

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE )	RESOLUTION NO. 91-1375A
CLASSIFICATION PLAN AND THE PAY )	
PLAN FOR NON-REPRESENTED )	Introduced by Rena Cusma
EMPLOYEES )	Executive Officer

WHEREAS, Metropolitan Service District Code Section 2.02.130 requires that any new classification added to the classification plan requires Council approval; and

WHEREAS, Metropolitan Service District Code Section 2.02.145 requires that the Pay Plan shall be approved by Council; and

WHEREAS, The Council approved the classification plan by Resolution 88-894A; and

WHEREAS, The Council approved the current Pay Plan for non-represented employees by Resolution 90-1295; and

WHEREAS, It is in the best interests of the agency that the classifications of Director of Finance and Management Information and Director of Regional Facilities be created and added to the classification plan; and

WHEREAS, The current classifications of Director of Finance and Administration and Manager of Financial Services will no longer be used; and

WHEREAS, The classification descriptions of the new classifications have been evaluated and should be assigned to salary range 25; now, therefore,


BE IT RESOLVED,

1. That pursuant to Section 2.02.130 of the Metropolitan Service District Code, the classification plan is amended to include the new classification descriptions as shown in

Attachments A and B attached hereto and to [~~exclude~~] eliminate the classification descriptions of Director of Finance and Administration[-] and Manager of Financial Services.

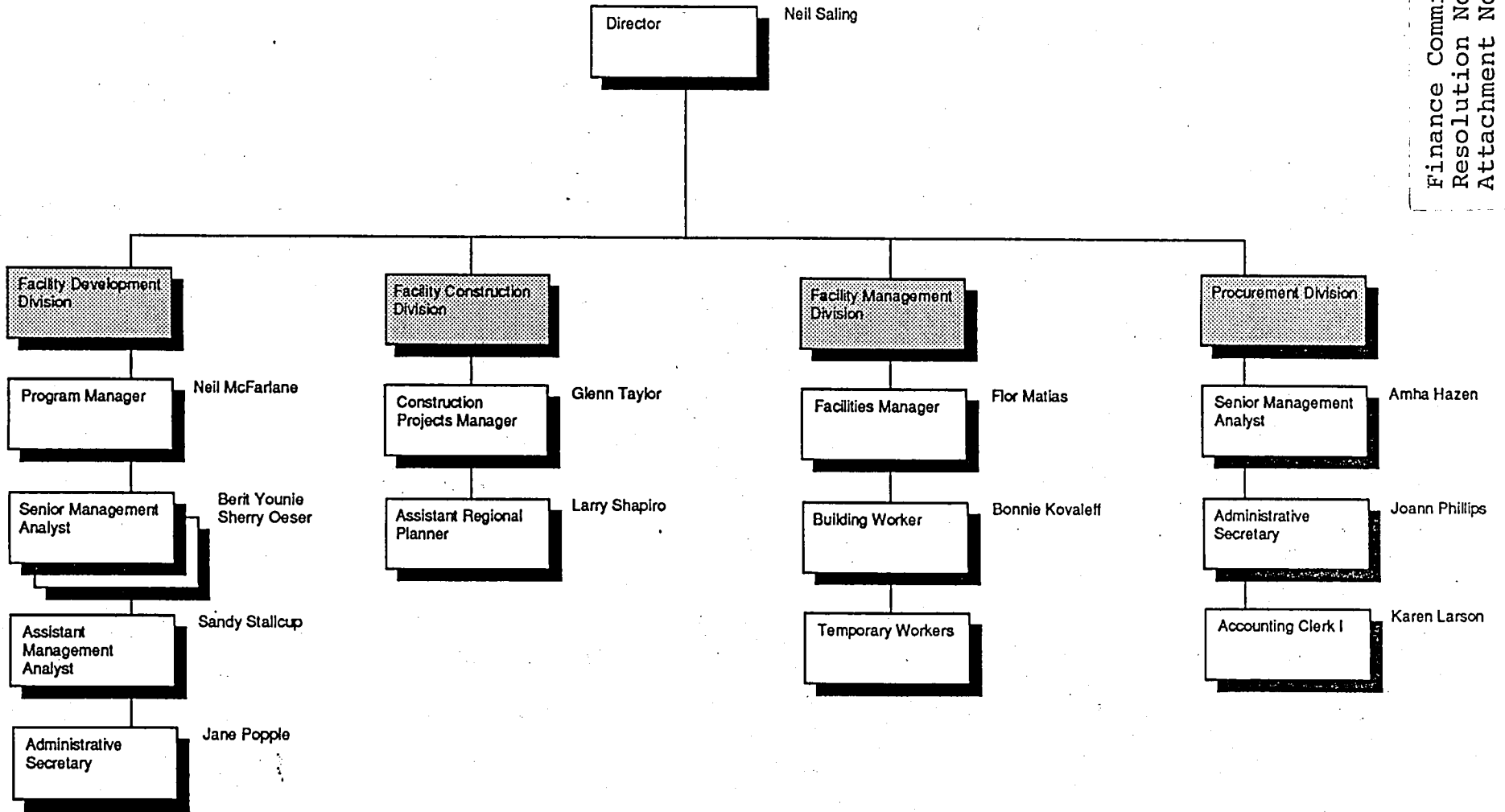
2. That pursuant to Section 2.02.145 the Pay Plan for non-represented employees shall be amended and adopted as shown in Attachment C attached hereto.

