

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF)	RESOLUTION NO. 91-1471
AMENDING THE CLASSIFICATION)	
PLAN AND THE PAY PLAN FOR)	Introduced by
NON-REPRESENTED EMPLOYEES)	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 2.02.120 requires that changes in current classification descriptions require 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 as amended by Resolution 91-1375A; and

WHEREAS, the Council approved the pay plan for non-represented employees as amended by Resolution 91-1375A; and

WHEREAS, new classifications requiring addition to the classification plan have been recommended for approval; and

WHEREAS, certain current classification descriptions have been significantly modified; and

WHEREAS, certain current non-represented classifications have been evaluated and recommended for assignment to different salary ranges within the pay plan; and

WHEREAS, new non-represented classifications have been evaluated and recommended to salary ranges within the current pay non-represented pay plan; now, therefore,

BE IT RESOLVED,

1. That pursuant to Sections 2.02.120 and 2.02.130 of the Metropolitan Service District Code, the classification plan is amended to include new classification descriptions as shown in Attachments A through N attached hereto.

2. That pursuant to Section 2.02.145 of the Metropolitan Service District Code the pay plan for non-represented employees is amended and adopted as shown in Attachment O attached hereto.

ADOPTED by the Council of the Metropolitan Service District this 27th day of June, 1991.



Tanya Collier, Presiding Officer

ATTACHMENT A

Metro
Class No. 006
Title: Food Service/Retail
Specialist

Established 7/91
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Assists with planning, organizing and implementing a variety of food service or retail operations for the Metro Washington Park Zoo.

SUPERVISION RECEIVED:

Supervision is received from either a Food Service Coordinator or Retail Coordinator.

SUPERVISION EXERCISED:

Acts as a lead over Visitor Service Workers and volunteers.

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 Specialist for that specialty assignment or area.

1. Trains new employees; serves as lead for the daily activities of assigned staff; may recommend corrective action as required to Coordinator.
2. Provides input to Coordinator for product sales, costs, marketing, trends, supplies, improvements, repairs, menu modifications, operational and personnel procedures.
3. Oversees and performs site cash handling.
4. Ensures site(s) are adequately supplied; reconciles paperwork associated with product ordering and receiving from both internal and external suppliers.
5. Assists with planning, organizing and executing special events.
6. Assists the Coordinator with sales or event sales data and labor control statistics.
7. Performs other duties as assigned.

RECRUITMENT REQUIREMENTS:

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of food preparation and service techniques, materials and equipment.
- Knowledge of product costs, marketing, site operations
- Ability to direct the activities of subordinates
- Ability to communicate effectively orally and in writing.
- Ability to maintain a moderately complex inventory, sales and recordkeeping system.
- 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 two years of experience in a related field; or any combination of education and experience which provides the candidate with the knowledge, skill and ability required to perform the duties of the position.

SPECIAL REQUIREMENT

Possession of, or the ability to obtain, a valid OLCC permit and Multnomah County Food Handler's card if working in food or wine and beer service.

Metro
Class No: 13
Title: SCALEHOUSE TECHNICIAN

Established:
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Operates computerized scaling system; estimates loads and performs cashier duties for commercial and public vehicles delivering solid waste to disposal sites. Provides information to the public and enforces Metro policy regarding solid waste disposal.

SUPERVISION RECEIVED:

Supervision is received from the Site Supervisor.

SUPERVISION EXERCISED:

None.

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. Estimates load volume of trucks delivering solid waste to disposal site. Calculates fees based on Metro policy; collects fees and issues receipts.
2. Prepares reports summarizing daily shift activity and fee collection; prepares daily deposit.
3. Collects information such as size, material codes, and volume through the computerized scaling system to assure accurate data for billing and development of Metro policy.
4. Records information regarding special materials, new commercial vehicles, special waste permits, account numbers, and daily deposits; distributes information as necessary.
5. Collects data and prepares special reports as requested.
6. Uses computer and word processing equipment, adding machine, copier and other general office equipment to perform duties.
7. May assist in training new employees.
8. Performs other related duties as assigned.

