

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING THE FY)	RESOLUTION NO. 89-1107A
1989-90 PAY PLAN FOR DISTRICT NON-)	
REPRESENTED EMPLOYEES, AWARDED A)	Introduced by the
COST OF LIVING ADJUSTMENT FOR)	Internal Affairs Committee
DESIGNATED NON-REPRESENTED EMPLOYEES)	
AND CORRECTING RATES OF PAY FOR)	
REGULAR NON-REPRESENTED EMPLOYEES)	

WHEREAS, Metro Code Section 2.02.145 requires the Executive Officer to prepare a Pay Plan for non-represented District employees for approval by The Council of the Metropolitan Service District;

WHEREAS, Metro Code Section 2.02.150 requires the Executive Officer to annually review the Pay Plan, taking into consideration changes in CPI and market factors and recommend changes for Council consideration;

WHEREAS, Metro Code Section 2.02.160 sets forth salary administration guidelines for non-represented District employees which among other things authorizes each non-represented employee to receive a merit pay increase in one (1) percent increments annually on the employee's anniversary date based on a performance evaluation approved by the employee's department head;

WHEREAS, Metro Code Section 2.02.275 established personnel rules for Zoo Visitor Services employees which among other things requires Visitor Services employees to be paid at a rate in the pay plan approved by the Council;

WHEREAS, The Council has approved a separate pay schedule (Table S) for seasonal Zoo Visitor Services employees, the beginning rate of which is slightly higher than the minimum wage;

WHEREAS, The current non-represented pay plan was approved by the Council on September 8, 1988 through Resolution No. 88-894 and that plan was set at a level to accommodate an approximate 4% Cost of Living Adjustment for fiscal year 1988-89;

WHEREAS, The Executive Officer awarded a cost of living adjustment for non-represented employees on April 19, 1989 retroactive to July 1, 1988 consistent with the pay plan adopted by the Council by Resolution No. 88-894;

WHEREAS, The Executive Officer authorized salary adjustments during FY 1988-89 based on a Pay Plan schedule which was not approved by the Council and without requiring performance evaluations as required by the Metro Code;

WHEREAS, The State of Oregon has increased the State minimum wage effective September 1, 1989 to \$3.85 per hour which is \$.33 higher than the beginning rate on the existing seasonal Visitor Services pay plan schedule; and

WHEREAS, the Executive Officer recommends a 5 percent cost of living adjustment for designated employees; now, therefore,


BE IT RESOLVED,

1. That the Pay Plan schedule for non-represented District employees is amended and approved as shown on Exhibit A attached hereto.
2. That the Pay Plan schedule for non-represented Zoo seasonal Visitor Services employees is amended and approved as shown on Exhibit B attached hereto.
3. That a 5 percent Cost of Living Adjustment is hereby approved for all non-represented employees effective July 1, 1989 except

those seasonal Visitor Services employees paid according to Table S of the Pay Plan and all non-represented temporary Zoo summer employees.

4. That all regular non-represented employees paid according to the Pay Plan schedule attached as Exhibit A hereto and who had an anniversary date in FY 88-89 shall have their respective salary rate reviewed by the Personnel Office and adjusted according to the schedule attached hereto as provided by Exhibit C. The purpose of this salary adjustment is to replace the adjustment awarded by the Executive Officer on or about April 1989 (adjustment to the next step on an 8 step system schedule) with the salary adjustment awarded to non-represented employees on their anniversary date in FY 88-89 following their annual performance evaluation. In no case shall a non-represented employee's salary be reduced as a result of applying the schedule in Exhibit C. Any increase in salary as a result of applying the factors in the schedule in Exhibit C shall be retroactive to the employee's FY 88-89 anniversary date.

ADOPTED by the Council of the Metropolitan Service District this
14th day of September, 1989.



Mike Ragsdale, Presiding Officer

DEC:aeb
A:\ANN\89-1107A.RES
8/23/89

EXHIBIT A

NON-REPRESENTED EMPLOYEES PAY SCHEDULE
(Hourly and Annual Rate Based on 2,080 Per Year)

SALARY RANGE	CLASS CODE	CLASSIFICATION	BEGINNING RATE	ENTRY MERIT RATE	MAXIMUM MERIT RATE
1	012	Office Assistant	6.26 1,085 13,021	6.57 1,139 13,666	9.12 Hourly 1,581 Monthly 18,970 Annual
3	018	Receptionist	6.90 1,196 14,352	7.24 1,255 15,059	10.06 Hourly 1,744 Monthly 20,925 Annual
5	010 022	Management Intern Secretary	7.60 1,317 15,808	7.98 1,383 16,598	11.09 Hourly 1,922 Monthly 23,067 Annual
8	021	Administrative Secretary	8.80 1,525 18,304	9.24 1,602 19,219	12.84 Hourly 2,226 Monthly 26,707 Annual
10	031 004	Administrative Assistant Food Service Coordinator	9.70 1,681 20,176	10.19 1,766 21,195	14.15 Hourly 2,453 Monthly 29,432 Annual
11	032 520	Clerk of the Council Veterinarian Technician	10.19 1,766 21,195	10.70 1,855 22,256	14.86 Hourly 2,576 Monthly 30,909 Annual
12	075	Assistant Research Coord.	10.70 1,855 22,256	11.23 1,947 23,358	15.60 Hourly 2,704 Monthly 32,448 Annual
13	014	Site Supervisor	11.23 1,947 23,358	11.79 2,044 24,523	16.38 Hourly 2,839 Monthly 34,070 Annual
14	333 540	Assistant Management Analyst Safety/Security Supervisor	11.79 2,044 24,523	12.38 2,146 25,750	17.20 Hourly 2,981 Monthly 35,776 Annual
15	007 107	Retail Supervisor Law Clerk	12.38 2,146 25,750	13.00 2,253 27,040	18.06 Hourly 3,130 Monthly 37,565 Annual

Effective July 1, 1989

SALARY CLASS RANGE	CLASS CODE	CLASSIFICATION	BEGINNING RATE	ENTRY MERIT RATE	MAXIMUM MERIT RATE
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16	334	Associate Management Analyst	13.00	13.65	18.96 Hourly
	270	Education Services Spec.	2,253	2,366	3,286 Monthly
	362	Graphics Coordinator	27,040	28,392	39,437 Annual
17	009	Food Service Supervisor	13.65	14.34	19.92 Hourly
	076	Research Coordinator	2,366	2,486	3,453 Monthly
			28,392	29,827	41,434 Annual
18	472	Assistant Curator	14.34	15.05	20.91 Hourly
	474	Facilities Supervisor	2,486	2,609	3,624 Monthly
	335	Senior Management Analyst	29,827	31,304	43,493 Annual
	340	Senior Public Affairs Specialist			
	030	Support Services Supervisor			
19	103	Legal Counsel	15.05	15.80	21.96 Hourly
	345	Senior Solid Waste Planner	2,609	2,739	3,806 Monthly
	525	Veterinarian	31,304	32,864	45,677 Annual
	060	Zoo Marketing Manager			
	061	Zoo Development Officer			
20	071	Chief Accountant	15.80	16.60	23.06 Hourly
	476	Construction Coordinator	2,739	2,877	3,997 Monthly
	091	Data Processing Admin.	32,864	34,528	47,965 Annual
	275	Education Services Manager			
	336	Management Analyst Supervisor			
	341	Public Information Supervisor			
	357	Regional Planning Supervisor			
	322	Solid Waste Facilities Superintendent			
	351	Transportation Planning Supervisor			
	062	Visitors Services Manager			
21	063	Curator	16.60	17.43	24.20 Hourly
	070	Personnel Manager	2,877	3,021	4,195 Monthly
	085	Mgr. Development Services	34,528	36,254	50,336 Annual
	309	Engineering Supervisor			
	346	Solid Waste Planner Supervisor			
	352	Transportation Planning manager			
	475	Zoo Facilities Manager			
22	090	Transportation Tech. Mgr.	17.43	18.30	25.42 Hourly
	320	Solid Waste Operations Mgr.	3,021	3,172	4,406 Monthly
			36,254	38,064	52,874 Annual
23	092	Govt. Relations Manager	18.30	19.21	26.69 Hourly
	311	Engineering/Analysis Mgr.	3,172	3,330	4,626 Monthly
	477	Construction Manager	38,064	39,957	55,515 Annual

Effective July 1, 1989

SALARY CLASS RANGE	CLASS CODE	CLASSIFICATION	BEGINNING RATE	ENTRY MERIT RATE	MAXIMUM MERIT RATE
24	064	Assistant Zoo Director	19.21	20.17	28.02 Hourly
	083	Mgr. of Financial Services	3,330	3,496	4,857 Monthly
	094	Dir. of Planning & Dev.	39,957	41,954	58,282 Annual
25	081	Director of Public Affairs	20.17	21.18	29.42 Hourly
	088	Convention Ctr. Project Dir.	3,496	3,671	5,099 Monthly
	093	Council Administrator	41,954	44,054	61,194 Annual
	095	Deputy Executive Officer			
26	089	Director of Tran. Planning	21.18	22.24	30.89 Hourly
	097	Director of Finance & Admin.	3,671	3,855	5,354 Monthly
	105	General Counsel	44,054	46,259	64,251 Annual
28	86	Director of Solid Waste	23.35	24.52	34.06 Hourly
	87	Zoo Director	4,047	4,250	5,904 Monthly
			48,568	51,002	70,845 Annual

ADDITIONAL PROVISION:

As provided in Metro Code Section 2.02.160, the Executive Officer may annually award an Incentive Salary Rate of 1 to 3 percent above the Maximum Merit Rate.

A:\EXH-A.RES
8/22/89

EXHIBIT B

TABLE S

SEASONAL VISITOR SERVICES WORKERS

<u>Code</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Beg. Rate</u>	<u>After 12 mo. 480 hrs</u>	<u>After 24 mo. 480 hrs</u>	<u>After 36 mo. 480 hrs</u>	<u>After 48 mo. 480 hrs</u>	<u>After 60 mo. 480 hrs</u>
001	V.S. Worker 1	0	3.85	4.21	4.56	4.92	5.28	5.63
002	V.S. Worker 2	0	4.21	4.56	4.92	5.28	5.63	5.99
003	V.S. Worker 3	0	4.56	4.92	5.28	5.63	5.99	6.35

This table is coordinated with the Federal and/or State Minimum Wage. This table is effective September 1, 1989.

A:\EXH-B.RES
8/22/89

EXHIBIT C

SCHEDULE TO CORRECT NON-REPRESENTED EMPLOYEE
SALARY RATES TO REFLECT MERIT AND COLA
SALARY ADJUSTMENTS FOR FY 1988-89 AND COLA
ADJUSTMENTS FOR FY 1989-90

Each regular employee's salary rate shall be adjusted according to the following formula:

- | | |
|--|----------|
| 1. Base salary rate (As of 6/30/88) | \$ _____ |
| 2. Adjusted rate for FY 88-89 COLA
(Add 4.09% COLA) | \$ _____ |
| 3. Adjusted rate for FY 88-89 merit
(Add % awarded based on performance
evaluation for anniversary date during
FY 88-89; if no merit increase is
awarded, enter \$0.0) | \$ _____ |
| 4. Adjusted rate for FY 89-90 COLA
(Add 5% COLA) | \$ _____ |
| 5. Corrected salary rate (Add lines 1
through 4) | \$ _____ |
| 6. Current salary rate (As of 7/2/89,
including 89-90 COLA) | \$ _____ |
| 7. Amount of salary increase (\$/hour)
retroactive to FY 88-89 anniversary
date (Subtract Line 6 from Line 5) | \$ _____ |

A:\EXH-C.RES
8/23/89

INTERNAL AFFAIRS COMMITTEE
REPORT

CONSIDERATION OF RESOLUTION NO. 89-1107A ADOPTING THE FY
1989-90 PAY PLAN, AWARDING A COST OF LIVING ADJUSTMENT
AND CORRECTING RATES OF PAY FOR NON-REPRESENTED EMPLOYEES

Date: August 31, 1989

Presented by: Councilor Collier

COMMITTEE RECOMMENDATION: At the August 24, 1989 Committee meeting, members present -- Councilors Bauer, Hansen, Knowles, Ragsdale and myself -- voted unanimously to recommend Council adoption of Resolution No. 89-1107A.