ADOPTED by the Council of the Metropolitan Service District  
this 28th day of February, 1991.

  
\_\_\_\_\_  
Tanya Collier, Presiding Officer

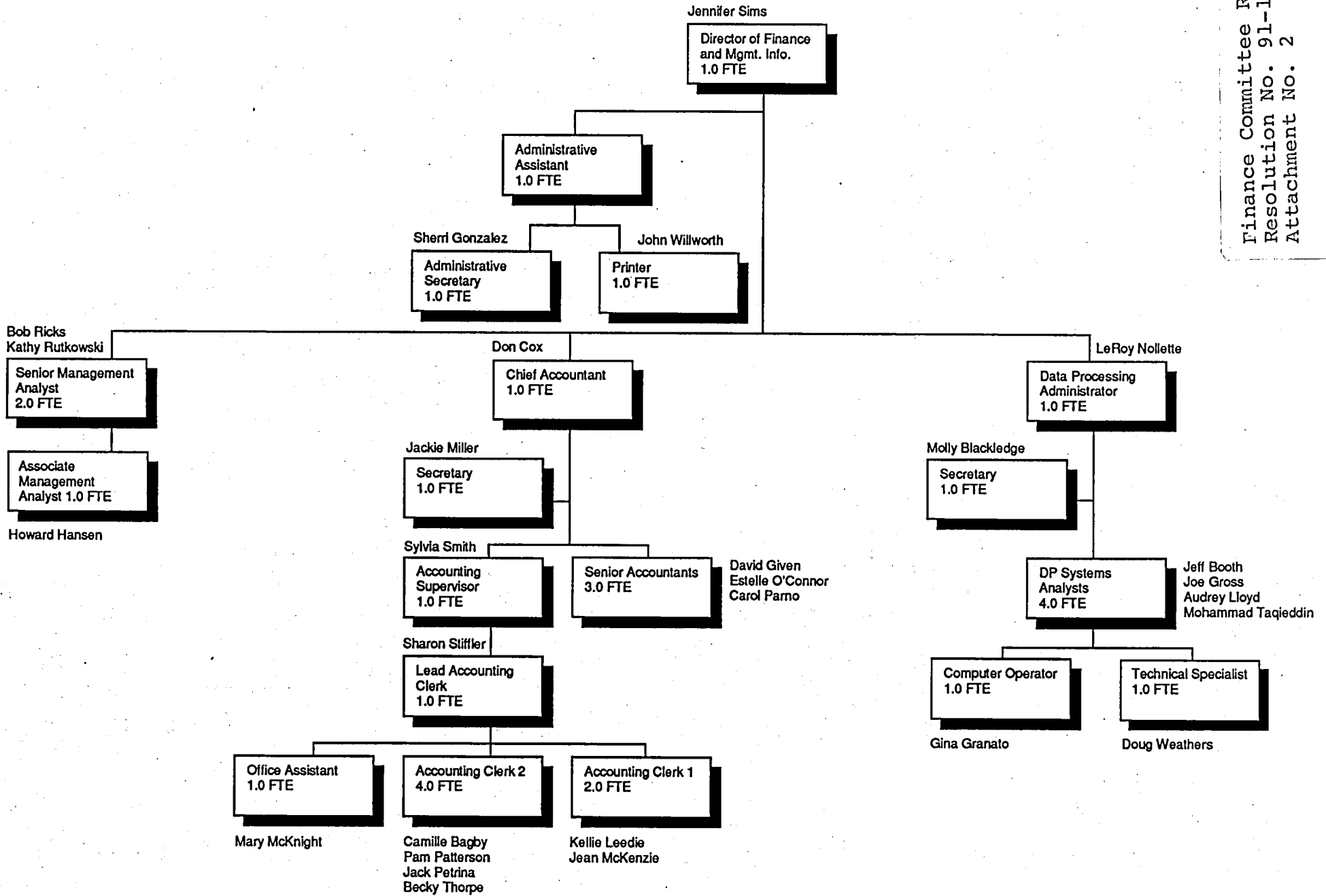
**Proposed Regional Facilities Department  
Fiscal Year 1990 - 1991 (13.95 FTE)**