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Class No: 13

Title: SCALEHOUSE TECHNICIAN

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Good math skills and the ability to calculate/estimate quickly.
- Ability to make change and balance cash.
- Excellent oral communication skills; ability to establish effective working relationships with other employees and the general public.
- Ability to operate a cash register and adding machine or calculator.
- Knowledge of basic computer skills and procedures.

EXPERIENCE AND TRAINING:

High school diploma or G.E.D. and one year experience in a position requiring extensive interaction with the public, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Metro
Class No: 16
Title: Senior Site Supervisor

Established: 4/91
Revised
EEO:
AA:

GENERAL STATEMENT OF DUTIES

Plans, organizes, coordinates and oversees activities of the solid waste disposal facilities.

SUPERVISION RECEIVED

Supervision is received from the Facilities Supervisor.

SUPERVISION EXERCISED

Supervision is exercised over the Site Supervisors.

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) Assigns, supervises, and evaluates the work of assigned staff; advises and trains subordinates as necessary.
- 2) Oversees the cash management functions at each site; makes or approves deposits, assures change is available and audits vaults.
- 3) Reviews daily summary reports, computer logs, and other paperwork. Compiles regular or special reports as necessary.
- 4) Coordinates site activities with Metro objectives; develops procedures for implementation of new programs.
- 5) Provides information to the public regarding Metro policy and regulation on recycling, uncovered loads, special waste, and fee assessment. Enforces policy as necessary.
- 6) Develops and/or clarifies procedures for performing transactions such as special waste disposal and yard debris waste.

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Class No: 16

Title: Senior Site Supervisor

- 7) Maintains equipment and inventory of supplies; purchases supplies and equipment as needed. Oversees bid process for equipment.
- 8) Coordinates and manages all computer hardware and software support at all Metro operations facilities and suggests improvement to ensure accurate collection and reporting of information.
- 9) Trains employees with new or revised software programs.
- 10) Subject to call-back for emergency operations.
- 11) Performs special studies to provide information for the development of Metro policy or to review contractor performance.
- 12) Establishes and implements policy, procedures, and standards for efficient and effective operation of assigned areas.
- 13) Performs other duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL, ABILITY:

- Ability to communicate effectively, both orally and in writing
- Knowledge of computer procedures, software, weighing systems, and functions
- Knowledge of supervisory principles and practices; ability to set work priorities and direct, guide, motivate, and estimate work of subordinates
- Knowledge of state-of-the-art solid waste transfer/disposal operations
- Knowledge of solid waste transfer/disposal operation
- Knowledge of hazardous waste handling
- Ability to set work priorities and direct, guide, motivate, and estimate work of subordinates.
- Ability to obtain OHSA certification
- Ability to obtain Haz/Cat certification

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Class No: 16

Title: Senior Site Supervisor

ATTACHMENT C

EXPERIENCE AND TRAINING

Two years college education and three years of supervisory experience or any combination of experience and education which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Metro
Class Code: 332
Title: Management Technician

Established: 2/91
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES

Under general supervision, performs a variety of entry-level professional and para-professional administrative and technical duties associated with contracting, budgeting, personnel, accounting, and grant management.

SUPERVISION RECEIVED

Supervision is received from a manager or department head.

SUPERVISION EXERCISED

May act as a lead over clerical staff.

EXAMPLES OF PRINCIPAL DUTIES

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

- 1) Prepares, reviews, monitors, and processes contracts and grants for the department.
- 2) Prepares bid materials and evaluates submitted bids; purchases materials, gathers data and prepares regular or periodic reports pertaining to department functions.
- 3) Monitors and analyzes financial reports for accuracy and budget comparisons.
- 4) Assists in developing annual department budget; develops preliminary budgets for review and approval.
- 5) Generates computer reports for monthly billings to allocate specific project charges; collects, reviews and processes department documents in conjunction with accounts receivable and accounts payable.
- 6) Performs other duties as assigned.

