

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING THE FY)	RESOLUTION NO. 90-1295
1990-91 PAY PLAN FOR DISTRICT NON-)	
REPRESENTED EMPLOYEES, AWARDED A)	Introduced by Rena Cusma,
COST OF LIVING ADJUSTMENT FOR)	Executive Officer
DESIGNATED NON-REPRESENTED EMPLOYEES)	
CREATING NEW CLASSIFICATIONS AND)	
ASSIGNING NEW PAY RANGES TO CERTAIN)	
CLASSIFICATIONS)	

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

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

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

WHEREAS, The current non-represented Pay Plan was approved by the Council on September 14, 1989, through Resolution No. 89-1107A; and

WHEREAS, Certain non-represented classifications have been re-evaluated utilizing the Kenny Point/Factor system and it has been determined that they should be assigned to a higher pay grade; and

WHEREAS, Certain non-represented positions have been re-evaluated and it has been determined that new classifications should be created; and

WHEREAS, In the approved FY 1990-91 Budget, Council has authorized sufficient funds be allocated to support each of these actions; 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 a 5 percent Cost of Living Adjustment is hereby approved for all non-represented employees effective July 1, 1990 except those seasonal Visitor Services employees paid according to Table S of the current Pay Plan and all non-represented temporary Zoo summer employees.

ADOPTED by the Council of the Metropolitan Service District this 12th day of July, 1990.



Tanya Collier, Presiding Officer

KD:KMH:
A:PYPLN
6/21/90

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	6.57	6.90	9.58 Hourly
	265	Education Service Aide 1	1,139	1,196	1,660 Monthly
			13,666	14,352	19,926 Annual
3	018	Receptionist	7.24	7.60	10.56 Hourly
			1,255	1,318	1,831 Monthly
			15,059	15,808	21,965 Annual
4	266	Education Service Aide 2	7.60	7.98	11.09 Hourly
			1,318	1,383	1,922 Monthly
			15,808	16,598	23,067 Annual
5	010	Management Intern	7.98	8.38	11.64 Hourly
	022	Secretary	1,383	1,452	2,018 Monthly
			16,598	17,430	24,211 Annual
8	021	Administrative Secretary	9.24	9.70	13.48 Hourly
			1,602	1,682	2,337 Monthly
			19,219	20,176	28,038 Annual
10	004	Food Service/Retail Coord.	10.19	10.70	14.86 Hourly
	031	Administrative Assistant	1,766	1,854	2,576 Monthly
	108	Legal Secretary	21,195	22,256	30,909 Annual
11	032	Clerk of the Council	10.70	11.24	15.60 Hourly
	520	Veterinarian Technician	1,855	1,948	2,705 Monthly
			22,256	23,379	32,448 Annual
12	075	Assistant Research Coord.	11.23	11.79	16.38 Hourly
			1,947	2,044	2,839 Monthly
			23,358	24,523	34,070 Annual
13			11.79	12.38	17.20 Hourly
			2,044	2,146	2,981 Monthly
			24,523	25,750	35,776 Annual
14	333	Asst. Management Analyst	12.38	13.00	18.06 Hourly
	540	Safety/Security Supervisor	2,146	2,253	3,130 Monthly
			25,750	27,040	37,565 Annual
15	007	Retail Supervisor	13.00	13.65	18.96 Hourly
	014	Site Supervisor	2,253	2,366	3,287 Monthly
	107	Law Clerk	27,040	28,392	39,437 Annual