Finance Committee Report  
Resolution No. 91-1375A  
Attachment No. 1



# Proposed Finance and Management Information Department Fiscal Year 1990 - 1991

Finance Committee Report  
 Resolution No. 91-1375A  
 Attachment No. 2



Metro		Established:
Class No:	084	Revised:
Title:	Director of Finance and Management Information	EEO:
		AA:

GENERAL STATEMENT OF DUTIES:

Plans, organizes, and directs the daily administration and operation of the Finance and Management Information Department which includes: information services, data processing, accounting, risk management and finance programs. Directs the development of policies and procedures relating to fiscal management, budget, data processing, risk management and other support services. Acts as Chief Financial Officer.

SUPERVISION RECEIVED:

General supervision is received from the Executive Officer.

SUPERVISION EXERCISED:

Supervision is exercised over the Chief Accountant, Data Processing Administrator, Senior Management Analysts and Risk Manager.

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. Organizes and coordinates the work of self-insurance and risk management, finance, data processing, accounting and information programs. Defines departmental work programs and projects in areas deemed critical to Metro's mission and enforces policies and procedures related to those programs and projects.
2. Assists the Executive Officer in the development and implementation of policies and programs relating to supervised departments for achieving objectives of critical importance.
3. Oversees the financial well-being of the department and the agency by performing cost control activities and monitoring all fiscal operations. Prepares and justifies department budget requests and amendments; approves all department expenditures. Obtains and evaluates bid proposals and price quotations. Supervises the purchase of supplies and equipment. Negotiates, drafts and administers contractual agreements.
4. Provides managerial leadership and supervision to subordinates to assure a staff capable of providing effective departmental services. Plans, organizes and directs the work of subordinate staff. Recruits, selects, trains and evaluates staff performance. Offers technical assistance to staff on more complex problems. Oversees departmental personnel practices, reviews and approves disciplinary decisions of

Page two

Class No:

Title: Director of Finance and Management Information

subordinate managers. Exercises technical supervision over personnel in other departments involved in financial planning, budgeting and fiscal policy development.