Metro
Class Code: 332
Title: Management Technician

Established: 2/91
Revised:
EEO:

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

- Knowledge of basic accounting principals
- Knowledge of pertinent laws and regulations, and departmental policies and procedures.
- Ability to conduct and organize assigned projects
- Ability to work independently and as part of a team.
- Ability to communicate effectively, both orally and in writing
- Ability to gather information and perform analysis

EXPERIENCE AND TRAINING

High school diploma or G.E.D., college course work relating to program area and one year of experience in a relevant area; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Metro
Class No: 068
Title: Procurement Officer

Established:
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Oversee and coordinate all purchasing activity for Metro. Provide technical guidance for the various program managers and purchasing specialists to obtain needed goods and services in the most cost effective and timely manner. Represent Metro with various vendors providing or desiring to provide goods and services to Metro.

SUPERVISION RECEIVED:

General supervision is received from the Director of Regional Facilities.

SUPERVISION EXERCISED:

Supervision is exercised over Purchasing Specialists (Associate and Senior Management Analysts) and clerical staff involved in purchasing goods and services for the agency.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Assist departments with anticipation of purchasing needs in order for the departments to accomplish in a timely and successful manner the assigned work programs.
2. Identify prospective vendors for the purpose of providing, when necessary, immediate response to a specific purchase request of a department.
3. Continually survey market place to obtain the highest quality of goods and services at the specified time and for the most economical cost to the agency. Survey the market to assess changing opportunities to "buy recycled" (per Metro Ordinance No. 89-280).
4. Examine the agency's budget plan to maximize the purchasing power of Metro through the consolidation of common items for discounted quantity purchase.
5. Assist departments with the development of bid specifications, scope of work for personal services contracts and the goods and service selection process to ensure compliance with all applicable laws and regulations.
6. Ensure compliance with program for contracting with Disadvantaged and Women Business Enterprises by actively seeking the participation of these prospective vendors.
7. Provide departments with professional services and technical expertise in identifying purchasing problems and alternative solutions, making recommendations both orally and in writing for the resolution of identified problems.
8. Examine all requests for sole source purchasing to determine whether such a purchasing process is justified under the Metro code.
9. Investigate vendor protest of award of a contract to determine if the protest has merit.
10. Monitor the contracting and purchasing provisions of the Metro Code for the purpose of maximizing public participation in agency purchasing process as well as identifying operation cost savings.

EXAMPLES OF PRINCIPAL DUTIES (continued):

11. Establish and promulgate standard operating procedures for the proper processing of contract and purchase order documents.
12. Review proposed federal and state legislation and regulations to identify any problems for the agency's purchasing program; prepare, when necessary, pros and cons, recommend course of action and assist in the development of strategy recommendations.
13. Makes presentations to Council and advises the body in matters of purchasing procedures, economic feasibility of a proposed method of purchase and the worthiness of a product or service.
14. Supervise assigned personnel; recruit, train, assign work, and evaluate staff as necessary.
15. Develop, implement and monitor the purchasing and contract division's budget plan.
16. Plan, procure, coordinate and direct the work of outside consultants.
17. Execute contracts within delegated authority.
18. Perform other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

1. Thorough knowledge of purchasing practices as well as the principles and applications of the techniques for central purchasing.
2. Knowledge of and ability to interpret and apply federal, state and agency laws and regulations in purchasing activity.
3. Ability to accurately analyze and evaluate technical information and cost data to formulate effective administrative and purchasing decisions.
4. Knowledge of supervisory principles and practices; ability to plan, organize and supervise the work of subordinates.
5. Ability to establish and maintain effective working relationships with contractors, vendors, outside agencies, the general public and Metro personnel.
6. Ability to communicate effectively, both orally and in writing, including the preparation and presentation of technical reports.

EXPERIENCE AND TRAINING:

Bachelor's degree in public administration, finance, economics or related field and seven years of purchasing experience, five of which include management responsibilities; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the duties of Procurement Officer.