Effective July 1, 1990

EXHIBIT A

SALARY RANGE	CLASS CODE	CLASSIFICATION	BEGINNING RATE	ENTRY MERIT RATE	MAXIMUM MERIT RATE	
16	270	Education Services Spec.	13.65	14.33	19.91	Hourly
	334	Assoc. Management Analyst	2,366	2,484	3,450	Monthly
	362	Graphics Coordinator	28,392	29,806	41,413	Annual
17	009	Food Service Supervisor	14.34	15.06	20.92	Hourly
	076	Research Coordinator	2,486	2,610	3,626	Monthly
			29,827	31,325	43,514	Annual
18	030	Support Services Supervisor	15.05	15.80	21.96	Hourly
	335	Senior Management Analyst	2,609	2,739	3,805	Monthly
	340	Senior PA Specialist	31,304	32,864	45,677	Annual
	472	Assistant Curator				
	474	Facilities Supervisor				
19	060	Zoo Marketing Manager	15.80	16.59	23.06	Hourly
	061	Zoo Development Officer	2,739	2,876	3,996	Monthly
	345	Senior Solid Waste Planner	32,864	34,507	47,965	Annual
	525	Veterinarian				
20	062	Visitors Services Manager	16.60	17.43	24.21	Hourly
	091	Data Processing Admin.	2,877	3,021	4,197	Monthly
	275	Education Services Manager	34,528	36,254	50,357	Annual
	322	SW Facilities Superintend.				
	336	Management Analyst Super.				
	341	Public Information Super.				
	351	Trans. Planning Supervisor				
	357	Regional Planning Super.				
	476	Construction Coordinator				
21	063	Curator	17.43	18.30	25.41	Hourly
	070	Personnel Manager	3,021	3,172	4,405	Monthly
	085	Mgr. Development Services	36,254	38,064	52,853	Annual
	309	Engineering Supervisor				
	346	Solid Waste Planner Super.				
	347	Waste Reduction Manager				
	353	Data Resource Center Super.				
	475	Zoo Facilities Manager				
22	071	Chief Accountant	18.30	19.22	26.69	Hourly
	103	Legal Counsel	3,172	3,331	4,626	Monthly
	320	Solid Waste Operations Mgr.	38,064	39,978	55,515	Annual
23	090	Transportation Tech Mgr.	19.21	20.17	28.02	Hourly
	092	Govt. Relations Manager	3,330	3,497	4,857	Monthly
	311	Engineering/Analysis Mgr.	39,957	41,954	58,282	Annual
	352	Trans. Planning Manager				
	477	Construction Manager				

Effective July 1, 1990

EXHIBIT A

SALARY RANGE	CLASS CODE	CLASSIFICATION	BEGINNING RATE	ENTRY MERIT RATE	MAXIMUM MERIT RATE
24	064	Assistant Zoo Director	20.17	21.18	29.42 Hourly
	083	Mgr. Financial Services	3,496 41,954	3,671 44,054	5,100 Monthly 61,194 Annual
25	081	Director of Public Affairs	21.18	22.24	30.89 Hourly
	088	Convention Ctr. Proj. Dir.	3,671	3,855	5,354 Monthly
	093	Council Administrator	44,054	46,259	64,251 Annual
	094	Director of P & D			
	095	Deputy Executive Officer			
26	089	Director of Tran. Planning	22.24	23.35	32.43 Hourly
	097	Director of F & A	3,855	4,048	5,622 Monthly
	105	General Counsel	46,259	48,568	67,454 Annual
28	086	Director of Solid Waste	24.52	25.75	35.76 Hourly
	087	Zoo Director	4,250 51,002	4,463 53,560	6,199 Monthly 74,381 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.

Effective July 1, 1990

Metro
Class No.004
Title: Food Service/Retail Coordinator

Established:
Revised: July 1990
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Plans, organizes and supervises either a variety of food service or retail operations for the Metro Washington Park Zoo.

SUPERVISION RECEIVED:

Supervision is received from the Food Service Supervisor or Retail Supervisor.

SUPERVISION EXERCISED:

Supervision is exercised over Visitor Services Workers, clerical employees and Stationmasters.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform. Duties specific to food service or retail will be performed by the Coordinator for that specialty.

1. Assigns, supervises, or assists in supervising, and evaluates the work of assigned staff; participates in selection; advises, trains and disciplines as necessary; prepares work schedules and assures proper staffing for operations; resolves scheduling and work problems at food service, gift shop, admissions or railway locations.
2. Assists in the development and implementation of training programs and materials covering food preparation, sales and cash procedures and general Zoo policies and procedures.
3. Recommends modifications to food service or retail operations, menus, recipes, equipment and facilities.
4. Assures compliance with public health standards, Liquor Control Commission directives, and state laws and regulations.
5. Insures proper cash control and flow, provides for daily cash reconciliation; closes out registers and balances inventories; records sales and cashier data; provides reports as requested.

6. Oversees warehousing and distribution of products; performs periodic physical inventories; orders and reorders products and merchandise as needed; reconciles packing slips after receipt of merchandise and insures timely payment of vendors.
7. Participates in management team meetings; assists in developing and implementing plans to meet general goals.
8. Responds to customer/visitor comments and complaints.
9. Develops and implements policies, procedures and standards for the efficient and effective operations of assigned areas.
10. Plans and organizes special events and receptions.
11. Assists in gathering and analyzing retail sales and labor data; assists in the development of gift shop display and merchandising; develops new displays as dictated by Zoo events and seasonal changes; works shifts in the gift shop as assigned.
12. Performs the duties of Food Service Supervisor or Retail Supervisor as assigned.
13. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of food preparation and service procedures, techniques, materials and equipment.
- Considerable knowledge of retail sales, pricing, display and merchandising techniques.
- Knowledge of creative sales programs and wholesale purchasing.
- Knowledge of supervisory principles and practices.
- Ability to set work priorities, schedule, direct, guide, motivate and evaluate the work of subordinates.
- Ability to communicate effectively orally and in writing.
- Ability to keep moderately complex inventory, sales and related records.
- Ability to establish and maintain effective working relationships with other employees, supervisors, subordinates, vendors and the general public.