COMMITTEE DISCUSSION/ISSUES: Resolution No. 89-1107A is a substitute for the resolution introduced by the Executive Officer. The Committee tabled Resolution No. 89-1107 at its July 27, 1989 meeting primarily because the Administration's proposed pay plan did not conform to the Metro Code, particularly the merit pay provisions. Background information on the decision to table Resolution No. 89-1107 is provided in the Council Staff memo dated July 26, 1989 which is included in this report as Attachment 1.

Committee Chair Ragsdale appointed a subcommittee consisting of Councilors Collier and Hansen to prepare an alternate pay plan which conforms to the Code and incorporates the performance evaluation/merit pay provision of the Code. The Subcommittee's report on FY 1989-90 Pay Plan is included as Attachment 2. It explains that Resolution No. 89-1107A does the following:

1. Adopts a revised Pay Plan for Non-Represented employees.
2. Adopts a revised Pay Plan for seasonal Visitor Services employees.
3. Awards a 5% Cost of Living Increase for designated non-represented employees.
4. Corrects the rates of pay for regular non-represented employees.

At the August 24, 1989 meeting in response to a question, John Leahy, Personnel Officer, indicated that the Executive Officer remains supportive of Resolution No. 89-1107 as originally proposed.

DEC:aeb
A:\IACCRPT.831



METRO

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

Memorandum

DATE: July 26, 1989

TO: Council Internal Affairs Committee

FROM: Donald E. Carlson, ^{DE} Council Administrator

RE: RESOLUTION NO. 89-1107 -- AMENDING THE PAY PLAN FOR NON-REPRESENTED EMPLOYEES

The purpose of this memo is to provide information to the Committee on this agenda item and to suggest an alternate to the pay plan recommended by the Executive Officer for non-represented employees. Regarding information on the pay plan, please find attached as Attachment 1, a Council staff memo dated June 30, 1989, regarding changes made to the current year's pay plan and the resulting award of salary adjustments to non-represented employees. The information in the memo is applicable to the discussion of the new pay plan.

The suggested alternate pay plan schedule is included as Attachment 2. It is designed to meet the Metro Code requirements for salary administration. Included in the schedule is a Beginning Salary Rate; an Entry Merit Salary Rate; a Maximum Merit Salary Rate; and, a Maximum Incentive Rate. The normal way this system works is a person is hired at the Beginning Salary Rate as a probationary employee. At six months, upon completion of a successful evaluation, the person is made a regular employee and given a 5 percent raise to the Entry Merit Rate. This date becomes the employee's anniversary date. At each anniversary date thereafter, the employee is evaluated, and on the basis of the evaluation, may receive a Merit Pay Increase (not less than one percent increments) up to the Maximum Merit Rate. The Maximum Incentive Rate is 3 percent higher than the Maximum Merit Rate. The Code (2.02.160(d)(4)) indicates this salary rate "is to be used to reward outstanding employees and/or to assist in retaining employees..."

A person may be hired at any point above the Beginning Salary level and/or Entry Merit level. If the person is hired above the Entry Merit level, he/she is not normally eligible for a salary increase for one year.

The Alternate Pay Plan is patterned after prior years' pay plans for the District. For example, see Resolution No. 87-801 attached as Attachment 3. Last year when the Council adopted the pay plan which resulted from the so-called "Kinney Study," it altered the form of the schedule but not the requirement and flexibility of the merit system as required by the Metro Code. Council adoption of the Alternate Pay Plan ensures continuation of the merit pay system without restricting increases to pre-set "steps."

DEC:pa/#2C:DECMEM.726


METRO

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

Memorandum

Date: June 30, 1989
 To: Mike Ragsdale, Presiding Officer
 From: Donald E. Carlson, ^{ore} Council Administrator
 Regarding: Administration Changes to the FY 88-89 Pay Plan

It appears that the Administration has altered the Council adopted Pay Plan for the current fiscal year for non-represented employees of the District. There are approximately 30 employees in this category including department heads, managers and confidential employees.

The Metro Code (section 2.02.145) requires the Executive Officer to prepare a Plan:

"which shall prescribe a minimum and maximum range of pay appropriate for each class. Said Plan shall be approved by the Council..."

The Code goes on to require the Executive Officer to annually review the plan, taking into account changes in the CPI and the labor market, and report the findings to the Council for recommended action (2.02.150); and for Metro employees to be paid according to the plan with plan adjustments made upon Executive Officer recommendation and Council approval (2.02.165(a)).

In regard to salary increases, the Code establishes procedures for them to occur on a planned basis per merit evaluations. Increases require the supervisor's recommendation and the department head and Personnel Manager's approval (prior to providing such an increase (2.02.160(b)); submission of an employee evaluation form to the Personnel Division, with the department head making every effort to complete the evaluation by the employee's anniversary date; and the use of certain criteria in recommending and granting merit salary increases including but not limited to: length of service, competency, growth in handling job responsibilities, attitude, specific actions toward self-improvement, recognition of excellence, productivity increases of tangible quantities and qualities, creative and innovative contributions and cost and budgetary savings realized (2.02.160(d)).

As required by the Code, the Council adopted the FY 1988-89 Pay Plan through approval of Resolution No. 88-894 on September 8, 1988. That resolution adopted a new Classification Plan and a compatible Pay Plan which aligned the various positions with new salary ranges. The Pay Plan is attached as Exhibit A to this report.

Shortly after adoption of Resolution No. 88-894 the non-represented employees of the District commenced a union movement which, as you know, resulted in the creation of the AFSCME Bargaining Unit and a three-year contract ratified by the Council through approval of Resolution No. 89-1081 on April 13, 1989. As part of that contract, all represented employees were given a 4.09 percent COLA retroactive to 7/1/88 and were given an additional pay adjustment on their anniversary date to place them at the next available step on a new eight-step salary schedule. That schedule is attached as Exhibit B to this report. While the union salary schedule was based on the ranges in the Council-adopted Pay Plan, a significant change was made. The union pay schedule increases each position's beginning rate by approximately 3 percent and lowers the maximum rate by approximately 3.5 percent. This apparently was done to accommodate a system with each step 5 percent apart in the schedule for each range.

On April 28, 1989 all non-represented employees received a 4.09 percent COLA retroactive to 7/1/88. As indicated, in my memo to you and Councilor Collier dated April 21, 1989 (see Exhibit C attached) this increase was anticipated in the Pay Plan adopted by the Council on September 8, 1988, and funds were included in the FY 88-89 adopted budget. When I heard that the Administration was going to award a 4.09 percent COLA to non-represented employees, I discussed the matter with Ray Phelps and was verbally assured that the Pay Plan adopted by the Council in September, 1988, anticipated a COLA of 4 percent. Thus, I concluded that adoption of a new pay plan by the Council was not necessary and advised you and Councilor Collier, accordingly.

All other salary increase granted to non-represented employees during FY 88-89 should have been awarded on the basis of the merit evaluation authorized by the Metro Code as described above.

What happened was different. Apparently, the Administration has granted non-represented employees salary adjustments on their anniversary dates which would place them at the next step of an eight-step salary schedule similar to the schedule for the AFSCME employees. The Administration's new schedule is attached as Exhibit D. It should be pointed out that the Administration's new pay schedule is approximately 3% higher than the Council's adopted Pay Plan. They apparently have adjusted it upward to match the AFSCME contract schedule. I'm not sure why this was done because the Council Plan was supposed to have been set with a potential COLA in mind. This means that not only was COLA awarded, but the whole pay schedule was increased by almost 3 percent which will affect future increases. Also, as you can see, the Administration's Pay Schedule is divided into eight steps which are not contemplated in the Council's adopted Pay Plan. Further, the salary increases have been granted without the department heads and supervisors completing employee evaluations as required by the Metro Code.

All this came to light after I conducted an evaluation of the two Council Analysts and recommended no merit increase for one and a 5

percent increase for the other. Upon filing the evaluation forms with the Personnel Office and requesting a Personnel Action to grant the merit increase, John Leahy informed me that the 5 percent increase was not possible because it would place the employee between two steps which is not possible under the Administration's new system (see Exhibit E attached). I told him that the Council has not adopted a step system for the non-represented employees of the District. He indicated that he was following instructions from Ray Phelps.

Based on all this, I prepared the following chart to show how the various Pay Plans impact three of the Council's non-represented employees (Gwen was not included because she has just started her new position).

ANALYSIS OF COUNCIL STAFF NON-REPRESENTED SALARY RATES

<u>Person</u>	<u>Council Adopted Pay Plan 9/88</u>	<u>COLA Award 4/28</u>	<u>Rate Based on Merit Evaluation</u>	<u>Rate Based on Admin. Pay Plan</u>
DEC	\$25.57	\$26.62	26.62 ^A	27.04
RB	18.18	18.92	18.92	19.21
JPM	15.39	16.02	16.82	16.60

^A Evaluation not completed

As shown above all employees received a 4.09 percent COLA award on 4/28/89 along with the other District non-represented employees. After completing evaluations for both employees Ray's rate should have remained the same and Jessica's increased by 5 percent to \$16.82. Based on the Administration's Pay Plan and policy of granting each non-represented employee an increase to the next step effective on the employee's anniversary date, Ray's salary was adjusted upward to \$19.21 (retroactive to 9/27/88) and Jessica's salary was adjusted upward to \$16.60 (effective on 6/22/89). Ray's salary rate is 1.53 percent higher than it should be based on the Metro Code Merit System and Council adopted Pay Plan and Jessica's is 1.3 percent lower. Jessica only received a 3.62 percent increase when based on her evaluation, she was awarded a 5 percent increase.

In my circumstance, it should be pointed out according to the Administration's Plan I am scheduled to receive an increase similar to Ray's and Jessica's effective on my June 21, 1989 anniversary date. As in Ray's case, the increase will not take me to the end of the schedule (7th step) but will take me 5 percent above the 6th step which is the end of the AFSCME schedule. Apparently, Personnel's orders were to treat all non-represented employees the same as the AFSCME employee.

My conclusions on this issue are as follows:

1. The Administration appears to have violated the Metro Code by (a) granting salary increases to non-represented employees according to a Pay Plan not adopted by the Council and (b) not requiring employee evaluations as a basis for the salary increases.
2. The Administration negotiated a contract with the AFSCME union which included a salary schedule supposedly based on the Council's adopted Pay Plan but in reality was almost 3 percent higher than the Council's Plan. The Administration is now using the AFSCME contract schedule as a basis to increase the non-representative pay schedule.
3. The Pay and Class Plan (the "Kinney Plan") adopted by the Council in September, 1988, was supposedly based on current market information to make salaries competitive, and it was to have taken into account a 4 percent COLA for FY 1988-89. On March 13, 1989, less than eight months from adoption, the Administration is using a Plan which is almost 3 percent higher. The net effect of this will be to ratchet Metro personnel costs upward.

In summary, I think we should get an opinion from General Counsel on whether or not the Code was violated. If the opinion upholds my analysis, then the Council should require the Executive Officer to put non-represented salaries at the proper level according to the Code (at the level after the 4.09 percent COLA was awarded and including an adjustment awarded to any employee based on a merit evaluation). The Council then needs to deliberate on its Pay Plan for FY89-90 and decide the kind of pay administration system it wants (a step system like the AFSCME contract, or the merit system in place, or another system). In regard to the Pay Plan for next fiscal year (1989-90), the Administration has already notified all non-represented employees that they will receive a 5 percent COLA on July 1, 1989 (see Exhibit F attached). This announcement seems a bit premature, since the Council has not commenced its deliberation of the proposed new plan.