Attachment F

Metro
Class No. 70
Title: Personnel Manager

Established
Revised: 7/91
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Plans, organizes and directs the activities of the agency's Personnel Division, including designing and implementing systems, policies and procedures to ensure effective personnel management including classification and compensation, recruitment and selection, benefits administration, labor relations and affirmative action functions.

SUPERVISION RECEIVED:

Supervision is received from the Executive Officer.

SUPERVISION EXERCISED:

Supervision is exercised over an Senior, Associate and Assistant Management Analysts and clerical employees.

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. Designs, develops and implements personnel policies and procedures to ensure Metro's compliance with federal state and local laws and regulations. Monitors the agency's operations to determine new or modified policies and procedures required, and interprets existing policies, procedures, Codes, Executive Orders and labor contracts.
2. Manages the agency's classification and compensation program, benefits program, labor relations program, training and affirmative action program, and employment program. Directs the activities of staff assigned to each program.
3. Prepares, presents, implements and monitors the division's annual budget.
4. Selects, trains, evaluates, supervises and directs the professional, paraprofessional and clerical staff of the division.

5. Oversees performance evaluation system, provides advice and counseling to managers, supervisors and employees; may provide short term counseling as required.
6. Ensures employee complaints and grievances are resolved in accordance with applicable laws, regulations, procedures and contracts.
7. Serves as the agency's Affirmative Action Officer; directs the development of goals and objectives and administers Affirmative Action Plan.
8. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of the principals and practices of public personnel administration
- Considerable knowledge of principals, practices and laws pertaining to collective bargaining
- Knowledge of principles and concepts of job evaluation systems, salary administration practices and other related issues
- Knowledge of effective employee relations practices
- Knowledge of current laws and regulations pertaining to Affirmative Action and Equal Employment Opportunity, employee benefits and personnel administration
- Ability to set work priorities and direct, guide, motivate evaluate the work of staff
- Ability to collect, organize and analyze data and prepare and present effective recommendations
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with Metro Council, agency management and staff, representatives of labor unions and the general public.

EXPERIENCE AND TRAINING:

Bachelor's degree in personnel management or a related field and six years progressively responsible personnel management

Attachment F

experience, preferably in the public sector; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the duties of the position.

Metro
Class No.: 072
Title: Risk Manager

Established: 2/91
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES

Plans, organizes, and directs activities of the Risk Management Division. Identifies, evaluates, controls, and minimizes risks and exposures to physical assets and losses arising out of the liability and worker compensation programs.

SUPERVISION RECEIVED

Supervision is received from the Director of Finance and Management Information.

SUPERVISION EXERCISED

Supervision is exercised over Assistant, Associate, and Senior Management Analysts. The Risk Manager may supervise Management Analyst Supervisors as well as other technical and support staff assigned to the Division.

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) Analyzes loss information; recommends and implements loss control programs policies.
- 2) Administers the liability insurance, self insurance, and worker compensation programs.
- 3) Prepares policy and procedure recommendations based upon technical analysis; oversees the development of appropriate systems to incorporate recommendations.
- 4) Prepares, administers, and monitors the Insurance Fund budget. Coordinates all cost allocation, bidding and contract processes.
- 5) Ensures that the risk management function is administered according to current legal requirements, legislation, regulations, bills, and developments impacting liability and worker compensation insurance.
- 6) Develops and coordinates safety and loss prevention programs.
- 7) Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of relevant legal requirements, techniques, regulations, bills, and developments pertaining to liability and worker compensation insurances.
- Thorough knowledge of the principals and practices of risk management.
- Knowledge of safety, security, and loss prevention methods.
- Knowledge of management principles and practices associated with budgeting supervision, program planning and personnel administration.
- Ability to plan and organize a risk management program.
- Ability to work effectively with staff, management, vendors, and consultants.
- Ability to communicate effectively in writing, verbally, and through formal presentations.

EXPERIENCE AND TRAINING

Bachelor's degree in business, public administration, or related field and four years of progressively responsible risk management 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.