EXPERIENCE AND TRAINING:

High school diploma or GED and three years progressively responsible experience in the supervision of food preparation and services or retail sales, display and merchandising operations, or any combination of experience and education which provides the applicant with the desired knowledge, skill and ability necessary to perform the job.

EXHIBIT A

Metro
Class No: 347
Title: Waste Reduction Manager

Established:
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Plans, organizes and manages waste reduction programs at Metro to ensure compliance with Federal and State mandates and Metro policy and objectives.

SUPERVISION RECEIVED:

Supervision is received from the Director of Solid Waste.

SUPERVISION EXERCISED:

Supervision is exercised over Assistant, Associate and Senior Solid Waste Planners. The Waste Reduction Manager may supervise Solid Waste Planning Supervisors as well as other technical and support staff assigned to the Division on a project by project basis.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Administers the workplan and budget of the Waste Reduction Division. Determines staff and outside consultant needs; establishes policies, procedures and standards for work to be done; monitors work progress; evaluates and reports on accomplishments.
2. Assigns, supervises and evaluates the work of division staff. Recruits, interviews, hires and trains staff; monitors work and performance; promotes; disciplines, or terminates staff within parameters set by Metro Code and labor agreement.
3. Manages department program areas including but not limited to: alternative technology, regional yard debris plan, commercial waste audits, commercial and residential recycling, material recovery, market development, 1% for Recycling, and promotion and education in conjunction with Public Affairs Department.

EXHIBIT A

4. Coordinates waste reduction program activities with representatives of local, county, state and Federal governmental units and members of the general public. Attends meetings to represent Metro, makes presentations, participates in decision making sessions with other governmental units.
5. Prepares reports and policy recommendations based on complex technical analysis of waste reduction issues; presents results to department director, Metro Council, policy and citizen committees.
6. Provides liaison between Metro administration and technical staff, consultants, committees and the public.
7. Performs other duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY

Extensive knowledge of solid waste principles, issues and processes

Knowledge of public policy development processes and practices

Knowledge of, and ability to use a computer

Knowledge of the principles of administration including personnel and public sector budgeting

Knowledge of supervisory principles and practices; ability to set work priorities, plan, organize, supervise and evaluate the work of subordinates

Skill in developing, organizing and coordinating solid waste projects and studies independently

Skill in developing and enforcing department and division policies and procedures

Skill in researching and evaluating issues and preparing recommendations

Ability to communicate effectively orally and in writing

Ability to work independently and as part of a team

Ability to perform analyses and make recommendations

Ability to organize and direct a major solid waste unit

Ability to interpret, explain and apply applicable laws, rules and regulations.

EXPERIENCE AND TRAINING

A Bachelor's degree in engineering, administration, political science or a related field and a minimum of five years of progressively responsible management experience; or any combination of experience and education which provides the applicant with the desired knowledge, skills and ability required to perform the job.

EXHIBIT A

Metro		Established July 1990
Class No.	353	Revised
Title:	Data Resource Center	EEO
	Supervisor	AA

GENERAL STATEMENT OF DUTIES

Manages and administers the activities of Metro's Data Resource Center and RLIS Project, including supervision and evaluation of staff, budget development and monitoring, and program design and implementation. Duties require integration of economics, demographics, urban planning, statistics, computer science and geographic information systems (GIS).

SUPERVISION RECEIVED

Supervision is received from the Director of Transportation

SUPERVISION EXERCISED

Supervision is exercised over technical and professional staff.

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Oversees the development and maintenance of the region's socio-economic database, and Regional Land Information System (RLIS).
2. Identifies program needs, determines staffing levels required, defines objectives, develops and implements work programs and supervises staff, monitors program costs and progress, and presents results and recommendations.
3. Assigns, supervises and evaluates the work of staff, advises and trains subordinates, takes corrective action as necessary.
4. Prepares and presents policy recommendations and technical information to Metro Council, advisory committees, representatives of other jurisdictions and the general public.
5. Develops, implements and monitors budget for Data Resource Center.
6. Develops and documents techniques and methods for database maintenance and development and land use forecasting.