EXAMPLES OF PRINCIPAL DUTIES:(continued)

5. Develops short and long range plans and designs to assure efficient and effective department operations; coordinates department programs with other Metro departments and governmental agencies.
6. Represents the department at meetings with the Metro Council and staff, other governmental agencies, technical or professional groups, and the media.
7. Acts as Chief Financial Officer in agency financial affairs including selling bonds, construction financing, long range financial planning and agency issues.
8. Acts as Budget Officer. Directs the preparation and maintenance of the agency's annual budget. Establishes schedules and budget planning assumptions. Assures compliance with laws, regulations and grant requirements.
9. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Thorough knowledge of public administration principles and practices and procedures.
- Thorough knowledge of municipal finance, local budget law and accounting principles and procedures.
- Knowledge of data processing principles and procedures.
- Ability to plan, organize and direct the operation of the various assigned functions.
- Ability to analyze and evaluate operations and develop and implement effective alternative solutions to resolve problems.
- Ability to establish and maintain effective working relationships with federal, state and local agencies, the Council, Metro staff and the general public.
- Ability to negotiate complex business and financial agreements.
- Ability to communicate effectively both orally and in writing.

Page three

Class No:

Title: Director of Finance and Management Information

- Ability to set priorities and to guide, direct, motivate and evaluate the work of subordinates.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:(continued)

- Knowledge of administrative principles and practices associated with personnel, budgeting, municipal finance, accounting, data processing and management analysis.
- Knowledge of contract administration policy and practices.
- Knowledge of supervisory principles and practices.

RECRUITING REQUIREMENTS:

EXPERIENCE AND TRAINING:

Bachelor's degree in public administration, business administration, economics or related field and five years of experience in a high level management position with experience in organizational management and operation, personnel and labor relations, public budgeting and finance, and public relations; or Master's degree and three years of work experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

ATTACHMENT B

Metro  
Class No: 080  
Title: Director of Regional Facilities

Established:  
Revised:  
EEO:  
AA:

GENERAL STATEMENT OF DUTIES:

Plans, organizes, and directs the development of key facilities within the region; manages the daily administration and operation of the Regional Facilities Department. Manages facility construction, agency procurement and other program areas assigned. Develops policies and sets long range goals and objectives relating to regional facilities and Metro capital improvement program.

SUPERVISION RECEIVED:

General supervision is received from the Executive Officer.

SUPERVISION EXERCISED:

Supervision is exercised over department 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. Organizes and coordinates the work of the Regional Facilities Department. Defines departmental work programs and projects in areas deemed critical to Metro's mission and enforces policies and procedures related to those programs and projects.
2. Assists the Executive Officer in the development and implementation of policies and programs relating to regional facilities, construction and procurement.
3. Oversees the financial well-being of the department by performing cost control activities and monitoring all fiscal operations of the department to include capital improvement projects. Prepares and justifies budget requests and amendments; approves all department expenditures. Obtains and evaluates bid proposals and price quotations. Supervises the purchase of supplies and equipment. Negotiates, drafts and administers contractual agreements.
4. Provides managerial leadership and supervision to subordinates to assure a staff capable of providing effective departmental services. Plans, organizes and directs the work of subordinate staff. Recruits, selects, trains and evaluates staff performance. Offers technical assistance to staff on more complex problems. Oversees departmental personnel practices, reviews and approves disciplinary decisions of subordinate managers. Exercises technical supervision over personnel in other departments involved in design and construction of facilities.



Page two

Class No:

Title: Director of Regional Facilities

EXAMPLES OF PRINCIPAL DUTIES:(continued)

5. Develops short and long range plans and designs to assure efficient and effective department operations; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department programs with other Metro departments and governmental agencies.
6. Represents the department at meetings with the Council, Metro staff, other governmental agencies, technical or professional groups, the media and elected officials.
7. Directs agency participation in emergency preparedness; represents agency in regional coordination and planning of emergency measures.
8. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Thorough knowledge of public administration, procurement and budgeting principles and practices.
- Thorough knowledge of the principles and practices of construction contracting and project management; general familiarity with relevant Oregon laws.
- Ability to plan, organize and direct the operation of the various assigned functions.
- Ability to manage controversial projects subject to public, legal and technical scrutiny.
- Ability to perform research and write and/or present comprehensive reports on planning, procurement, budgeting or related matters for internal or external use.
- Ability to set priorities and direct, guide, motivate and evaluate the work of subordinates.
- Ability to analyze and evaluate department activities and to develop and implement effective alternative solutions to resolve problems.
- Ability to establish and maintain effective working relationships with federal, state and local agencies, the Council, the Executive Officer, other Metro staff and the general public.
- Ability to communicate effectively both orally and in writing.