DEC/lc/gpwb
pay.mem

attachments

ATTACHMENT C

PAY PLAN
SALARY RANGE SCHEDULE
(Non-Represented Positions)

Hourly Rates Based on 2,080 Hours Per Year

<u>Salary Range #</u>	<u>Classification</u>	<u>Minimum Salary</u>	<u>Mid-Point Salary</u>	<u>Maximum Salary</u>
28	Director of Solid Waste Planning Zoo Director	\$44,981 21.63	\$56,226 27.05	\$67,471 32.44
26	Director of Finance & Administration Director of Transportation Planning General Counsel	\$40,799 19.61	\$50,999 24.52	\$61,198 29.42
25	Convention Center Project Director Council Administrator Deputy Executive Officer Director of Public Affairs	\$38,856 18.68	\$48,570 23.35	\$58,284 28.02
24	Assistant Zoo Director Director of Planning & Development Manager of Financial Services	\$37,006 17.79	\$46,257 22.24	\$55,509 26.69
23	Construction Manager Engineering & Analysis Manager Government Relations Manager	\$35,244 16.94	\$44,054 21.18	\$52,865 25.42
22	Solid Waste Operations Manager Transportation Technical Manager	\$33,565 16.14	\$41,957 20.17	\$50,348 24.21
21	Curator Manager of Development Services Personnel Manager Transportation Planning Manager Zoo Facilities Manager	\$31,967 15.37	\$39,959 19.21	\$47,950 23.05
20	Chief Accountant Construction Coordinator Data Processing Administrator Educational Services Manager Public Information Supervisor Regional Planning Supervisor Solid Waste Facilities Superintendent Transportation Planning Supervisor Visitor Services Manager	\$30,445 14.64	\$38,056 18.30	\$45,667 21.86

<u>Salary Range #</u>	<u>Classification</u>	<u>Minimum Salary</u>	<u>Mid-Point Salary</u>	<u>Maximum Salary</u>
19	Senior Engineer Legal Counsel Senior Solid Waste Planner Veterinarian Zoo Development Officer Zoo Marketing Manager	\$28,995 13.94	\$36,244 17.43	\$43,492 20.91
18	Assistant Curator Maintenance Supervisor Senior Management Analyst Senior Public Affairs Specialist Senior Regional Planner Senior Transportation Planner Support Services Supervisor	\$27,614 13.28	\$34,518 16.60	\$41,421 19.91
17	Associate Solid Waste Planner Associate Engineer Data Processing Systems Analyst Food Service Supervisor Research Coordinator	\$26,299 12.64	\$32,874 15.80	\$39,449 18.97
16	Associate Management Analyst Associate Public Affairs Specialist Associate Regional Planner Associate Transportation Planner Educational Services Specialist Graphics Coordinator Senior Accountant	\$25,047 12.04	\$31,309 15.05	\$37,570 18.06
15	Assistant Engineer Assistant Solid Waste Planner Data Processing Operations Analyst Law Clerk Retail Supervisor	\$23,854 11.47	\$29,818 14.34	\$35,781 17.20
14	Assistant Management Analyst Assistant Public Affairs Specialist Assistant Transportation Planner Safety/Security Supervisor Volunteer Coordinator	\$22,718 10.92	\$28,398 13.65	\$34,077 16.38
13	Site Supervisor	\$21,636 10.40	\$27,046 13.00	\$32,455 15.60
12	Assistant Research Coordinator Graphics/Exhibit Designer Program Coordinator	\$20,606 9.91	\$25,758 12.38	\$30,909 14.86
11	Clerk of the Council Veterinary Technician	\$19,625 9.44	\$24,531 11.79	\$29,437 14.15

<u>Salary Range #</u>	<u>Classification</u>	<u>Minimum Salary</u>	<u>Mid-Point Salary</u>	<u>Maximum Salary</u>
10	Administrative Assistant Food Service Coordinator Lead Accounting Clerk Storekeeper	\$18,690 8.99	\$23,363 11.23	\$28,036 13.48
9	Lead Word Processing Operator Program Assistant 2	\$17,800 8.56	\$22,250 10.70	\$26,701 12.84
8	Administrative Secretary Payroll Clerk	\$16,953 8.15	\$21,191 10.19	\$25,429 12.23
7	Accounting Clerk 2 Building Service Worker Data Processing Librarian/Clerk Planning Technician	\$16,145 7.76	\$20,182 9.70	\$24,218 11.64
6	Reproduction Clerk Safety/Security Officer 2 Scalehouse Clerk	\$15,377 7.39	\$19,221 9.24	\$23,065 11.09
5	Graphics Technician Management Intern Program Assistant 1 Secretary Word Processing Operator	\$14,644 7.04	\$18,306 8.80	\$21,967 10.56
4	Animal Hospital Attendant Education Service Aide 2	\$13,947 6.71	\$17,434 8.38	\$20,921 10.06
3	Accounting Clerk 1 Receptionist Safety/Security Officer 1	\$13,283 6.39	\$16,604 7.98	\$19,924 9.58
1	Education Services Aide 1 Office Assistant	\$12,048 5.79	\$15,060 7.24	\$18,072 8.69

RB/KR/sm
9059C/500
04/26/88

SCHEDULE A

SRange #	EntLevel	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	5.956682	6.254516	6.567242	6.895604	7.240384	7.602403	7.982524	8.381650
2	6.254516	6.567242	6.895604	7.240384	7.602403	7.982524	8.381650	8.800732
3	6.567380	6.895749	7.240537	7.602564	7.982692	8.381826	8.600918	9.240964
4	6.895670	7.240454	7.602476	7.982600	8.381730	8.800817	9.240858	9.702901
5	7.240572	7.602601	7.982731	8.381868	8.800961	9.241009	9.703060	10.18821
6	7.602482	7.982606	8.381737	8.800824	9.240865	9.702908	10.18805	10.69745
7	7.982587	8.381716	8.800802	9.240842	9.702884	10.18802	10.69743	11.23230
8	8.381676	8.800760	9.240798	9.702838	10.18798	10.69737	11.23224	11.79386
9	8.800543	9.240570	9.702598	10.18772	10.69711	11.23197	11.79356	12.38324
10	9.240768	9.702806	10.18794	10.69734	11.23221	11.79382	12.38351	13.00268
11	9.702747	10.18788	10.69727	11.23214	11.79375	12.38343	13.00260	13.65273
12	10.18806	10.69746	11.23233	11.79395	12.38365	13.00283	13.65297	14.33562
13	10.69750	11.23238	11.79399	12.38369	13.00268	13.65302	14.33568	15.05246
14	11.23226	11.79387	12.38356	13.00274	13.65288	14.33552	15.05230	15.80492
15	11.79391	12.38361	13.00279	13.65293	14.33557	15.05235	15.80497	16.59522
16	12.38364	13.00283	13.65297	14.33562	15.05240	15.80502	16.59527	17.42503
17	13.00265	13.65278	14.33542	15.05219	15.80480	16.59504	17.42480	18.29604
18	13.65290	14.33555	15.05232	15.80494	16.59519	17.42495	18.29619	19.21100
19	14.33559	15.05237	15.80498	16.59523	17.425	18.29625	19.21106	20.17161


METRO

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

Memorandum

Date: April 21, 1989
 To: Mike Ragsdale, Presiding Officer
 Tanya Collier, Finance Committee Chair
 From: Donald E. Carlson, ^{DEC} Council Administrator
 Regarding: COST OF LIVING ADJUSTMENT FOR NON-REPRESENTED EMPLOYEES

Attached is a memo from John Leahy indicating that all non-represented regular employees will receive a 4.09 percent cost of living adjustment retroactive to July 1, 1988. The adjustment will be distributed on April 28, 1989.

This pay increase was included in the Pay Plan adopted by the Council on September 8, 1988 through Resolution No. 88-894 and funds were included in the current year budget for the most part to meet the cost. Several departments will require budget adjustments to handle the total wage adjustment package (represented and non-represented). A budget ordinance (No. 89-294) is currently in the Finance Committee which can be amended to make the necessary adjustments. Finance and Administration will bring the amendments to the Finance Committee on May 4 and the ordinance will be before the Council on May 11. As you might expect, all the staff are very excited about receiving their adjustment.

Regarding next fiscal year (1989-90) sufficient funds are being budgeted to meet our union contract requirements and salary adjustments for non-represented employees. Before a cost of living adjustment can be awarded to non-represented employees, the Council must revise the Pay Plan accordingly. Finance and Administration has indicated a resolution amending the Pay Plan for non-represented employees will be filed around the start of the new fiscal year.

If you have any questions, please let me know.

DEC:gpwb
 cola.mem

cc: Ray Phelps
 Jennifer Sims



METRO

Memorandum

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

DATE: April 19, 1989

TO: All Department Heads, Supervisors and Managers

FROM: John Leahy, Personnel Manager *John Leahy*

RE: NONREPRESENTED EMPLOYEE COST OF LIVING ADJUSTMENTS AND
CORRECTION REGARDING RETROACTIVE PAY FOR AFSCME
REPRESENTED EMPLOYEES

Employees who are not represented by either the Laborer's International Local 483 or AFSCME will receive a 4.09% cost of living adjustment retroactive to July 1, 1988 or date of hire if hired since July 1, 1988. Temporary, seasonal and Metropolitan Exposition and Recreation employees are not eligible for this cost of living adjustment. Any pay due employees from this retroactive adjustment will be distributed to employees on April 28, 1989.

Employees due retroactive pay under the recently approved AFSCME agreement will also receive all of their retroactive pay on April 28, 1989. All AFSCME represented employees will receive the 4.09% retroactive pay on April 28, 1989. If the employees anniversary date was between July 1, 1988 and April 16, 1989 any retroactive step assignment pay due will also be included on that same pay check. If the employee's anniversary date is between April 17, 1989 and June 30, 1989 they will receive their step assignment during the appropriate regular pay period. If the employee's anniversary date is not in fiscal year 1988-1989, meaning the anniversary date occurs July 1, 1989 or later, they will receive their initial step assignment on July 1, 1989. They will also be eligible to move to the next step on their anniversary date. Please disregard my earlier memo of April 17, 1989.

Please feel free to call the Personnel Department should you or your staff have any questions.

EXHIBIT D

(DEC memo 6/30/89)

NONREPRESENTED EMPLOYEE PAY SCHEDULE

EFFECTIVE MARCH 13, 1989

SALARY RANGE	CLASS CODE	CLASSIFICATION	BASE RATE	1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	
2.93%	*012	Office Assistant	5.96 1,033 12,397	6.26 1,085 13,021	6.57 1,139 13,666	6.90 1,196 14,352	7.24 1,255 15,059	7.60 1,317 15,808	7.98 1,383 16,598	8.69 1,506 18,075	Hourly Monthly Annually
2.81%	*018	Receptionist	6.57 1,139 13,666	6.90 1,196 14,352	7.24 1,255 15,059	7.60 1,317 15,808	7.98 1,383 16,598	8.38 1,453 17,430	8.80 1,525 18,302	9.58 1,661 19,926	Hourly Monthly Annually
2.84%	010 *022	Management Intern Secretary	7.24 1,255 15,059	7.60 1,317 15,808	7.98 1,383 16,598	8.38 1,453 17,430	8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,682 20,180	10.56 1,830 21,965	Hourly Monthly Annually
2.84%	6		7.60 1,317 15,808	7.98 1,383 16,598	8.38 1,453 17,430	8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	11.09 1,922 23,067	Hourly Monthly Annually
2.83%			7.98 1,383 16,598	8.38 1,453 17,430	8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,255	11.64 2,018 24,211	Hourly Monthly Annually
2.82%	*021	Admin. Secretary	8.38 1,453 17,430	8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	12.23 2,120 25,438	Hourly Monthly Annually
2.81%			8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.84 2,226 26,707	Hourly Monthly Annually
2.75%	10	031 Admin. Assistant 004 Food Service Coordinator	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.48 2,337 28,038	Hourly Monthly Annually
2.75%	11	032 Clerk of the Council 520 Veterinarian Technician	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,038	14.15 2,453 29,432	Hourly Monthly Annually
2.75%	12	075 Assist. Research Coord.	10.19 1,766 21,195	10.70 1,855 22,358	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.86 2,576 30,909	Hourly Monthly Annually
2.75%	13	014 Site Supervisor	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.60 2,704 32,448	Hourly Monthly Annually
2.75%	14	333 Assist. Mgt. Analyst 540 Safety/Security Superv.	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.06 2,609 31,304	16.38 2,839 34,070	Hourly Monthly Annually
2.75%	15	007 Retail Supervisor *107 Law Clerk	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.05 2,609 31,304	15.80 2,739 32,864	17.20 2,981 35,776	Hourly Monthly Annually
2.75%	16	334 Assoc. Mgt. Analyst 270 Educ. Services Spec. 362 Graphics Coordinator	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.05 2,609 31,304	15.80 2,739 32,864	16.60 2,877 34,528	18.06 3,130 37,565	Hourly Monthly Annually
2.75%	17	009 Food Service Supervisor 076 Research Coordinator	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.05 2,609 31,304	15.80 2,739 32,864	16.60 2,877 34,528	17.43 3,021 36,254	18.97 3,288 39,458	Hourly Monthly Annually

