

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF APPROVING NEW )  
CLASSIFICATION SPECIFICATIONS AND PAY )  
SCHEDULE RESULTING FROM THE )  
CLASSIFICATION/COMPENSATION STUDY OF )  
METRO NON-REPRESENTED POSITIONS )

RESOLUTION NO. 03-3362  
INTRODUCED BY MICHAEL JORDAN,  
CHIEF OPERATING OFFICER WITH  
THE CONCURRENCE OF COUNCIL  
PRESIDENT BRAGDON

WHEREAS, Metro desires to evaluate the classification and compensation for all employees on a regular basis to maintain equity amongst the classifications and reflect market trends for compensation; and

WHEREAS, Metro retained the consulting firm KPMG LLP, selected through a request for proposal process, to evaluate Metro non-represented classification and compensation; and

WHEREAS, KPMG LLP has recommended that Metro make adjustments to the classification specifications and pay schedule; and

WHEREAS, amending the classification plan to add new classifications and eliminate outdated classifications will more accurately reflect the work Metro employees are actually performing; and

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


WHEREAS, Metro Code Section 2.02.055 requires that Metro Council approve any pay plans; and

WHEREAS, sufficient funds exist in the FY 2003-04 adopted budget to implement the classification changes and the new pay plan; NOW THEREFORE

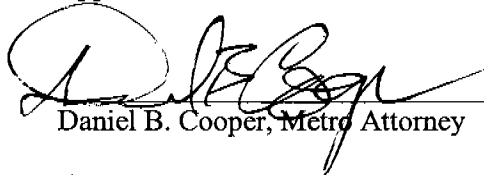
BE IT RESOLVED,

- 1. That the classification plan and the pay schedule for Metro non-represented employees be amended to reflect the changes summarized in Exhibits A and B, attached hereto effective July 1, 2003.

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



**Exhibit A**  
**Resolution No. 03-3362**

**Changes to the Classification Schedule for Metro Non-Represented Employees**

<b>CLASSIFICATION</b>	<b>CHANGE</b>
Administrative Assistant I	
Administrative Assistant II	
Administrative Assistant III	
Administrative Assistant IV	Eliminated
Archive Technician	Eliminated
Director I	
Director II	
Event Coordinator	
General Counsel	Eliminated
Legal Counsel I	
Legal Counsel II	
Manager I	
Manager II	
Paralegal I	
Paralegal II	
Program Analyst I	
Program Analyst II	
Program Analyst III	
Program Analyst IV	
Program Analyst V	Added
Program Director I	
Program Director II	
Program Director III	Eliminated
Program Supervisor I	
Program Supervisor II	
Records & Information Analyst	
Research Coordinator I	
Research Coordinator II	
Research Coordinator III	
Service Supervisor I	
Service Supervisor II	
Service Supervisor III	
Service Supervisor IV	
Veterinarian I	
Veterinarian II	

**Exhibit B  
Resolution No. 03-3362**

**METRO  
NON-REPRESENTED EMPLOYEE PAY SCHEDULE**

<b>Range</b>	<b>Classification</b>		<b>Min</b>	<b>Mid</b>	<b>Max</b>
500			10.72	12.36	13.99
501	<b>Administrative Assistant I</b>	*	11.35	13.03	14.71
502			11.88	13.68	15.49
503			12.50	14.36	16.23
504			13.08	15.05	17.02
505			13.75	15.80	17.85
506	<b>Administrative Assistant II</b>	*	14.47	16.63	18.80
507	<b>Research Coordinator I</b>		31,600	36,300	41,000
508	<b>Administrative Assistant III Council Support Specialist Service Supervisor I Records &amp; Information Analyst Administrative Assistant III</b>	*	16.01	18.85	21.69
509	<b>Program Analyst I Event Coordinator Service Supervisor II Paralegal I</b>		36,200	42,500	48,800
510			39,200	46,000	52,800
511	<b>Program Analyst II Research Coordinator II Paralegal II</b>		42,300	49,700	57,100
512	<b>Program Analyst III</b>		45,500	54,500	63,500
513	<b>Program Analyst IV Program Supervisor I Service Supervisor III</b>		50,100	60,200	70,300
514	<b>Program Analyst V Program Supervisor II Veterinarian I Research Coordinator III Service Supervisor IV Legal Counsel I</b>		55,200	66,200	77,200
515	<b>Manager I</b>		60,800	72,800	84,900
516	<b>Veterinarian II Manager II</b>		66,700	80,100	93,600
517	<b>Program Director I Legal Counsel II</b>		73,400	88,100	102,900
518	<b>Program Director II Director I</b>		80,700	97,000	113,200
519	<b>Director II</b>		89,000	106,600	124,300