Page three

Class No:

Title: Director of Regional Facilities

RECRUITING REQUIREMENTS:

EXPERIENCE AND TRAINING:

Bachelor's degree in civil engineering, architecture, construction management or related field and a minimum of four years of diversified experience in commercial/industrial construction and construction management working on a variety of large projects simultaneously; experience in public sector procurement and construction; professional registration is desired; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability to perform the job.

## ATTACHMENT C

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

## ATTACHMENT C

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				

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
	<del>083</del>	<del>Mgr. Financial Services</del>	3,496	3,671	5,100	Monthly
			41,954	44,054	61,194	Annual
25	080	Dir. of Regional Facilities	21.18	22.24	30.89	Hourly
	081	Director of Public Affairs	3,671	3,855	5,354	Monthly
	084	Dir. Finance & Mgmt. Info.	44,054	46,259	64,251	Annual
	088	Convention Ctr. Proj. Dir.				
	093	Council Administrator				
	094	Director of P & D				
26	089	Director of Tran. Planning	22.24	23.35	32.43	Hourly
	105	General Counsel	3,855	4,048	5,622	Monthly
			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	4,463	6,199	Monthly
			51,002	53,560	74,381	Annual

Effective Date: December 27, 1990

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

FINANCE COMMITTEE REPORT

RESOLUTION NO. 91-1375A, AMENDING THE CLASSIFICATION PLAN  
AND THE PAY PLAN FOR NON-REPRESENTED EMPLOYEES

Date: February 25, 1991

Presented by: Councilor Wyers

COMMITTEE RECOMMENDATION: The Committee at its February 21, 1991 meeting voted unanimously to recommend Council approval of Resolution No. 91-1375 as amended. Present and voting were Councilors Buchanan, Devlin, Hansen, Van Bergen and Wyers.

COMMITTEE DISCUSSION / ISSUES: Dick Engstrom, Deputy Executive Officer, presented the staff report. He indicated the purpose of the resolution is to amend the District's Classification Plan and the Pay Plan as required by the Metro code to create two new department head positions (Directors of Regional Facilities and Finance & Management Information) and delete a position (Director of Finance & Administration). He explained that these two new positions result from the division of the current Finance & Administration department into two departments: 1) Regional Facilities, which will have approximately 14 employees to do facility development and management, construction management, and procurement and contract activities; and 2) Finance & Management Information, which will have approximately 29 employees to do data processing, risk management, budget, accounting and financial analysis activities. He referred to organizational charts for each department, which were previously distributed to the Council and are attached to this Committee report as Attachments 1 and 2. He indicated that no budget changes would be proposed for this fiscal year to implement the reorganization and that sufficient funds are available in the appropriate budgets to accommodate these new positions.

In response to Committee and Council staff questions, Mr. Engstrom, Mr. Saling and Ms. Sims said:

1. The Executive Officer would be submitting the names of Neil Saling and Jennifer Sims for confirmation proceedings assuming the Council approves this resolution and Ordinance No. 91-378;
2. The contract/procurement function could be assigned to either new department, but the Executive Officers prefers it to be assigned to the Regional Facilities department because of Mr. Saling's experience and knowledge with the contracting process and the Metro code; and,
3. The division of financial management responsibilities between the central office and the various operating departments should be discussed in the context of the FY 1991-92 budget process as a result of the Executive's proposed budget and Finance Committee interest in the subject.

Councilor Devlin noted that the Regional Facility department, its duties, responsibilities and level of activity will likely be the subject of discussion during the upcoming budget deliberations. He also expressed hope that the new position of Director of Finance & Management Information would be vested with sufficient authority to work with department heads to resolve financial management issues in a timely manner.

Council staff recommended amendments to the resolution incorporated in an "A" version that clearly indicate that the old position of Manager of Financial Services is being eliminated along with the Director of Finance & Administration.