Nonrepresented Pay Schedule
Effective 4-13-89

18	472	Assistant Curator	13.65	14.34	15.05	15.80	16.60	17.43	18.30	19.91	Hourly
	474	Facilities Supervisor	2,366	2,486	2,609	2,739	2,877	3,021	3,172	3,451	Monthly
	335	Sr. Management Analyst	28,392	29,827	31,304	32,864	34,528	36,254	38,064	41,413	Annually
	340	Sr. Public Affairs Spec.									
	030	Support Services Supervisor									
19	103	Legal Counsel	14.34	15.05	15.80	16.60	17.43	18.30	19.21	20.91	Hourly
	345	Sr. Solid Waste Planner	2,486	2,609	2,739	2,877	3,021	3,172	3,330	3,624	Monthly
	525	Veterinarian	29,827	31,304	32,864	34,528	36,254	38,064	39,957	43,493	Annually
	060	Zoo Marketing Manager									
	061	Zoo Development Officer									
20	071	Chief Accountant	15.05	15.80	16.60	17.43	18.30	19.21	20.17	21.96	Hourly
	476	Construction Coordinator	2,609	2,739	2,877	3,021	3,172	3,330	3,496	3,806	Monthly
	091	Data Processing Admin.	31,304	32,864	34,528	36,254	38,064	39,957	41,954	45,677	Annually
	275	Education Serv. Manager									
	336	Management Analyst Supe.									
	341	Public Information Supe.									
	357	Regional Planning Supe.									
	322	Solid Waste Fac. Supe.									
	351	Trans. Planning Supe.									
	062	Visitors Serv. Manager									
21	063	Curator	15.80	16.60	17.43	18.30	19.21	20.17	21.18	23.05	Hourly
	070	Personnel Manager	2,739	2,877	3,021	3,172	3,330	3,496	3,671	3,995	Monthly
	085	Manager of Dev. Serv.	32,864	34,528	36,254	38,064	39,957	41,954	44,051	47,944	Annually
	309	Engineering Supervisor									
	346	Solid Waste Plan. Supe.									
	352	Trans. Planning Manager									
	475	Zoo Facilities Manager									
22	090	Tran. Tech. Manager	16.60	17.43	18.30	19.21	20.17	21.18	22.24	24.21	Hourly
	320	Solid Waste Op. Manager	2,877	3,021	3,172	3,330	3,496	3,671	3,855	4,196	Monthly
			34,528	36,254	38,064	39,957	41,954	44,054	46,257	50,357	Annually
23	092	Gov. Relations Manager	17.43	18.30	19.21	20.17	21.18	22.24	23.35	25.42	Hourly
	311	Eng./Analysis Manager	3,021	3,172	3,330	3,496	3,671	3,855	4,048	4,406	Monthly
	477	Construction Manager	36,254	38,064	39,957	41,954	44,054	46,259	48,572	52,874	Annually
24	064	Assistant Zoo Director	18.30	19.21	20.17	21.18	22.24	23.35	24.52	26.69	Hourly
	083	Mgr. Financial Services	3,172	3,330	3,496	3,671	3,855	4,047	4,250	4,626	Monthly
	094	Dir. of Planning & Dev.	38,064	39,957	41,954	44,054	46,259	48,568	50,996	55,515	Annually
25	081	Dir. of Public Affairs	19.21	20.17	21.18	22.24	23.35	24.52	25.75	28.02	Hourly
	088	Conv. Center Project Dir.	3,330	3,496	3,671	3,855	4,047	4,250	4,463	4,857	Monthly
	093	Council Administrator	39,957	41,954	44,054	46,259	48,568	51,002	53,552	58,282	Annually
	095	Deputy Executive Officer									
26	089	Dir. of Tran. Planning	20.17	21.18	22.24	23.35	24.52	25.75	27.04	29.42	Hourly
	097	Dir. of Finance & Admin.	3,496	3,671	3,855	4,047	4,250	4,463	4,687	5,099	Monthly
	105	General Counsel	41,954	44,054	46,259	48,568	51,002	53,560	56,243	61,194	Annually
28	86	Director of Solid Waste	22.24	23.35	24.52	25.75	27.04	28.39	29.81	32.44	Hourly
	87	Zoo Director	3,855	4,047	4,250	4,463	4,687	4,921	5,167	5,623	Monthly
			46,259	48,568	51,002	53,560	56,243	59,051	62,004	67,475	Annually

Nonrepresented Pay Schedule
Effective 4-13-89



METRO

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

Memorandum

DATE: June 26, 1989

TO: Don Carlson, Council Administrator

FROM: John Leahy, Personnel Manager *John Leahy*

RE: Jessica Marlitt and Ray Barker

=====

I have been directed to send the attached personnel actions for Mr. Ragsdale's signature which will accommodate the wage adjustments you have requested.

This will also confirm our conversation in which I informed you that the Executive Officer has directed that non-represented employees of Metro be given a COLA adjustment on July 1, 1989 and step assignment during 88-89 in the same fashion as AFSCME employees pending Council action on the non-rep pay plan. No employees are to be given wage increases outside of the "Kenny" pay plan previously approved by the Council.

JL:

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

Memorandum

Date: June 27, 1989

To: All Nonrepresented Employees

From: John Leahy, Personnel Manager *John Leahy*

Regarding: July 1, 1989 Cost of Living Adjustments

Effective July 1, 1989 all nonrepresented employees who have not met or exceeded the pay range maximum of their assigned salary grade will receive a 5% increase over their current rate of pay. The Metro Council will be reviewing the recommended Non-represented Employee Pay Plan during the month of July. Any increases resulting from the adoption of a new Pay Plan will be communicated to you as soon as possible.

If you have any questions regarding your increase, please contact the Personnel Division at extension 200.

EXHIBIT A

Non-Represented Salary Range Table
 (Hourly Rates Based on 2,080 Hours Per Year)

Salary Range Number	Beginning Salary Rate		Entry Merit Rate		Maximum Merit Rate		Maximum Incentive Rate*	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	\$12,646	6.08	\$13,270	6.38	\$18,408	8.85	\$18,670	9.12
2	13,270	6.38	13,957	6.71	19,365	9.31	19,926	9.58
3	13,957	6.71	14,664	7.05	20,322	9.77	20,925	10.06
4	14,664	7.05	15,371	7.39	21,341	10.26	21,965	10.56
5	15,371	7.39	16,141	7.76	24,402	10.77	23,067	11.09
6	16,141	7.76	16,952	8.15	23,504	11.30	24,211	11.64
7	16,952	8.15	17,805	8.56	24,648	11.85	25,418	12.22
8	17,805	8.56	18,699	8.99	25,958	12.48	26,707	12.84
9	18,699	8.99	19,635	9.44	27,227	13.09	28,038	13.48
10	19,635	9.44	20,613	9.91	28,579	13.74	29,432	14.15
11	20,613	9.91	21,653	10.41	30,014	14.43	30,909	14.86
12	21,653	10.41	22,714	10.92	31,512	15.15	32,448	15.60
13	22,714	10.92	23,858	11.47	33,072	15.90	34,070	16.38
14	23,858	11.47	25,043	12.04	34,736	16.70	35,776	17.20
15	25,043	12.04	26,291	12.64	36,462	17.53	37,565	18.06
16	26,291	12.64	27,062	13.27	38,293	18.41	39,437	18.96
17	27,062	13.27	28,995	13.94	40,227	19.34	41,434	19.92
18	28,995	13.94	30,451	14.64	42,224	20.30	43,493	20.91
19	30,451	14.64	31,970	15.37	44,346	21.32	45,677	21.96
20	31,970	15.37	33,571	16.14	46,342	22.28	47,736	22.95
21	33,571	16.14	35,256	16.95	48,880	23.50	50,336	24.20
22	35,256	16.95	37,003	17.79	51,334	24.68	52,874	25.42
23	37,003	17.79	38,854	18.68	53,893	25.91	55,515	26.69
24	38,854	18.68	40,789	19.61	56,576	27.20	58,282	28.02
25	40,789	19.61	42,827	20.59	59,363	28.57	61,194	29.42
26	42,827	20.59	44,970	21.62	62,317	29.99	64,251	30.89
27	44,970	21.62	47,237	22.71	65,499	31.49	67,454	32.43
28	47,237	22.71	49,608	23.85	68,723	33.07	70,845	34.06

* Cost of Living Adjustments for employees in the incentive range are computed on the maximum merit rate.

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE)	RESOLUTION NO. 87-801
FY 1987-88 PAY PLAN AND AWARDING)	
A 3 PERCENT COST OF LIVING)	Introduced by the
ADJUSTMENT FOR DESIGNATED)	Executive Officer
NON-UNION EMPLOYEES)	

WHEREAS, Metropolitan Service District Code, Section 2.02.145, requires the maintenance of a Pay Plan for employees; and

WHEREAS, There has been a study of changes in the Consumer Price Index and market conditions; and

WHEREAS, The Executive Officer recommends a 3 percent cost of living adjustment for designated employees; now, therefore,

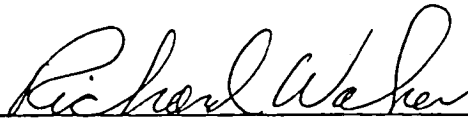
BE IT RESOLVED,

1. That a 3 percent cost of living adjustment is hereby awarded to all non-union employees except those paid under Table 5 in the Pay Plan including regular Visitor Services Workers and all non-union temporary Zoo summer workers.

2. That the cost of living adjustment shall be effective July 1, 1987.

3. That the non-union salary range Table A is hereby amended as shown in Exhibit "A."

ADOPTED by the Council of the Metropolitan Service District this 27th day of August, 1987.


Richard Waker, Presiding Officer

JS/gl
8017C/513
08/17/87

EXHIBIT "A"

TABLE A
NON-UNION SALARY RANGE TABLE

SALARY RANGE NUMBER	BEGINNING SALARY RATE		ENTRY MERIT RATE		MAXIMUM MERIT RATE		MAXIMUM INCENTIVE RATE**	
	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY
* 0.0	8,570	4.12	9,006	4.33	11,357	5.46	11,690	5.62
0.5	10,317	4.96	10,837	5.21	12,750	6.13	13,125	6.31
1.0	10,982	5.28	11,523	5.54	13,291	6.39	13,686	6.58
1.5	11,523	5.54	12,106	5.82	13,936	6.70	14,352	6.90
2.0	12,022	5.78	12,626	6.07	14,560	7.00	14,997	7.21
2.5	12,646	6.08	13,270	6.38	15,288	7.35	15,746	7.57
3.0	13,291	6.39	13,957	6.71	15,974	7.68	16,453	7.91
3.5	13,936	6.70	14,643	7.04	16,869	8.11	17,368	8.35
4.0	14,560	7.00	15,288	7.35	17,701	8.51	18,242	8.77
4.5	15,288	7.35	16,058	7.72	18,595	8.94	19,157	9.21
5.0	15,974	7.68	16,765	8.06	19,531	9.39	20,114	9.67
5.5	16,869	8.11	17,722	8.52	20,530	9.87	21,154	10.17
6.0	17,701	8.51	18,595	8.94	21,528	10.35	22,173	10.66
6.5	18,595	8.94	19,531	9.39	22,589	10.84	23,275	11.19
7.0	19,531	9.39	20,509	9.86	23,483	11.29	24,190	11.63
7.5	20,530	9.87	21,549	10.36	24,814	11.93	25,563	12.29
8.0	21,528	10.35	22,610	10.87	26,042	12.52	26,832	12.90
8.5	22,589	10.86	23,712	11.40	27,394	13.17	28,226	13.57
9.0	23,379	11.24	24,544	11.80	28,766	13.83	29,619	14.24
9.5	24,814	11.93	26,062	12.53	30,202	14.52	31,117	14.96
10.0	26,042	12.52	27,352	13.15	31,616	15.20	32,573	15.66
10.5	27,394	13.17	28,766	13.83	33,322	16.02	34,320	16.50
11.0	28,746	13.82	30,181	14.51	35,006	16.83	36,046	17.33
11.5	30,202	14.52	31,720	15.25	36,733	17.66	37,835	18.19
12.0	31,616	15.20	33,197	15.96	38,438	18.48	39,582	19.03
12.5	33,322	16.02	34,986	16.82	40,498	19.47	41,704	20.05
13.0	35,006	16.83	36,754	17.67	42,578	20.47	43,846	21.08
13.5	36,733	17.66	38,563	18.54	45,739	21.99	47,112	22.65
14.0	38,438	18.48	40,352	19.40	46,862	22.53	48,277	23.21
14.5	40,269	19.36	42,286	20.33	49,150	23.63	50,627	24.34
15.0	42,266	20.32	44,387	21.34	51,646	24.83	53,186	25.57
15.5	44,970	21.62	47,216	22.70	54,475	26.19	56,118	26.98
16.0	47,216	22.70	49,587	23.84	61,506	29.57	63,357	30.46

* Range 0.0 is adjusted annually in January with other ranges assigned to seasonal position classifications.