Metro
Class No: 103
Title: SENIOR ASSISTANT COUNSEL

Established:
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Provides legal services as directed by the General Counsel for the Metro Council, the Executive Officer and staff; provides in-house advice and counsel on a variety of legal issues and problems.

SUPERVISION RECEIVED:

Supervision received from the General Counsel.

SUPERVISION EXERCISED:

Supervision is exercised over Law Clerks and clerical 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. Drafts and provides legal opinions and advice for the Council, the Executive Officer and staff on Metro activities, functions, issues, etc. as needed.
2. Prepares, reviews, revises and interprets a variety of legal documents, instruments, and procedures including ordinances, resolutions, legislative bills, contracts, etc.
3. Studies, researches, interprets and applies statutes, ordinances, court decisions and legal opinions in the preparation of opinions and briefs and for impact on Metro operations.
4. May organize and supervise staff projects and assignments of other professional staff; helps develop strategies for sensitive cases or issues.
5. Confers/works with other legal counsels of local jurisdictions and other agencies within Metro's jurisdiction.
6. Prepares pleadings and other papers in connection with lawsuits, trials, hearings and other papers in connection with lawsuits, trials, hearings and other legal proceedings, and represents the agency when feasible and appropriate.

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Class No: 103

Title: SENIOR ASSISTANT COUNSEL

EXAMPLES OF PRINCIPAL DUTIES:

7. Attends meetings of other agencies/community boards and commissions as requested to represent Metro; provides opinions concerning local government law issues.
8. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of legal principles, practices and terminology, particularly as they relate to municipal and civil law.
- Knowledge of administrative programs relating to legal practice, land use laws, rules of evidence, and legal research methods.
- Knowledge of contract law and administration principles.
- Knowledge of the conduct of court proceedings including trial and hearing procedures.
- Knowledge of supervisory principles and procedures.
- Ability to research, draft and interpret complex legal opinions and documents.
- Ability to analyze difficult legal problems and issues, anticipate impact and consequences, and apply effective legal principles and practices.
- Ability to prepare, present, and conduct proceedings and trials.
- Ability to set forth findings of fact and decisions clearly in writing.

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Class No: 103

Title: SENIOR ASSISTANT COUNSEL

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY: (continued)

- Ability to maintain professional, cooperative relationships with fellow staff members, the Council, Executive Management, and the public.
- Ability to communicate effectively both orally and in writing.

EXPERIENCE AND TRAINING:

Graduation from an accredited law school and two years active membership in the Oregon State Bar Association; 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 I

Metro:
Class No. 320
Title: Solid Waste Budget and
Finance Manager

Established:
Revised 7/91
EEO
AA

GENERAL STATEMENT OF DUTIES:

Plans, organizes and directs the Budget and Finance Division activities including budget and disposal rate development and administration, contract administration, franchise administration and database management.

SUPERVISION RECEIVED:

Supervision is received from the Director of Solid Waste.

SUPERVISION EXERCISED:

Supervision is exercised over Senior Management Analysts, Senior Solid Waste Planners, Associate Solid Waste Planners and para-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. Coordinates preparation and maintenance of the Solid Waste Department's annual budget. Reviews budget requests, balances and assures compliance with laws and regulations. Prepares material and presents to Council.
2. Provides very close coordination with Metro's Finance Department to assure compliance with provisions and requirements of the Master Bond Ordinance and each series of bonds issued.
3. Develops, implements and maintains a solid waste rate-setting and monitoring system that provides sufficient revenues and accurate information regarding solid waste operations to assure financial stability. Analyzes data to determine rates and budgetary guidelines that will meet the financial goals of the Department.

