminal, computer and calculator.
4. Ability to drive a forklift and obtain an OSHA Powered Industrial Lift Truck training certification.
5. Possession of or ability to obtain a valid driver's license issued in the incumbent's state of residency.
6. Some knowledge of basic software programs such as Access, Excel and Word.
7. Ability to work independently and as part of a team.

### **Working Conditions**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. The position works in both a standard retail and warehouse environment where the temperature may alternate between hot and cold. The position requires continuous standing and frequent walking, reaching and handling. Frequent lifting and carrying of up to 60 pounds is also required. Occasional fingering, repetitive motions of the hand and/or wrists, bending, climbing and hearing are also required. Occasional Pushing and pulling of up to 4,000 pounds using a fork lift is required.

## STAFF REPORT

### IN CONSIDERATION OF RESOLUTION NO. 03-3368, FOR THE PURPOSE OF APPROVING THE ADDITION OF THE NEW CLASSIFICATION OF LATEX RETAIL TECHNICIAN TO METRO'S CLASSIFICATION PLAN

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Date: August 21, 2003

Prepared by: Lilly Aguilar

#### BACKGROUND

The latex paint recovery system at the Hazardous Waste Recovery facility has grown considerably in recent years. The sale of recovered latex paint has increased during that time along with the workload related to those sales. Solid Waste and Recycling requested the addition of a latex sales person in its budget request for FY 03-04. It was approved and included in the adopted budget.

In analyzing the request for a new position, Human Resources reviewed the duties that would be required of this position. This analysis included an effort to match the knowledge, skills and abilities required to existing positions within the classification plan. There were no positions found that matched the requirements. The analysis also included a market comparison to evaluate the pay range for this position. After reviewing the market data and checking for internal equity with other Metro positions, it was determined that this classification should be at range 07N, which is currently between \$12.94 and \$17.35 per hour.

This position is represented by AFSCME. Human Resources has successfully completed wage negotiations for this position with the union. This negotiation is required through the collective bargaining agreement.

#### ANALYSIS/INFORMATION

1. **Known Opposition** - none
2. **Legal Antecedents** – Metro Code Section 2.02.045 requires Metro Council to approve any new classification added to the classification plan.
3. **Anticipated Effects** – Upon approval of this resolution the recruitment of this position can be completed.
4. **Budget Impacts** – The adopted budget for FY 03-04 included the position of 1.0 FTE Latex Storekeeper. This title was used as a placeholder until the budget was adopted and Human Resources could review the request for a new position. There are sufficient funds available to cover all of the costs related to this position.

#### RECOMMENDED ACTION

It is recommended that the Council adopt Resolution No. 03-3368