** Cost of living adjustments for employees in the incentive range are computed on maximum merit rate.



METRO

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

Memorandum

DATE: August 23, 1989

TO: Internal Affairs Committee

FROM: Councilors Collier and Hansen ^{T.C. G.H.}

RE: Subcommittee Report on FY 1989-90 Pay Plan

At the Committee's July 27 meeting Resolution No. '89-1107 (the Administration's proposed Pay Plan for non-represented employees) was tabled and the Chair appointed this Subcommittee to develop a proposed Pay Plan which conforms to the Metro Code and incorporates the performance evaluation/merit pay provisions of the Code. Attached for Committee consideration is Resolution No. 89-1107A which is recommended by this Subcommittee to meet the Committee's objectives. Resolution No. 89-1107A does the following:

1. Adopts a revised Pay Plan schedule (Exhibit A) for non-represented District employees. The proposed schedule is formatted according to the Pay Administration provisions of the Code. It has a Beginning Rate which is the normal entry rate for new employees. It has an Entry Merit rate which is the salary rate for new employees who successfully complete their 6 months probationary period. It has a Maximum Merit Rate which is the upper end of the Pay Schedule. The distance between the Entry Merit and Maximum Merit is approximately 39% for all ranges and it is within this space that merit pay adjustments are awarded annually based upon a Performance Evaluation. The schedule also provides that the Executive following Code procedure may award an Incentive Salary on an annual basis of 1 to 3 percent above the Maximum Merit Rate.

The proposed Pay Schedule is based on the current adopted Pay Plan and has been increased by 5% to reflect the Cost of Living Adjustment awarded in the AFSCME contract. Also, the Beginning Rates have been raised by approximately 3% to bring the schedule into conformance with the current AFSCME contract pay schedule.

2. Adopts a revised Pay Plan schedule (Exhibit B) for non-represented Zoo seasonal Visitor Services employees. The Code refers to this schedule as Table S and changes are necessary to reflect the increase in the State minimum wage to \$3.85 per hour effective September 1, 1989. This revised schedule adds \$.33 per hour to each of the salary rates on the current seasonal Visitor Services Workers schedule.
3. Awards a 5 percent Cost of Living Adjustment effective July 1, 1989 to all non-represented employees except those paid according to Table S (see above discussion) and non-represented Zoo summer employees.

Internal Affairs Committee
August 23, 1989
Page Two

4. Corrects the rates of pay for all regular non-represented employees to reflect a possible merit increase based on a performance evaluation for FY 88-89. This action is proposed to ensure that the salary adjustments as authorized by the Code are made according to the merit system specified in the Code. The Subcommittee recommends that in any event no employee's salary be reduced from its current level as a result of implementation of this recommendation.

The Subcommittee met with John Leahy, Personnel Officer, to discuss the proposed Resolution. Mr. Leahy reiterated the Executive Officer's support for the proposed 8-step Pay Plan and the elimination of the merit system. Mr. Leahy did agree to review the Subcommittee's Resolution to work out any major problems with its implementation should it be adopted by the Council. Council staff has met with Mr. Leahy and has incorporated changes to smooth its implementation. Council staff has also discussed the proposed Resolution with General Counsel and has incorporated suggested changes made by General Counsel.

A:\IACMEMO.823



METRO

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

Memorandum

DATE: July 26, 1989

TO: Council Internal Affairs Committee

FROM: Donald E. Carlson, ^{DE} Council Administrator

RE: RESOLUTION NO. 89-1107 -- AMENDING THE PAY PLAN FOR NON-REPRESENTED EMPLOYEES

The purpose of this memo is to provide information to the Committee on this agenda item and to suggest an alternate to the pay plan recommended by the Executive Officer for non-represented employees. Regarding information on the pay plan, please find attached as Attachment 1, a Council staff memo dated June 30, 1989, regarding changes made to the current year's pay plan and the resulting award of salary adjustments to non-represented employees. The information in the memo is applicable to the discussion of the new pay plan.

The suggested alternate pay plan schedule is included as Attachment 2. It is designed to meet the Metro Code requirements for salary administration. Included in the schedule is a Beginning Salary Rate; an Entry Merit Salary Rate; a Maximum Merit Salary Rate; and, a Maximum Incentive Rate. The normal way this system works is a person is hired at the Beginning Salary Rate as a probationary employee. At six months, upon completion of a successful evaluation, the person is made a regular employee and given a 5 percent raise to the Entry Merit Rate. This date becomes the employee's anniversary date. At each anniversary date thereafter, the employee is evaluated, and on the basis of the evaluation, may receive a Merit Pay Increase (not less than one percent increments) up to the Maximum Merit Rate. The Maximum Incentive Rate is 3 percent higher than the Maximum Merit Rate. The Code (2.02.160(d)(4)) indicates this salary rate "is to be used to reward outstanding employees and/or to assist in retaining employees..."

A person may be hired at any point above the Beginning Salary level and/or Entry Merit level. If the person is hired above the Entry Merit level, he/she is not normally eligible for a salary increase for one year.

The Alternate Pay Plan is patterned after prior years' pay plans for the District. For example, see Resolution No. 87-801 attached as Attachment 3. Last year when the Council adopted the pay plan which resulted from the so-called "Kinney Study," it altered the form of the schedule but not the requirement and flexibility of the merit system as required by the Metro Code. Council adoption of the Alternate Pay Plan ensures continuation of the merit pay system without restricting increases to pre-set "steps."



METRO

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

Memorandum

Date: June 30, 1989
 To: Mike Ragsdale, Presiding Officer
 From: Donald E. Carlson, ^{DR}Council Administrator
 Regarding: Administration Changes to the FY 88-89 Pay Plan

It appears that the Administration has altered the Council adopted Pay Plan for the current fiscal year for non-represented employees of the District. There are approximately 30 employees in this category including department heads, managers and confidential employees.

The Metro Code (section 2.02.145) requires the Executive Officer to prepare a Plan:

"which shall prescribe a minimum and maximum range of pay appropriate for each class. Said Plan shall be approved by the Council..."

The Code goes on to require the Executive Officer to annually review the plan, taking into account changes in the CPI and the labor market, and report the findings to the Council for recommended action (2.02.150); and for Metro employees to be paid according to the plan with plan adjustments made upon Executive Officer recommendation and Council approval (2.02.165(a)).

In regard to salary increases, the Code establishes procedures for them to occur on a planned basis per merit evaluations. Increases require the supervisor's recommendation and the department head and Personnel Manager's approval (prior to providing such an increase (2.02.160(b)); submission of an employee evaluation form to the Personnel Division, with the department head making every effort to complete the evaluation by the employee's anniversary date; and the use of certain criteria in recommending and granting merit salary increases including but not limited to: length of service, competency, growth in handling job responsibilities, attitude, specific actions toward self-improvement, recognition of excellence, productivity increases of tangible quantities and qualities, creative and innovative contributions and cost and budgetary savings realized (2.02.160(d)).

As required by the Code, the Council adopted the FY 1988-89 Pay Plan through approval of Resolution No. 88-894 on September 8, 1988. That resolution adopted a new Classification Plan and a compatible Pay Plan which aligned the various positions with new salary ranges. The Pay Plan is attached as Exhibit A to this report.

Shortly after adoption of Resolution No. 88-894 the non-represented employees of the District commenced a union movement which, as you know, resulted in the creation of the AFSCME Bargaining Unit and a three-year contract ratified by the Council through approval of Resolution No. 89-1081 on April 13, 1989. As part of that contract, all represented employees were given a 4.09 percent COLA retroactive to 7/1/88 and were given an additional pay adjustment on their anniversary date to place them at the next available step on a new eight-step salary schedule. That schedule is attached as Exhibit B to this report. While the union salary schedule was based on the ranges in the Council-adopted Pay Plan, a significant change was made. The union pay schedule increases each position's beginning rate by approximately 3 percent and lowers the maximum rate by approximately 3.5 percent. This apparently was done to accommodate a system with each step 5 percent apart in the schedule for each range.

On April 28, 1989 all non-represented employees received a 4.09 percent COLA retroactive to 7/1/88. As indicated, in my memo to you and Councilor Collier dated April 21, 1989 (see Exhibit C attached) this increase was anticipated in the Pay Plan adopted by the Council on September 8, 1988, and funds were included in the FY 88-89 adopted budget. When I heard that the Administration was going to award a 4.09 percent COLA to non-represented employees, I discussed the matter with Ray Phelps and was verbally assured that the Pay Plan adopted by the Council in September, 1988, anticipated a COLA of 4 percent. Thus, I concluded that adoption of a new pay plan by the Council was not necessary and advised you and Councilor Collier, accordingly.

All other salary increase granted to non-represented employees during FY 88-89 should have been awarded on the basis of the merit evaluation authorized by the Metro Code as described above.

What happened was different. Apparently, the Administration has granted non-represented employees salary adjustments on their anniversary dates which would place them at the next step of an eight-step salary schedule similar to the schedule for the AFSCME employees. The Administration's new schedule is attached as Exhibit D. It should be pointed out that the Administration's new pay schedule is approximately 3% higher than the Council's adopted Pay Plan. They apparently have adjusted it upward to match the AFSCME contract schedule. I'm not sure why this was done because the Council Plan was supposed to have been set with a potential COLA in mind. This means that not only was COLA awarded, but the whole pay schedule was increased by almost 3 percent which will affect future increases. Also, as you can see, the Administration's Pay Schedule is divided into eight steps which are not contemplated in the Council's adopted Pay Plan. Further, the salary increases have been granted without the department heads and supervisors completing employee evaluations as required by the Metro Code.

All this came to light after I conducted an evaluation of the two Council Analysts and recommended no merit increase for one and a 5

percent increase for the other. Upon filing the evaluation forms with the Personnel Office and requesting a Personnel Action to grant the merit increase, John Leahy informed me that the 5 percent increase was not possible because it would place the employee between two steps which is not possible under the Administration's new system (see Exhibit E attached). I told him that the Council has not adopted a step system for the non-represented employees of the District. He indicated that he was following instructions from Ray Phelps.

Based on all this, I prepared the following chart to show how the various Pay Plans impact three of the Council's non-represented employees (Gwen was not included because she has just started her new position).

ANALYSIS OF COUNCIL STAFF NON-REPRESENTED SALARY RATES

<u>Person</u>	<u>Council Adopted Pay Plan 9/88</u>	<u>COLA Award 4/28</u>	<u>Rate Based on Merit Evaluation</u>	<u>Rate Based on Admin. Pay Plan</u>
DEC	\$25.57	\$26.62	26.62 [^]	27.04
RB	18.18	18.92	18.92	19.21
JPM	15.39	16.02	16.82	16.60

[^] Evaluation not completed

As shown above all employees received a 4.09 percent COLA award on 4/28/89 along with the other District non-represented employees. After completing evaluations for both employees Ray's rate should have remained the same and Jessica's increased by 5 percent to \$16.82. Based on the Administration's Pay Plan and policy of granting each non-represented employee an increase to the next step effective on the employee's anniversary date, Ray's salary was adjusted upward to \$19.21 (retroactive to 9/27/88) and Jessica's salary was adjusted upward to \$16.60 (effective on 6/22/89). Ray's salary rate is 1.53 percent higher than it should be based on the Metro Code Merit System and Council adopted Pay Plan and Jessica's is 1.3 percent lower. Jessica only received a 3.62 percent increase when based on her evaluation, she was awarded a 5 percent increase.