Attachment I

4. Manages implementation and monitoring of franchise ordinance; reviews and recommends approval of new franchises.
5. Oversees the department's Contract Compliance program which consolidates management responsibilities for all department contracts.
6. Oversees the department's databases and data acquisition activities including waste flow modeling and analyses. Provides day to day coordination and management of the department's personal computers and computer network.
7. Develops short and long range plans to assure efficient and effective department operations; gathers, interprets and prepares data for studies, reports and recommendations.
8. Provides primary department coordination with Metro's Accounting Division on solid waste accounting needs.
9. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of administrative principles and practices associated with budgeting, municipal finance, and management analysis
- Knowledge of contract administration policies and procedures
- Knowledge of supervisory principles and practices
- Ability to effectively develop and administer operational contracts and franchises
- Ability to set work priorities and direct, guide, motivate and evaluate the work of subordinates
- Ability to collect and analyze data and develop effective organizational strategies
- Ability of communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with Council, other Metro staff, officials, and the general public.

EXPERIENCE AND TRAINING:

Bachelor's degree in public administration, business administration or a related field and five years of administrative work experience; including budgeting, finance, or contract administration; or a Master's degree and three years of experience; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the duties of the position.

Metro
Class No: 322
Title: Solid Waste Facilities Manager

Established:
Revised: May 6, 1991
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Manages, supervises and administers the district's solid waste facilities to ensure equitable and efficient transfer, recycling and disposal of waste.

SUPERVISION RECEIVED:

Supervision is received from the Director of Solid Waste.

SUPERVISION EXERCISED:

Supervision is exercised over the Solid Waste Assistant Facilities Manager, Site Supervisors, Hazardous Waste Specialists and other employee in the solid waste management facilities.

EXAMPLES OF PRINCIPAL DUTIES:

1. Manages Metro's solid waste facilities.
2. Develops, negotiates and manages necessary contracts for solid waste management facilities, construction and operation.
3. Develops, implements and maintains a solid waste monitoring system and a data collection and analysis system that will provide accurate information regarding solid waste operations. Analyzes data to assist in the rate process and budgetary guidelines that will meet financial goals of the department.
4. Supervises the day-to-day solid waste scalehouse operations to ensure efficient management, transfer and disposal of the region's waste.
5. Analyzes problems arising from solid waste operations; provides appropriate solutions to complaints and recommends techniques to improve program efficiency.
6. Supervises and schedules Metro solid waste facilities personnel; recruits, trains, evaluates and disciplines as necessary.
7. Manages implementation and monitoring of the flow control ordinance; reviews approval of new franchises.
8. Audits scalehouse cash and charge receipts; evaluates solid waste operational practices and makes recommendations to the Director of Solid Waste.
9. Develops, reviews and provides recommendations regarding solid waste construction and operational plans.
10. Assists Metro's accounting division in solid waste accounting needs.
11. Provides liaison with representatives of federal, state and local regulatory agencies and assures that solid waste operations meet all applicable laws, rules and regulations.
12. Prepares reports and makes presentations to the Metro Council, city and county boards, the public and other organizations regarding waste management.
13. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

1. Thorough knowledge of landfill and transfer station design, operation, techniques, corresponding engineering and construction principles and applications, system design and strategic planning.
2. Knowledge of and ability to research, interpret and apply federal, state and local laws, rules and regulations regarding landfill, hazardous waste and solid waste management operations.
3. Knowledge of principles of environmental impact of solid waste disposal with emphasis on the accepted solid waste management hierarchy.
4. Knowledge of administration and management principles and procedures for fiscal control in a computer driven system.
5. Ability to establish and maintain efficient and effective operations program in compliance with accepted health and safety standards.
6. Ability to plan, organize and set work priorities and to supervise, direct, guide, evaluate and motivate the work of assigned staff in the context of a collective bargaining environment.
7. Ability to effectively develop and administer operational contracts, franchises and systems.
8. Ability to establish effective working relationships with other jurisdictions, contractors, outside agencies and Metro staff.
9. Ability to communicate effectively both orally and in writing.

EXPERIENCE AND TRAINING:

Bachelor's degree in public administration or closely related field and five years of work experience in solid waste operations, three of which include management or administrative responsibilities. Or, Master's degree in public administration or closely related field and three years of work experience in solid waste operations, two of which include management or administrative responsibilities.

