

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING  
THE METRO NON-REPRESENTED  
CLASSIFICATION AND PAY PLAN

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RESOLUTION NO. 97-2504

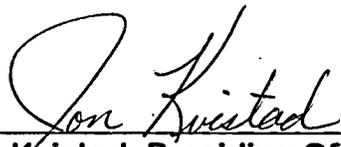
Introduced by  
Executive Officer Mike Burton

WHEREAS, the Human Resource Division has identified a need to add a classification to the Non-represented Classification and Pay Plan; now, therefore,

BE IT RESOLVED,

That the Metro Non-Represented Classification and Pay Plan be amended by adding the classification of Principal Program Director at non-represented salary range 28.

ADOPTED by the Metro Council this 19<sup>th</sup> day of June, 1997.

  
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Jon Kvistad, Presiding Officer

Approved as to form:

  
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Daniel B. Cooper, General Counsel

## STAFF REPORT

### **CONSIDERATION OF RESOLUTION NO. 97-2504 AMENDING THE CLASSIFICATION PLAN AND THE PAY PLAN FOR NON-REPRESENTED EMPLOYEES**

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Date: April 27, 1997

Presented by: Judy Gregory

#### BACKGROUND AND ANALYSIS

This Resolution is submitted to comply with the provisions of Metro Code, Section 2.02.045 and 2.02.055, requiring Council approval of new classifications and additions to pay plans.

As a result of ongoing requests to review Metro non-represented positions to determine the appropriate classification, the Human Resource Division has concluded that there is a need to add a classification titled Principal Program Director to Metro's non-represented classification plan. Based on the scope of this new classification, the relationship between the duties of this classification and other classifications internal to Metro and a survey of similar classifications outside of Metro, the Human Resource Division recommends the classification of Principal Program Director be assigned Salary Range 28 in the non-represented pay plan. The new classification specification is attached.

#### **HUMAN RESOURCE DIRECTOR'S RECOMMENDATION**

Approve the addition of a new non-represented Metro classification titled Principal Program Director at non-represented Salary Range 28.

#### **FISCAL IMPACT**

No additional funds are required to accomplish this action since it just adds a new classification to the existing non-represented classification and pay plan.

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Metro  
Class No.: 1700 Established: 4/1997  
Title: Principal Program Director Revised:  
Range: 28 (\$30.34/hour - \$42.09/hour) AA/EEO:  
Bargaining Unit: Non-Represented  
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES:

Manages a complex, mission-critical, strategic Metro internal or external function. Represents Metro at a high public level. Plans, organizes, implements, and secures funding for a strategically focused Metro program.

SUPERVISION RECEIVED:

Supervision is received from a department director, or the Executive Officer.

SUPERVISION EXERCISED:

Supervision is exercised over department staff, or other assigned staff by the Executive Officer.

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 in this classification may be expected to perform.

- Directs complex internal or external Metro programs or functions, that are critical to Metro's mission, strategic in nature, and affect the entire organization. Conducts briefings and discussions on behalf of Metro. Resolves issues from internal and external entities regarding program and is a key decision maker on program issues.
- Represents and secures funding for programs managed. Meets with internal and external high level public and private officials to secure funding and support for the programs.
- Develops partnering relationships with external entities in support of programs of strategic significance to Metro and its operations. Establishes program elements such as cost containment, financial responsibilities, and compliance as required by applicable laws and regulations.
- Leads and manages an internal Metro function which is strategic in nature and has a significant organization-wide impact.
- Establishes applicable policies, procedures, and work standards in support of the program.

- Establishes financial policies in support of securing and monitoring program funding, both internally and externally
- Assigns, supervises, and evaluates the work of assigned staff, setting up policies and procedures as required.
- Serves as acting department head as needed; monitors daily activities of the department during department head absence.
- May perform administrative and financial functions in the work department, assisting in budget guidelines, staffing, and personnel matters.
- Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment. The employee may be required to travel.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Extensive knowledge of applicable program area.
- Ability to market programs and effectively communicate with a wide variety of audiences, including public officials at the highest levels of federal, state, and local governments.
- Considerable knowledge of grant acquisition and monitoring, principles and practices of public budgeting, and other financing methods.
- Considerable knowledge of departmental human resource management and supervisory principles and practices.
- Considerable knowledge of federal, state, and local laws, regulations, and other authoritative standards applicable to departmental activities.
- Ability to plan and think strategically.
- Ability to plan, organize, and supervise the work of subordinates.

- Ability to analyze complex problems and make decisions.
- Ability to develop and maintain effective working relationships with the department director, managers, Council, staff, the general public, and other federal, state and local officials.
- Ability to collect information, plan, organize and prepare clear and concise reports, recommendations and correspondence.
- Ability to physically perform assigned duties.

**EXPERIENCE AND TRAINING:**

Bachelor's degree in the program area or related field; a minimum of six years of progressively responsible experience, including considerable supervisory experience in program area, experience in strategic and operational planning, budgeting, personnel administration, and operational management; or any combination of education and experience which would provide the candidate with the desired skills, knowledge, and ability required to perform the job.