In my circumstance, it should be pointed out according to the Administration's Plan I am scheduled to receive an increase similar to Ray's and Jessica's effective on my June 21, 1989 anniversary date. As in Ray's case, the increase will not take me to the end of the schedule (7th step) but will take me 5 percent above the 6th step which is the end of the AFSCME schedule. Apparently, Personnel's orders were to treat all non-represented employees the same as the AFSCME employee.

My conclusions on this issue are as follows:

1. The Administration appears to have violated the Metro Code by (a) granting salary increases to non-represented employees according to a Pay Plan not adopted by the Council and (b) not requiring employee evaluations as a basis for the salary increases.
2. The Administration negotiated a contract with the AFSCME union which included a salary schedule supposedly based on the Council's adopted Pay Plan but in reality was almost 3 percent higher than the Council's Plan. The Administration is now using the AFSCME contract schedule as a basis to increase the non-representative pay schedule.
3. The Pay and Class Plan (the "Kinney Plan") adopted by the Council in September, 1988, was supposedly based on current market information to make salaries competitive, and it was to have taken into account a 4 percent COLA for FY 1988-89. On March 13, 1989, less than eight months from adoption, the Administration is using a Plan which is almost 3 percent higher. The net effect of this will be to ratchet Metro personnel costs upward.

In summary, I think we should get an opinion from General Counsel on whether or not the Code was violated. If the opinion upholds my analysis, then the Council should require the Executive Officer to put non-represented salaries at the proper level according to the Code (at the level after the 4.09 percent COLA was awarded and including an adjustment awarded to any employee based on a merit evaluation). The Council then needs to deliberate on its Pay Plan for FY89-90 and decide the kind of pay administration system it wants (a step system like the AFSCME contract, or the merit system in place, or another system). In regard to the Pay Plan for next fiscal year (1989-90), the Administration has already notified all non-represented employees that they will receive a 5 percent COLA on July 1, 1989 (see Exhibit F attached). This announcement seems a bit premature, since the Council has not commenced its deliberation of the proposed new plan.

DEC/lc/gpwb
pay.mem

attachments

(DEC memo 6/30/89)

ATTACHMENT C

PAY PLAN
SALARY RANGE SCHEDULE
(Non-Represented Positions)

Hourly Rates Based on 2,080 Hours Per Year

<u>Salary Range #</u>	<u>Classification</u>	<u>Minimum Salary</u>	<u>Mid-Point Salary</u>	<u>Maximum Salary</u>
28	Director of Solid Waste Planning Zoo Director	\$44,981 21.63	\$56,226 27.05	\$67,471 32.44
26	Director of Finance & Administration Director of Transportation Planning General Counsel	\$40,799 19.61	\$50,999 24.52	\$61,198 29.42
25	Convention Center Project Director Council Administrator Deputy Executive Officer Director of Public Affairs	\$38,856 18.68	\$48,570 23.35	\$58,284 28.02
24	Assistant Zoo Director Director of Planning & Development Manager of Financial Services	\$37,006 17.79	\$46,257 22.24	\$55,509 26.69
23	Construction Manager Engineering & Analysis Manager Government Relations Manager	\$35,244 16.94	\$44,054 21.18	\$52,865 25.42
22	Solid Waste Operations Manager Transportation Technical Manager	\$33,565 16.14	\$41,957 20.17	\$50,348 24.21
21	Curator Manager of Development Services Personnel Manager Transportation Planning Manager Zoo Facilities Manager	\$31,967 15.37	\$39,959 19.21	\$47,950 23.05
20	Chief Accountant Construction Coordinator Data Processing Administrator Educational Services Manager Public Information Supervisor Regional Planning Supervisor Solid Waste Facilities Superintendent Transportation Planning Supervisor Visitor Services Manager	\$30,445 14.64	\$38,056 18.30	\$45,667 21.86

<u>Salary Range #</u>	<u>Classification</u>	<u>Minimum Salary</u>	<u>Mid-Point Salary</u>	<u>Maximum Salary</u>
19	Senior Engineer Legal Counsel Senior Solid Waste Planner Veterinarian Zoo Development Officer Zoo Marketing Manager	\$28,995 13.94	\$36,244 17.43	\$43,492 20.91
18	Assistant Curator Maintenance Supervisor Senior Management Analyst Senior Public Affairs Specialist Senior Regional Planner Senior Transportation Planner Support Services Supervisor	\$27,614 13.28	\$34,518 16.60	\$41,421 19.91
17	Associate Solid Waste Planner Associate Engineer Data Processing Systems Analyst Food Service Supervisor Research Coordinator	\$26,299 12.64	\$32,874 15.80	\$39,449 18.97
16	Associate Management Analyst Associate Public Affairs Specialist Associate Regional Planner Associate Transportation Planner Educational Services Specialist Graphics Coordinator Senior Accountant	\$25,047 12.04	\$31,309 15.05	\$37,570 18.06
15	Assistant Engineer Assistant Solid Waste Planner Data Processing Operations Analyst Law Clerk Retail Supervisor	\$23,854 11.47	\$29,818 14.34	\$35,781 17.20
14	Assistant Management Analyst Assistant Public Affairs Specialist Assistant Transportation Planner Safety/Security Supervisor Volunteer Coordinator	\$22,718 10.92	\$28,398 13.65	\$34,077 16.38
13	Site Supervisor	\$21,636 10.40	\$27,046 13.00	\$32,455 15.60
12	Assistant Research Coordinator Graphics/Exhibit Designer Program Coordinator	\$20,606 9.91	\$25,758 12.38	\$30,909 14.86
11	Clerk of the Council Veterinary Technician	\$19,625 9.44	\$24,531 11.79	\$29,437 14.15

<u>Salary Range #</u>	<u>Classification</u>	<u>Minimum Salary</u>	<u>Mid-Point Salary</u>	<u>Maximum Salary</u>
10	Administrative Assistant Food Service Coordinator Lead Accounting Clerk Storekeeper	\$18,690 8.99	\$23,363 11.23	\$28,036 13.48
9	Lead Word Processing Operator Program Assistant 2	\$17,800 8.56	\$22,250 10.70	\$26,701 12.84
8	Administrative Secretary Payroll Clerk	\$16,953 8.15	\$21,191 10.19	\$25,429 12.23
7	Accounting Clerk 2 Building Service Worker Data Processing Librarian/Clerk Planning Technican	\$16,145 7.76	\$20,182 9.70	\$24,218 11.64
6	Reproduction Clerk Safety/Security Officer 2 Scalehouse Clerk	\$15,377 7.39	\$19,221 9.24	\$23,065 11.09
5	Graphics Technician Management Intern Program Assistant 1 Secretary Word Processing Operator	\$14,644 7.04	\$18,306 8.80	\$21,967 10.56
4	Animal Hospital Attendant Education Service Aide 2	\$13,947 6.71	\$17,434 8.38	\$20,921 10.06
3	Accounting Clerk 1 Receptionist Safety/Security Officer 1	\$13,283 6.39	\$16,604 7.98	\$19,924 9.58
1	Education Services Aide 1 Office Assistant	\$12,048 5.79	\$15,060 7.24	\$18,072 8.69

RB/KR/sm
9059C/500
04/26/88

SCHEDULE A

SRange #	EntLevel	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	5.956682	6.254516	6.567242	6.895604	7.240384	7.602403	7.982524	8.381650
2	6.254516	6.567242	6.895604	7.240384	7.602403	7.982524	8.381650	8.800732
3	6.567380	6.895749	7.240537	7.602564	7.982692	8.381826	8.600918	9.240964
4	6.895670	7.240454	7.602476	7.982600	8.381730	8.800817	9.240858	9.702901
5	7.240572	7.602601	7.982731	8.381868	8.800961	9.241009	9.703060	10.18821
6	7.602482	7.982606	8.381737	8.600824	9.240865	9.702908	10.18805	10.69745
7	7.982587	8.381716	8.800802	9.240842	9.702884	10.18802	10.69743	11.23230
8	8.381676	8.800760	9.240798	9.702838	10.18798	10.69737	11.23224	11.79386
9	8.800543	9.240570	9.702598	10.18772	10.69711	11.23197	11.79356	12.38324
10	9.240768	9.702806	10.18794	10.69734	11.23221	11.79382	12.38351	13.00268
11	9.702747	10.18788	10.69727	11.23214	11.79375	12.38343	13.00260	13.65273
12	10.18806	10.69746	11.23233	11.79395	12.38365	13.00283	13.65297	14.33562
13	10.69750	11.23238	11.79399	12.38369	13.00268	13.65302	14.33568	15.05246
14	11.23226	11.79387	12.38356	13.00274	13.65288	14.33552	15.05230	15.80492
15	11.79391	12.38361	13.00279	13.65293	14.33557	15.05235	15.80497	16.59522
16	12.38364	13.00283	13.65297	14.33562	15.05240	15.80502	16.59527	17.42503
17	13.00265	13.65278	14.33542	15.05219	15.80480	16.59504	17.42480	18.29604
18	13.65290	14.33555	15.05232	15.80494	16.59519	17.42495	18.29619	19.21100
19	14.33559	15.05237	15.80498	16.59523	17.425	18.29625	19.21106	20.17161


METRO

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

Memorandum

Date: April 21, 1989
 To: Mike Ragsdale, Presiding Officer
 Tanya Collier, Finance Committee Chair
 From: Donald E. Carlson, ^{DE} Council Administrator
 Regarding: COST OF LIVING ADJUSTMENT FOR NON-REPRESENTED EMPLOYEES

Attached is a memo from John Leahy indicating that all non-represented regular employees will receive a 4.09 percent cost of living adjustment retroactive to July 1, 1988. The adjustment will be distributed on April 28, 1989.

This pay increase was included in the Pay Plan adopted by the Council on September 8, 1988 through Resolution No. 88-894 and funds were included in the current year budget for the most part to meet the cost. Several departments will require budget adjustments to handle the total wage adjustment package (represented and non-represented). A budget ordinance (No. 89-294) is currently in the Finance Committee which can be amended to make the necessary adjustments. Finance and Administration will bring the amendments to the Finance Committee on May 4 and the ordinance will be before the Council on May 11. As you might expect, all the staff are very excited about receiving their adjustment.

Regarding next fiscal year (1989-90) sufficient funds are being budgeted to meet our union contract requirements and salary adjustments for non-represented employees. Before a cost of living adjustment can be awarded to non-represented employees, the Council must revise the Pay Plan accordingly. Finance and Administration has indicated a resolution amending the Pay Plan for non-represented employees will be filed around the start of the new fiscal year.

If you have any questions, please let me know.

DEC:gpwb
 cola.mem

cc: Ray Phelps
 Jennifer Sims



METRO

Memorandum

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

DATE: April 19, 1989

TO: All Department Heads, Supervisors and Managers

FROM: John Leahy, Personnel Manager *John Leahy*

RE: NONREPRESENTED EMPLOYEE COST OF LIVING ADJUSTMENTS AND CORRECTION REGARDING RETROACTIVE PAY FOR AFSCME REPRESENTED EMPLOYEES

Employees who are not represented by either the Laborer's International Local 483 or AFSCME will receive a 4.09% cost of living adjustment retroactive to July 1, 1988 or date of hire if hired since July 1, 1988. Temporary, seasonal and Metropolitan Exposition and Recreation employees are not eligible for this cost of living adjustment. Any pay due employees from this retroactive adjustment will be distributed to employees on April 28, 1989.

Employees due retroactive pay under the recently approved AFSCME agreement will also receive all of their retroactive pay on April 28, 1989. All AFSCME represented employees will receive the 4.09% retroactive pay on April 28, 1989. If the employees anniversary date was between July 1, 1988 and April 16, 1989 any retroactive step assignment pay due will also be included on that same pay check. If the employee's anniversary date is between April 17, 1989 and June 30, 1989 they will receive their step assignment during the appropriate regular pay period. If the employee's anniversary date is not in fiscal year 1988-1989, meaning the anniversary date occurs July 1, 1989 or later, they will receive their initial step assignment on July 1, 1989. They will also be eligible to move to the next step on their anniversary date. Please disregard my earlier memo of April 17, 1989.