WHEREAS, the classification descriptions of the new classifications have been evaluated and should be assigned to salary range 25; now, therefore,

BE IT RESOLVED,

1. That pursuant to Section 2.02.130 of the Metropolitan Service District Code, the classification plan is amended to include the new classification descriptions as shown in Attachments A and B attached hereto and to exclude the classification of Director of Finance and Administration.

2. That pursuant to Section 2.02.145 the Pay Plan for non-represented employees shall be amended and adopted as shown in Attachment C attached hereto.

ADOPTED by the Council of the Metropolitan Service District  
this            day of                            1991.

---

Tanya Collier, Presiding Officer



ATTACHMENT C

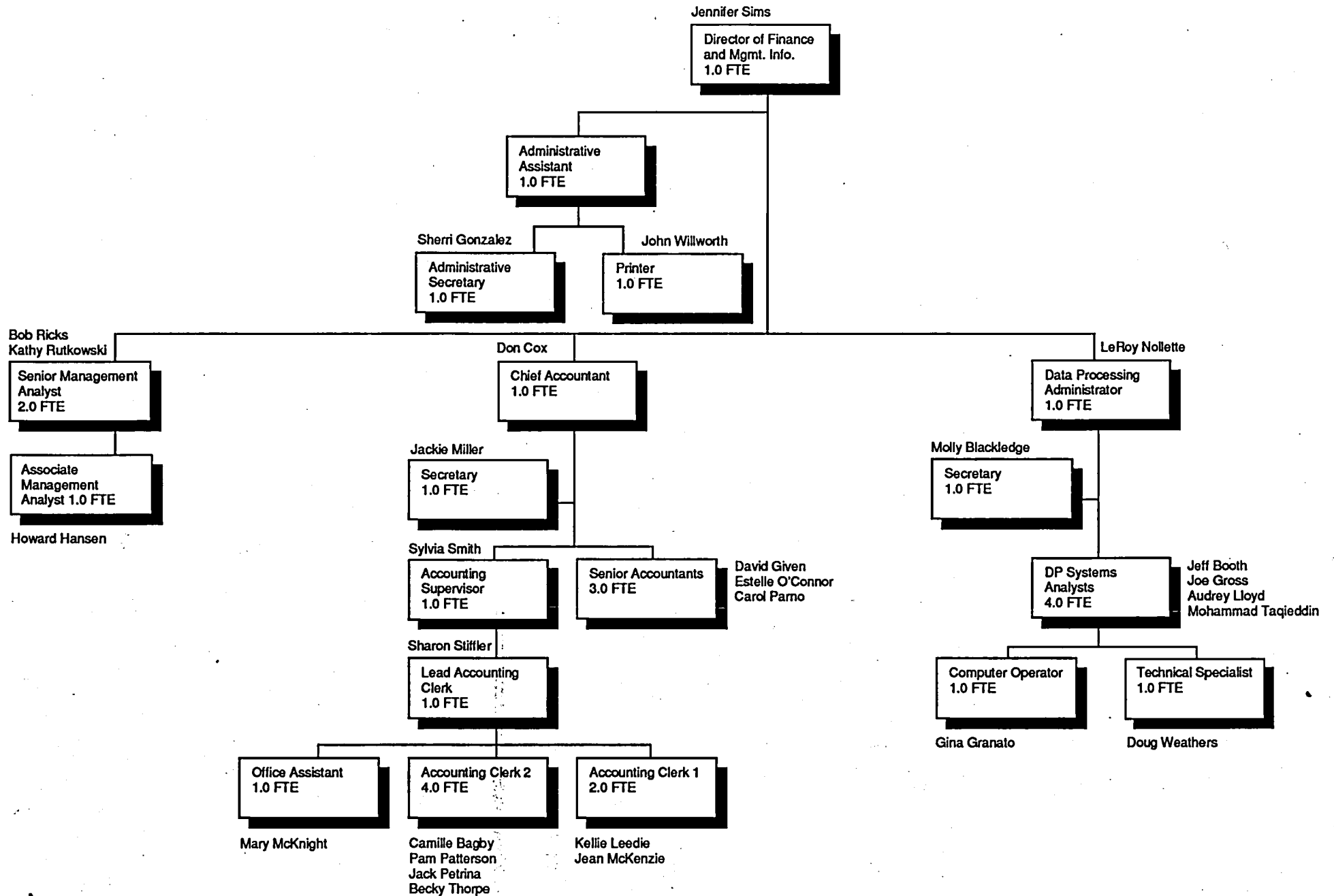
SALARY RANGE	CLASS CODE	CLASSIFICATION	BEGINNING RATE	ENTRY MERIT RATE	MAXIMUM MERIT RATE	
24	064	Assistant Zoo Director	20.17	21.18	29.42	Hourly
	083	Mgr. Financial Services	3,496	3,671	5,100	Monthly
			41,954	44,054	61,194	Annual
25	080	Dir. of Regional Facilities	21.18	22.24	30.89	Hourly
	081	Director of Public Affairs	3,671	3,855	5,354	Monthly
	084	Dir. Finance & Mgmt. Info.	44,054	46,259	64,251	Annual
	088	Convention Ctr. Proj. Dir.				
	093	Council Administrator				
	094	Director of P & D				
	095	Deputy Executive Officer				
26	089	Director of Tran. Planning	22.24	23.35	32.43	Hourly
	105	General Counsel	3,855	4,048	5,622	Monthly
			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	4,463	6,199	Monthly
			51,002	53,560	74,381	Annual