7. Investigates and recommends expansion and enhancement of services for the Data Resource Center as technology allows.
8. Performs related duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY

- Knowledge of supervisory principles and practices; ability to set work priorities, and direct, guide, motivate, and evaluate the work of subordinates
- Knowledge of statistical applications used in transportation modeling
- Skill in communicating effectively orally and in writing
- Ability to organize and conduct complex studies independently
- Ability to work effectively with other Metro staff, elected officials, representatives of other jurisdictions and members of the general public.

EXPERIENCE AND TRAINING

Bachelor's degree in geography, economics, urban planning or a related field, and five years of experience as an urban planner in a position including significant research and analysis responsibilities and GIS applications, or any combination of education and experience which would provide the candidate with the knowledge, skill and ability required to perform the job. Post-graduate study in economics and GIS applications preferred.

C:DRCS

EXHIBIT A

Metro
Class No. 108
Title Legal Secretary

Established July 1990
Revised
EEO
AA

GENERAL STATEMENT OF DUTIES

Performs administrative secretarial and para-professional duties for the Office of the General Counsel including the preparation, maintenance and tracking of legal documents, maintaining attorney's calendars and files, and performing complex office support tasks requiring advanced secretarial skills and knowledge of legal theories and terminology.

SUPERVISION RECEIVED

Supervision is received from the General Counsel.

SUPERVISION EXERCISED

Supervision may be exercised over other support staff as assigned.

EXAMPLES OF PRINCIPAL DUTIES

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Composes correspondence and other documents, and edits drafts for errors in spelling, punctuation, capitalization, grammar and work usage.
2. Operates both standard typewriters and sophisticated word processing equipment to produce correspondence, memoranda, reports, Ordinances and Resolutions from long hand drafts.
3. Recommends and implements modifications to programming applications of word processing equipment.
4. Sets up and maintains all legal files for the agency.
5. Schedules and confirms appointments for legal staff
6. Sets up and maintains legal library including maintaining various administrative and legal volumes.
7. Other related duties as assigned.

RECRUITING REQUIREMENTS
KNOWLEDGE, SKILL AND ABILITY

- Considerable knowledge of and skill in applying business English, grammar, spelling, and punctuation.
- Considerable knowledge of and skill in applying modern office practices and procedures in a legal setting
- Knowledge of legal terminology and basic legal research techniques
- Knowledge of department services, policies and procedures
- Ability to analyze office problems and design and implement sound solutions
- Ability to maintain a high degree of confidentiality and exercise sound judgement and discretion on a wide variety of issues.
- Ability to utilize sophisticated word processing equipment at a high degree of proficiency
- Ability to type a minimum of 65 words per minute accurately
- Skill in effective oral and written communications
- Skill in working independently and as part of a team
- Skill in establishing and maintaining effective working relationships with members of the legal community, other Metro staff, elected officials and the general public

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 90-1295 ADOPTING THE FISCAL YEAR 1990-91 PAY PLAN FOR NON-REPRESENTED EMPLOYEES, AWARDING A COST OF LIVING ADJUSTMENT FOR DESIGNATED NON-REPRESENTED EMPLOYEES, CREATING NEW CLASSIFICATIONS, AND ASSIGNING NEW PAY RANGES TO CERTAIN CLASSIFICATIONS

Date: June 25, 1990

Presented by: Dick Engstrom

DESCRIPTION OF ACTIONS RECOMMENDED

This Resolution filed by the Executive Officer accomplishes the following: (1) grants a 5% Cost of Living increase to all non-represented employees; (2) creates three new non-represented classifications and assign them to pay ranges; (3) assigns six current classifications to a higher pay range than in the Fiscal Year 1989-90 Pay Plan; (4) amends the title and description of one currently existing classification; and (5) corrects two inadvertent omissions in the 1989-90 Pay Plan. These items are summarized below:

5% COLA

As directed in 2.02.150 of the Metro Code, an annual review of employee compensation has been conducted. The Consumer Price Index has risen by at least 5% since January 1989. (The CPI figures based on July to July statistics will not be available until August 1990). The recommended 5% COLA to non-represented employees is designed to ensure Metro's ability to remain competitive in the employment market in order to attract and retain a highly qualified and professional workforce. In addition, the 5% COLA will continue an appropriate salary spread between represented and non-represented Metro employees, will avoid salary compaction which would otherwise exist with the negotiated contract settlements for those employees represented by AFSCME and LIU 483, and will maintain an equitable pay structure for all employees.