\* Non-Exempt classification

Range	Classifications	Min	Mid	Max
101		19.30	22.20	25.10
102		20.30	23.31	26.32
103		21.30	24.48	27.65
104		22.30	25.70	29.10
105	<b>Administrative Assistant I</b>	23.60	27.10	30.60
106		24.70	28.46	32.21
107		26.00	29.88	33.76
108		27.20	31.30	35.40
109		28.60	32.87	37.13
110	<b>Administrative Assistant II</b>	30.10	34.60	39.10
111	<b>Research Coordinator I</b>	31.60	36.30	41.00
112	<b>Administrative Assistant III Council Support Specialist Service Supervisor I Records &amp; Information Analyst</b>	33.30	39.20	45.11
113	<b>Program Analyst I Event Coordinator Service Supervisor II Paralegal I</b>	36.20	42.50	48.80
114		39.20	46.00	52.80
115	<b>Program Analyst II Research Coordinator II Paralegal II</b>	42.30	49.68	57.06
116	<b>Program Analyst III</b>	45.50	54.50	63.50
117	<b>Program Analyst IV Program Supervisor I Service Supervisor III</b>	50.10	60.20	70.30
118	<b>Program Analyst V Program Supervisor II Veterinarian I Research Coordinator III Service Supervisor IV Legal Counsel I</b>	55.20	66.22	77.24
119	<b>Manager I</b>	60.80	72.84	84.88
120	<b>Veterinarian II Manager II</b>	66.70	80.13	93.55
121	<b>Program Director I Legal Counsel II</b>	73.40	88.14	102.88
122	<b>Program Director II ((Director I))</b>	80.70	96.95	113.21
123	<b>((Director II))</b>	89.00	106.65	124.30
124		97.60	119.45	141.29
125		109.00	133.78	158.56

## STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 03-3362 FOR THE PURPOSE OF  
APPROVING NEW CLASSIFICATION SPECIFICATIONS AND PAY SCHEDULE  
RESULTING FROM THE CLASSIFICATION/COMPENSATION STUDY OF METRO NON-  
REPRESENTED POSITIONS

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Date: August 21, 2003

Prepared by: Lilly Aguilar

### BACKGROUND

Metro has concluded a classification and compensation study for Metro's non-represented positions. KPMG LLP consultants were retained to conduct this study. The study results recommend one addition, some eliminations and updates to Metro's classification descriptions and pay schedule adjustments to reflect market comparisons for non-represented positions. This study has been carried out with an anticipated effective date of July 1, 2003.

This study, in addition to other recent classification and compensation studies or reviews and the completion of a recent assessment of Metro's classification and compensation approaches further emphasizes the need for further consideration of Metro's overall pay strategy. Metro will also need to undertake several strategic initiatives, including a comprehensive review of its classification system(s), development of a performance review system, and apply a more defined administrative direction for conducting merit reviews and pay.

### ANALYSIS/INFORMATION

1. **Known Opposition** – There is no known opposition to this issue
2. **Legal Antecedents** – Metro Code Section 2.02.045 requires that Metro Council approve any new classifications added to the classification plan. Additionally, Metro Code Section 2.02.055 requires that Metro Council approve any pay plans.
3. **Anticipated Effects** – Approval of this resolution will provide for updates to classifications as needed for non-represented positions here at Metro. It will also approve the proposed pay plan. The pay plan or compensation plan, manages costs but provides flexibility for pay decisions based upon the market. It will reduce the number of employees currently redlined at the maximum of their pay range from 67 to 17.
4. **Budget Impacts** – The costs for implementing the classification and compensation plan will be approximately \$5,500. We are able to accomplish this action at this minimal cost because per Metro Code only employees whose salaries fall below the minimum amount of the new pay ranges will receive increases to the minimum amount of the range. Future costs are dependent upon the decisions and direction given regarding the total pay strategy

### RECOMMENDED ACTION

It is recommended that the Council adopt Resolution No. 03-3362.