Effective Date: December 27, 1990

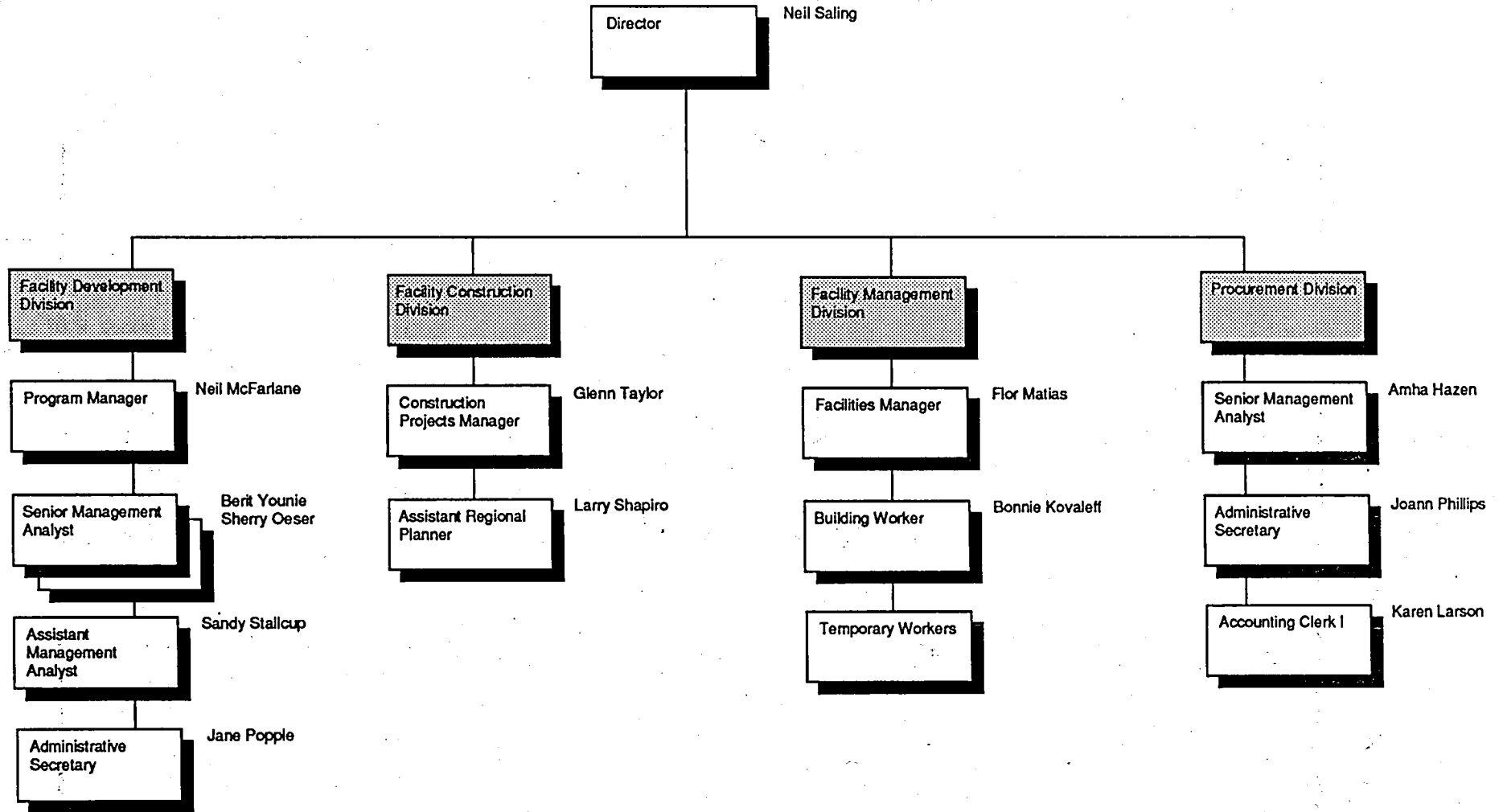
ADDITIONAL PROVISION:

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.

# Proposed Finance and Management Information Department Fiscal Year 1990 - 1991



**Proposed Regional Facilities Department  
Fiscal Year 1990 - 1991 (13.95 FTE)**



STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 91-1375  
AMENDING THE CLASSIFICATION PLAN AND THE PAY PLAN  
FOR NON-REPRESENTED EMPLOYEES

---

Date: February 6, 1991

Presented by: Dick Engstrom

FACTUAL BACKGROUND AND ANALYSIS

An organizational review of the responsibilities assigned to the Department of Finance and Administration and of the expanding role of the regional facilities function of the agency revealed that the current single Department should be split into two separate Departments; the Department of Finance and Management Information and the Department of Regional Facilities. The result of this action is the enhanced definition of the activities and functions of each of the units: one charged with the budget, investment, cash management, accounting, data processing and support services operations; the other with the procurement, contract, building construction and management activities.

In conjunction with the organizational review and decision process, it became apparent that department manager level positions needed to be created to manage each of these functions, and that the existing classification of Finance and Administration Director should be abolished. Based on the position descriptions provided for each of the new classifications (attached), the Personnel Division determined that the classifications should be created as described and should be added to the Pay Plan for Non-Represented employees in Salary Grade 25.

This Resolution accomplishes each of these requirements by amending the classification plan to add the positions of Director of Finance and Management Information and Director of Regional Facilities, and amending the Pay Plan to add the same classifications to Range 25 and delete the Director of Finance and Administration from Range 26.

Fiscal Impact: No additional funds are required to accomplish the actions recommended in this resolution. Sufficient funds are available within the current Department of Finance and Administration to support filling of both new classifications.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 91-1375.

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

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

RESOLUTION NO. 91-1375

Introduced by  
Rena Cusma,  
Executive Officer

WHEREAS, Metropolitan Service District Code Section 2.02.130 requires that any new classification added to the classification plan requires Council approval; and

WHEREAS, Metropolitan Service District Code Section 2.02.145 requires that the Pay Plan shall be approved by Council; and

WHEREAS, the Council approved the classification plan by Resolution 88-894A; and

WHEREAS, the Council approved the current Pay Plan for non-represented employees by Resolution 90-1295; and

WHEREAS, it is in the best interests of the agency that the classifications of Director of Finance and Management Information and Director of Regional Facilities be created and added to the classification plan; and

WHEREAS, the current classification of Director of Finance and Administration will no longer be used; and