Please feel free to call the Personnel Department should you or your staff have any questions.

(DEC memo 6/30/89)

NONREPRESENTED EMPLOYEE PAY SCHEDULE

EFFECTIVE MARCH 13, 1989

SALARY RANGE	CLASS CODE	CLASSIFICATION	BASE RATE	1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	
2.93% ¹	*012	Office Assistant	5.96 1,033 12,397	6.26 1,085 13,021	6.57 1,139 13,666	6.90 1,196 14,352	7.24 1,255 15,059	7.60 1,317 15,808	7.98 1,383 16,598	8.69 1,506 18,075	Hourly Monthly Annually
2.81% ²	*018	Receptionist	6.57 1,139 13,666	6.90 1,196 14,352	7.24 1,255 15,059	7.60 1,317 15,808	7.98 1,383 16,598	8.38 1,453 17,430	8.80 1,525 18,302	9.58 1,661 19,926	Hourly Monthly Annually
2.84	5	010 Management Intern *022 Secretary	7.24 1,255 15,059	7.60 1,317 15,808	7.98 1,383 16,598	8.38 1,453 17,430	8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,682 20,180	10.56 1,830 21,965	Hourly Monthly Annually
2.84% ³ (check)	6		7.60 1,317 15,808	7.98 1,383 16,598	8.38 1,453 17,430	8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	11.09 1,922 23,067	Hourly Monthly Annually
2.83%	7		7.98 1,383 16,598	8.38 1,453 17,430	8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,255	11.64 2,018 24,211	Hourly Monthly Annually
2.82%	8	*021 Admin. Secretary	8.38 1,453 17,430	8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	12.23 2,120 25,438	Hourly Monthly Annually
2.94%	9		8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.84 2,226 26,707	Hourly Monthly Annually
2.78%	10	031 Admin. Assistant 004 Food Service Coordinator	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.48 2,337 28,038	Hourly Monthly Annually
2.75%	11	032 Clerk of the Council 520 Veterinarian Technician	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,038	14.15 2,453 29,432	Hourly Monthly Annually
2.83%	12	075 Assist. Research Coord.	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.86 2,576 30,909	Hourly Monthly Annually
2.83%	13	014 Site Supervisor	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.60 2,704 32,448	Hourly Monthly Annually
2.83%	14	333 Assist. Mgt. Analyst 540 Safety/Security Superv.	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.06 2,609 31,304	16.38 2,839 34,070	Hourly Monthly Annually
2.79%	15	007 Retail Supervisor *107 Law Clerk	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.05 2,609 31,304	15.80 2,739 32,864	17.20 2,981 35,776	Hourly Monthly Annually
2.82%	16	334 Assoc. Mgt. Analyst 270 Educ. Services Spec. 362 Graphics Coordinator	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.05 2,609 31,304	15.80 2,739 32,864	16.60 2,877 34,528	18.06 3,130 37,565	Hourly Monthly Annually
2.83%	17	009 Food Service Supervisor 076 Research Coordinator	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.05 2,609 31,304	15.80 2,739 32,864	16.60 2,877 34,528	17.43 3,021 36,254	18.97 3,288 39,458	Hourly Monthly Annually

Nonrepresented Pay Schedule
Effective 4-13-89

18	472	Assistant Curator	13.65	14.34	15.05	15.80	16.60	17.43	18.30	19.91	Hourly
	474	Facilities Supervisor	2,366	2,486	2,609	2,739	2,877	3,021	3,172	3,451	Monthly
	335	Sr. Management Analyst	28,392	29,827	31,304	32,864	34,528	36,254	38,064	41,413	Annually
	340	Sr. Public Affairs Spec.									
	030	Support Services Supervisor									
19	103	Legal Counsel	14.34	15.05	15.80	16.60	17.43	18.30	19.21	20.91	Hourly
	345	Sr. Solid Waste Planner	2,486	2,609	2,739	2,877	3,021	3,172	3,330	3,624	Monthly
	525	Veterinarian	29,827	31,304	32,864	34,528	36,254	38,064	39,957	43,493	Annually
	060	Zoo Marketing Manager									
	061	Zoo Development Officer									
20	071	Chief Accountant	15.05	15.80	16.60	17.43	18.30	19.21	20.17	21.96	Hourly
	476	Construction Coordinator	2,609	2,739	2,877	3,021	3,172	3,330	3,496	3,806	Monthly
	091	Data Processing Admin.	31,304	32,864	34,528	36,254	38,064	39,957	41,954	45,677	Annually
	275	Education Serv. Manager									
	336	Management Analyst Supe.									
	341	Public Information Supe.									
	357	Regional Planning Supe.									
	322	Solid Waste Fac. Supe.									
	351	Trans. Planning Supe.									
	062	Visitors Serv. Manager									
21	063	Curator	15.80	16.60	17.43	18.30	19.21	20.17	21.18	23.05	Hourly
	070	Personnel Manager	2,739	2,877	3,021	3,172	3,330	3,496	3,671	3,995	Monthly
	085	Manager of Dev. Serv.	32,864	34,528	36,254	38,064	39,957	41,954	44,051	47,944	Annually
	309	Engineering Supervisor									
	346	Solid Waste Plan. Supe.									
	352	Trans. Planning Manager									
	475	Zoo Facilities Manager									
22	090	Tran. Tech. Manager	16.60	17.43	18.30	19.21	20.17	21.18	22.24	24.21	Hourly
	320	Solid Waste Op. Manager	2,877	3,021	3,172	3,330	3,496	3,671	3,855	4,196	Monthly
			34,528	36,254	38,064	39,957	41,954	44,054	46,257	50,357	Annually
23	092	Gov. Relations Manager	17.43	18.30	19.21	20.17	21.18	22.24	23.35	25.42	Hourly
	311	Eng./Analysis Manager	3,021	3,172	3,330	3,496	3,671	3,855	4,048	4,406	Monthly
	477	Construction Manager	36,254	38,064	39,957	41,954	44,054	46,259	48,572	52,874	Annually
24	064	Assistant Zoo Director	18.30	19.21	20.17	21.18	22.24	23.35	24.52	26.69	Hourly
	083	Mgr. Financial Services	3,172	3,330	3,496	3,671	3,855	4,047	4,250	4,626	Monthly
	094	Dir. of Planning & Dev.	38,064	39,957	41,954	44,054	46,259	48,568	50,996	55,515	Annually
25	081	Dir. of Public Affairs	19.21	20.17	21.18	22.24	23.35	24.52	25.75	28.02	Hourly
	088	Conv. Center Project Dir.	3,330	3,496	3,671	3,855	4,047	4,250	4,463	4,857	Monthly
	093	Council Administrator	39,957	41,954	44,054	46,259	48,568	51,002	53,552	58,282	Annually
	095	Deputy Executive Officer									
26	089	Dir. of Tran. Planning	20.17	21.18	22.24	23.35	24.52	25.75	27.04	29.42	Hourly
	097	Dir. of Finance & Admin.	3,496	3,671	3,855	4,047	4,250	4,463	4,687	5,099	Monthly
	105	General Counsel	41,954	44,054	46,259	48,568	51,002	53,560	56,243	61,194	Annually
28	86	Director of Solid Waste	22.24	23.35	24.52	25.75	27.04	28.39	29.81	32.44	Hourly
	87	Zoo Director	3,855	4,047	4,250	4,463	4,687	4,921	5,167	5,623	Monthly
			46,259	48,568	51,002	53,560	56,243	59,051	62,004	67,475	Annually

Nonrepresented Pay Schedule
Effective 4-13-89



METRO

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

Memorandum

DATE: June 26, 1989

TO: Don Carlson, Council Administrator

FROM: John Leahy, Personnel Manager *John Leahy*

RE: Jessica Marlitt and Ray Barker

=====

I have been directed to send the attached personnel actions for Mr. Ragsdale's signature which will accommodate the wage adjustments you have requested.

This will also confirm our conversation in which I informed you that the Executive Officer has directed that non-represented employees of Metro be given a COLA adjustment on July 1, 1989 and step assignment during 88-89 in the same fashion as AFSCME employees pending Council action on the non-rep pay plan. No employees are to be given wage increases outside of the "Kenny" pay plan previously approved by the Council.

JL:

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

Memorandum

Date: June 27, 1989

To: All Nonrepresented Employees

From: John Leahy, Personnel Manager *John Leahy*

Regarding: July 1, 1989 Cost of Living Adjustments

Effective July 1, 1989 all nonrepresented employees who have not met or exceeded the pay range maximum of their assigned salary grade will receive a 5% increase over their current rate of pay. The Metro Council will be reviewing the recommended Non-represented Employee Pay Plan during the month of July. Any increases resulting from the adoption of a new Pay Plan will be communicated to you as soon as possible.

If you have any questions regarding your increase, please contact the Personnel Division at extension 200.

EXHIBIT A

Non-Represented Salary Range Table
 (Hourly Rates Based on 2,080 Hours Per Year)

Salary Range Number	Beginning Salary Rate		Entry Merit Rate		Maximum Merit Rate		Maximum Incentive Rate*	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	\$12,646	6.08	\$13,270	6.38	\$18,408	8.85	\$18,670	9.12
2	13,270	6.38	13,957	6.71	19,365	9.31	19,926	9.58
3	13,957	6.71	14,664	7.05	20,322	9.77	20,925	10.06
4	14,664	7.05	15,371	7.39	21,341	10.26	21,965	10.56
5	15,371	7.39	16,141	7.76	24,402	10.77	23,067	11.09
6	16,141	7.76	16,952	8.15	23,504	11.30	24,211	11.64
7	16,952	8.15	17,805	8.56	24,648	11.85	25,418	12.22
8	17,805	8.56	18,699	8.99	25,958	12.48	26,707	12.84
9	18,699	8.99	19,635	9.44	27,227	13.09	28,038	13.48
10	19,635	9.44	20,613	9.91	28,579	13.74	29,432	14.15
11	20,613	9.91	21,653	10.41	30,014	14.43	30,909	14.86
12	21,653	10.41	22,714	10.92	31,512	15.15	32,448	15.60
13	22,714	10.92	23,858	11.47	33,072	15.90	34,070	16.38
14	23,858	11.47	25,043	12.04	34,736	16.70	35,776	17.20
15	25,043	12.04	26,291	12.64	36,462	17.53	37,565	18.06
16	26,291	12.64	27,062	13.27	38,293	18.41	39,437	18.96
17	27,062	13.27	28,995	13.94	40,227	19.34	41,434	19.92
18	28,995	13.94	30,451	14.64	42,224	20.30	43,493	20.91
19	30,451	14.64	31,970	15.37	44,346	21.32	45,677	21.96
20	31,970	15.37	33,571	16.14	46,342	22.28	47,736	22.95
21	33,571	16.14	35,256	16.95	48,880	23.50	50,336	24.20
22	35,256	16.95	37,003	17.79	51,334	24.68	52,874	25.42
23	37,003	17.79	38,854	18.68	53,893	25.91	55,515	26.69
24	38,854	18.68	40,789	19.61	56,576	27.20	58,282	28.02
25	40,789	19.61	42,827	20.59	59,363	28.57	61,194	29.42
26	42,827	20.59	44,970	21.62	62,317	29.99	64,251	30.89
27	44,970	21.62	47,237	22.71	65,499	31.49	67,454	32.43
28	47,237	22.71	49,608	23.85	68,723	33.07	70,845	34.06

* Cost of Living Adjustments for employees in the incentive range are computed on the maximum merit rate.

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE)	RESOLUTION NO. 87-801
FY 1987-88 PAY PLAN AND AWARDING)	
A 3 PERCENT COST OF LIVING)	Introduced by the
ADJUSTMENT FOR DESIGNATED)	Executive Officer
NON-UNION EMPLOYEES)	

WHEREAS, Metropolitan Service District Code, Section 2.02.145, requires the maintenance of a Pay Plan for employees; and

WHEREAS, There has been a study of changes in the Consumer Price Index and market conditions; and

WHEREAS, The Executive Officer recommends a 3 percent cost of living adjustment for designated employees; now, therefore,

BE IT RESOLVED,

1. That a 3 percent cost of living adjustment is hereby awarded to all non-union employees except those paid under Table 5 in the Pay Plan including regular Visitor Services Workers and all non-union temporary Zoo summer workers.