New Classifications

It is recommended that three new classifications; Waste Reduction Manager, Data Resource Center Supervisor, and Legal Secretary; be created at this time. During the Fiscal Year 1989-90 budget process, Council directed the creation of a new classification tentatively titled Waste Reduction Manager in the Solid Waste Department and assign a pay grade to such class. A specification (attached) was prepared and the job description underwent a point factor analysis resulting in an assignment to Salary Grade 21. This action is recommended to formalize Council's direction during the last budget cycle. In addition, in conjunction with the submission of the Fiscal Year 1990-91 budget sufficient funds were approved to support both this new classification and the other two

classifications, (Legal Secretary and Data Resource Center Supervisor), which are proposed for approval in this process. New classification descriptions are attached to this Staff Report.

Upgrade of current classifications

As part of the Fiscal Year 1990-91 budget process department managers requested re-evaluation and upgrade of a number of currently existing classifications. Not all requests were recommended for adoption; however, as the result of point factor evaluation of position descriptions submitted by the departments, six of these requests were recommended by Personnel They are:

<u>Class #</u>	<u>Title</u>	<u>From</u>	<u>To</u>
014	Site Supervisor	13	15
071	Chief Accountant	20	22
090	Trans. Technical Mgr.	22	23
094	Plng. & Dev. Director	24	25
103	Legal Counsel	19	22
352	Trans. Plng. Manager	21	23

Sufficient funds were requested by the departments, and were approved by Council to support these position upgrades.

Retitle of position

In order to reflect the organizational needs and the actual position usage at the Zoo, the position classification of Food Service Coordinator has been re-titled to Food Service/Retail Coordinator and a new classification specification has been developed (attached). There is no budgetary impact to this action.

Correction of Pay Plan Omission

At the time the Fiscal Year 1989-90 Pay Plan was adopted by Council two classifications, Education Services Aide 1 and Education Services Aide 2, were inadvertently omitted. This omission should be corrected at this time by including these two classifications in the Fiscal Year 1990-91 Pay Plan.

SUMMARY AND RECOMMENDATION:

The recommended Pay Plan accomplishes the goals of maintaining internal equity, updating positions to meet organizational needs, and addressing housekeeping issues requiring Council action. The Fiscal Year 1990-91 budget approved by Council authorizes sufficient funds to support each of these actions. It is, therefore, recommended that this Resolution be approved and forwarded to full Council on July 12, 1990.

KMH

FINANCE COMMITTEE REPORT

ADOPTING THE FY90-91 PAY PLAN FOR NON-REPRESENTED EMPLOYEES,
AWARDING A COST OF LIVING ADJUSTMENT FOR DESIGNATED NON-
REPRESENTED EMPLOYEES, CREATING NEW CLASSIFICATIONS, AND
ASSIGNING NEW PAY RANGES TO CERTAIN CLASSIFICATIONS

Date: July 6, 1990

Presented By: Councilor Wyers

COMMITTEE RECOMMENDATION: At the July 5, 1990 Finance Committee meeting, Councilors Collier, Devlin, Gardner and myself voted unanimously to recommend Council adopt Resolution No. 90-1295. Councilor Van Bergen was excused.

COMMITTEE DISCUSSION/ISSUES: Resolution No. 90-1295 contains five personnel actions, consistent with the adopted FY90-91 Metro budget, for Council adoption. Consistent with Metro Code Sections 2.02.145 through 2.02.160, the resolution presents the Executive Officer's recommended FY90-91 pay plan for non-represented employees, based on an annual review, which incorporates a five percent cost-of-living adjustment (COLA) for non-represented employees wages; assigns three new position classifications; upgrades six current position classifications; re-titles and updates a Zoo position classification; and adds two Zoo education position titles which had been overlooked in the FY89-90 plan. These changes have no budget impact because the FY90-91 budget included funds to support each of the actions.

The Committee discussed the variety of COLA schedules available for establishing wage adjustments and Deputy Executive Officer Dick Engstrom and Personnel Analyst Kim Huey noted the proposed five percent COLA rate is based on an annual rate for the Portland metropolitan area.

It was also clarified the pay plan is based on the Kinney Plan adopted in 1988 which incorporates a point evaluation system for position classifications and adjustments. The plan should be updated in 1993.

The Committee did not raise any additional issues or questions and commended staff on their concise but thorough presentation.

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