2. That the cost of living adjustment shall be effective July 1, 1987.

3. That the non-union salary range Table A is hereby amended as shown in Exhibit "A."

ADOPTED by the Council of the Metropolitan Service District this 27th day of August, 1987.

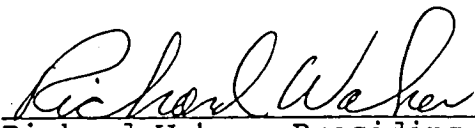

Richard Waker, Presiding Officer

EXHIBIT "A"

TABLE A
NON-UNION SALARY RANGE TABLE

SALARY RANGE NUMBER	BEGINNING SALARY RATE		ENTRY MERIT RATE		MAXIMUM MERIT RATE		MAXIMUM INCENTIVE RATE**	
	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY
* 0.0	8,570	4.12	9,006	4.33	11,357	5.46	11,690	5.62
0.5	10,317	4.96	10,837	5.21	12,750	6.13	13,125	6.31
1.0	10,982	5.28	11,523	5.54	13,291	6.39	13,686	6.58
1.5	11,523	5.54	12,106	5.82	13,936	6.70	14,352	6.90
2.0	12,022	5.78	12,626	6.07	14,560	7.00	14,997	7.21
2.5	12,646	6.08	13,270	6.38	15,288	7.35	15,746	7.57
3.0	13,291	6.39	13,957	6.71	15,974	7.68	16,453	7.91
3.5	13,936	6.70	14,643	7.04	16,869	8.11	17,368	8.35
4.0	14,560	7.00	15,288	7.35	17,701	8.51	18,242	8.77
4.5	15,288	7.35	16,058	7.72	18,595	8.94	19,157	9.21
5.0	15,974	7.68	16,765	8.06	19,531	9.39	20,114	9.67
5.5	16,869	8.11	17,722	8.52	20,530	9.87	21,154	10.17
6.0	17,701	8.51	18,595	8.94	21,528	10.35	22,173	10.66
6.5	18,595	8.94	19,531	9.39	22,589	10.86	23,275	11.19
7.0	19,531	9.39	20,509	9.86	23,483	11.29	24,190	11.63
7.5	20,530	9.87	21,549	10.36	24,814	11.93	25,563	12.29
8.0	21,528	10.35	22,610	10.87	26,042	12.52	26,832	12.90
8.5	22,589	10.86	23,712	11.40	27,394	13.17	28,226	13.57
9.0	23,379	11.24	24,544	11.80	28,766	13.83	29,619	14.24
9.5	24,814	11.93	26,062	12.53	30,202	14.52	31,117	14.96
10.0	26,042	12.52	27,352	13.15	31,616	15.20	32,573	15.66
10.5	27,394	13.17	28,766	13.83	33,322	16.02	34,320	16.50
11.0	28,746	13.82	30,181	14.51	35,006	16.83	36,046	17.33
11.5	30,202	14.52	31,720	15.25	36,733	17.66	37,835	18.19
12.0	31,616	15.20	33,197	15.96	38,438	18.48	39,582	19.03
12.5	33,322	16.02	34,986	16.82	40,498	19.47	41,704	20.05
13.0	35,006	16.83	36,754	17.67	42,578	20.47	43,846	21.08
13.5	36,733	17.66	38,563	18.54	45,739	21.99	47,112	22.65
14.0	38,438	18.48	40,352	19.40	46,862	22.53	48,277	23.21
14.5	40,269	19.36	42,286	20.33	49,150	23.63	50,627	24.34
15.0	42,266	20.32	44,387	21.34	51,646	24.83	53,186	25.57
15.5	44,970	21.62	47,216	22.70	54,475	26.19	56,118	26.98
16.0	47,216	22.70	49,587	23.84	61,506	29.57	63,357	30.46

* Range 0.0 is adjusted annually in January with other ranges assigned to seasonal position classifications.

** Cost of living adjustments for employees in the incentive range are computed on maximum merit rate.

NONREPRESENTED EMPLOYEES PAY SCHEDULE

1989-90 FISCAL YEAR

SALARY CLASS RANGE	CLASSIFICATION	BASE RATE	1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	
1 * 012	Office Assistant	6.26 1,085 13,021	6.57 1,139 13,666	6.90 1,196 14,352	7.24 1,255 15,059	7.60 1,317 15,808	7.98 1,383 16,598	8.38 1,453 17,430	9.12 1,581 18,970	Hourly Monthly Annual
3 * 018	Receptionist	6.90 1,196 14,352	7.24 1,255 15,059	7.60 1,317 15,808	7.98 1,383 16,598	8.38 1,453 17,430	8.80 1,525 18,304	9.24 1,602 19,219	10.06 1,744 20,925	Hourly Monthly Annual
5 010 * 022	Management Intern Secretary	7.60 1,317 15,808	7.98 1,383 16,598	8.38 1,453 17,430	8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	11.09 1,922 23,067	Hourly Monthly Annual
8 * 021	Administrative Secretary	8.80 1,525 18,304	9.24 1,602 19,219	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.84 2,226 26,707	Hourly Monthly Annual
10 031 004	Administrative Assistant Food Service Coordinator	9.70 1,681 20,176	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	14.15 2,453 29,432	Hourly Monthly Annual
11 032 520	Clerk of the Council Veterinarian Technician	10.19 1,766 21,195	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.86 2,576 30,909	Hourly Monthly Annual
12 075	Assistant Research Coord.	10.70 1,855 22,256	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.60 2,704 32,448	Hourly Monthly Annual
13 014	Site Supervisor	11.23 1,947 23,358	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.05 2,609 31,304	16.38 2,839 34,070	Hourly Monthly Annual
14 333 540	Assistant Management Analyst Safety/Security Supervisor	11.79 2,044 24,523	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.05 2,609 31,304	15.80 2,739 32,864	17.20 2,981 35,776	Hourly Monthly Annual
15 007 * 107	Retail Supervisor Law Clerk	12.38 2,146 25,750	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.05 2,609 31,304	15.80 2,739 32,864	16.60 2,876 34,507	18.06 3,130 37,565	Hourly Monthly Annual
16 334 270 362	Associate Management Analyst Education Services Spec. Graphics Coordinator	13.00 2,253 27,040	13.65 2,366 28,392	14.34 2,486 29,827	15.05 2,609 31,304	15.80 2,739 32,864	16.60 2,877 34,528	17.43 3,021 36,254	18.96 3,286 39,437	Hourly Monthly Annual
17 009 076	Food Service Supervisor Research Coordinator	13.65 2,366 28,392	14.34 2,486 29,827	15.05 2,609 31,304	15.80 2,739 32,864	16.60 2,877 34,528	17.43 3,021 36,254	18.30 3,172 38,064	19.92 3,453 41,434	Hourly Monthly Annual
18 472 474 335 340 030	Assistant Curator Facilities Supervisor Senior Management Analyst Senior Public Affairs Specialist Support Services Supervisor	14.34 2,486 29,827 31,304 32,864	15.05 2,609 31,304 32,864 34,528	15.80 2,739 32,864 34,528 36,254	16.60 2,877 34,528 36,254 38,064	17.43 3,021 36,254 38,064 39,957	18.30 3,172 38,064 39,957 41,954	19.21 3,330 39,957 43,493 45,776	20.91 3,624 43,493 45,776 48,165	Hourly Monthly Monthly Annual Annual
19 103 345 525 060 061	Legal Counsel Senior Solid Waste Planner Veterinarian Zoo Marketing Manager Zoo Development Officer	15.05 2,609 31,304 32,864 34,528	15.80 2,739 32,864 34,528 36,254	16.60 2,877 34,528 36,254 38,064	17.43 3,021 36,254 38,064 39,957	18.30 3,172 38,064 39,957 41,954	19.21 3,330 39,957 41,954 44,054	20.17 3,496 41,954 44,054 46,254	21.96 3,806 45,776 48,165 50,465	Hourly Monthly Monthly Annual Annual
20 071 476 091 275 336 341 357 322 351 062	Chief Accountant Construction Coordinator Data Processing Admin. Education Services Manager Management Analyst Supervisor Public Information Supervisor Regional Planning Supervisor Solid Waste Facilities Superintendent Transportation Planning Supervisor Visitors Services Manager	15.80 2,739 32,864 34,528 36,254 38,064 39,957 41,954 44,054 46,254	16.60 2,877 34,528 36,254 38,064 39,957 41,954 44,054 46,254 48,454	17.43 3,021 36,254 38,064 39,957 41,954 44,054 46,254 48,454 50,754	18.30 3,172 38,064 39,957 41,954 44,054 46,254 48,454 50,754 53,154	19.21 3,330 39,957 41,954 44,054 46,254 48,454 50,754 53,154 55,654	20.17 3,496 41,954 44,054 46,254 48,454 50,754 53,154 55,654 58,154	21.18 3,671 44,054 46,254 48,454 50,754 53,154 55,654 58,154 60,754	23.06 3,997 47,965 50,465 53,154 55,654 58,154 60,754 63,454 66,254	Hourly Monthly Monthly Annual Annual Annual Annual Annual Annual Annual

Effective July 1, 1989

NONREPRESENTED EMPLOYEES PAY SCHEDULE

1989-90 FISCAL YEAR

SALARY CLASS RANGE	CLASSIFICATION CODE	CLASSIFICATION	BASE RATE	1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	
21	063	Curator	16.60	17.43	18.30	19.21	20.17	21.18	22.24	24.20	Hourly
	070	Personnel Manager	2,877	3,021	3,172	3,330	3,496	3,671	3,855	4,195	Monthly
	085	Mgr. Development Services	34,528	36,254	38,064	39,957	41,954	44,054	46,259	50,336	Annual
	309	Engineering Supervisor									
	346	Solid Waste Planner Supervisor									
	352	Transportation Planning manager									
	475	Zoo Facilities Manager									
22	090	Transportation Tech. Mgr.	17.43	18.30	19.21	20.17	21.18	22.24	23.35	25.42	Hourly
	320	Solid Waste Operations Mgr.	3,021	3,172	3,330	3,496	3,671	3,855	4,047	4,406	Monthly
			36,254	38,064	39,957	41,954	44,054	46,259	48,568	52,874	Annual
23	092	Govt. Relations Manager	18.30	19.21	20.17	21.18	22.24	23.35	24.52	26.69	Hourly
	311	Engineering/Analysis Mgr.	3,172	3,330	3,496	3,671	3,855	4,047	4,250	4,626	Monthly
	477	Construction Manager	38,064	39,957	41,954	44,054	46,259	48,568	51,002	55,515	Annual
24	064	Assistant Zoo Director	19.21	20.17	21.18	22.24	23.35	24.52	25.75	28.02	Hourly
	083	Mgr. of Financial Services	3,330	3,496	3,671	3,855	4,047	4,250	4,463	4,857	Monthly
	094	Dir. of Planning & Dev.	39,957	41,954	44,054	46,259	48,568	51,002	53,560	58,282	Annual
25	081	Director of Public Affairs	20.17	21.18	22.24	23.35	24.52	25.75	27.04	29.42	Hourly
	088	Convention Ctr. Project Dir.	3,496	3,671	3,855	4,047	4,250	4,463	4,687	5,099	Monthly
	093	Council Administrator	41,954	44,054	46,259	48,568	51,002	53,560	56,243	61,194	Annual
	095	Deputy Executive Officer									
26	089	Director of Tran. Planning	21.18	22.24	23.35	24.52	25.75	27.04	28.39	30.89	Hourly
	097	Director of Finance & Admin.	3,671	3,855	4,047	4,250	4,463	4,687	4,921	5,354	Monthly
	105	General Counsel	44,054	46,259	48,568	51,002	53,560	56,243	59,051	64,251	Annual
28	86	Director of Solid Waste	23.35	24.52	25.75	27.04	28.39	29.81	31.30	34.06	Hourly
	87	Zoo Director	4,047	4,250	4,463	4,687	4,921	5,167	5,425	5,904	Monthly
			48,568	51,002	53,560	56,243	59,051	62,005	65,104	70,845	Annual

Effective July 1, 1989