Metro:
Class No.
Title: Hazardous Waste Specialist

Established:
Revised: 07/91
EEO:
AA:

GENERAL STATEMENT OF DUTIES

Supervises the identification, handling and disposal of hazardous wastes at solid waste disposal facilities.

SUPERVISION RECEIVED

Supervision is received from the Facilities Manager.

SUPERVISION EXERCISED

Supervision is exercised over Hazardous Waste Technicians.

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. Assigns, supervises, and evaluates the work of assigned staff; advises and trains subordinates as necessary.
2. Supervises the inspection of incoming waste loads for hazardous material.
3. Oversees collecting, sorting, manifesting, and disposal of unacceptable incoming hazardous waste.
4. Coordinates with site contractors to ensure proper handling of clean ups from incoming load spills.
5. Coordinates activities between facility contract operators and waste haulers, to arrange for transporting hazardous waste collected.
6. Ensures all recordkeeping and reporting functions are in compliance with applicable federal, state, and local laws and regulations.
7. Performs other duties as assigned.

RECRUITING REQUIREMENTS
KNOWLEDGE, SKILL, ABILITY

- Knowledge of hazardous waste handling and disposal requirements.
- Knowledge of supervisor principles and practices; ability to set work priorities and direct, guide, motivate, and estimate work of subordinates.
- Knowledge of federal, state, and local regulations and reporting requirements including those of the DEQ, EPA, and OSHA.
- Ability to communicate effectively, both orally and in writing.

EXPERIENCE AND TRAINING

A Bachelor's degree in chemistry, environmental science, engineering, public administration, or closely related field or any combination of experience and education which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Metro
Class No: 337
Title: Administrative Manager

Established:
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Manages the administrative function of a Metro department. Develops policies and procedures, exercises administrative oversight of the operational aspects of the department's activities. Supervises department staff as assigned by department Director.

SUPERVISION RECEIVED:

Supervision is received from the Department Director.

SUPERVISION EXERCISED:

Supervision is exercised over department administrative 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. Plans, organizes and directs the centralized administrative functions for the department including hiring, training, and supervising administrative staff.
2. Assists in the development of departmental strategic and work plans, goals, objectives, policies and procedures.
3. Coordinates departmental activities with those of other departments, the Metro Council, citizens groups, and members of the general public.
4. Administers personnel policies and procedures in accordance with Metro Code, Executive Officer, Metro Councilors and elected officials of other jurisdictions.
6. Responds to and assists in resolving sensitive or controversial citizen concerns.
7. Manages and staffs citizen or intergovernmental committees and task forces.
8. May oversee the preparation of and/or present the departmental budget.
9. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

1. Knowledge of the principles and practices of public policy development and administration.
2. Knowledge of the functions of local government organization.
3. Knowledge of the principles and practices of citizen participation.
4. Some knowledge of the principles and practices of public personnel administration and public budgeting.
5. Knowledge of the principles and practices of effective supervision.
6. Ability to plan, organize and direct the activities of professional, para-professional and clerical staff.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

7. Ability to establish and maintain effective working relationships with elected officials, agency management and staff, representatives of other jurisdictions, the press and members of the general public.
8. Ability to communicate effective orally and in writing.

EXPERIENCE AND TRAINING:

A Bachelor's degree in political science, public administration or a related field and four years administrative experience, preferably in a supervisory capacity; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the duties of the job.

Metro
Class No: 473
Title: Facilities Management
Project Coordinator

Established: July, 1990
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Under the direction of the Facilities Manager, provides technical expertise and coordination of Zoo Facilities projects including performing research and budgeting; providing guidance to architects, engineers and consultants; writing specifications and providing on-site supervision of Facilities projects ensuring contractor compliance.

SUPERVISION RECEIVED:

Supervision is received from the Facilities Management Division Manager.

SUPERVISION EXERCISED:

Project Coordinator will supervise assigned Facilities Management Division personnel.

EXAMPLES OF PRINCIPAL DUTIES:

1. Performs on-site research for Zoo projects in conjunction with affected Zoo staff and recommends cost effective solutions.
2. Provides guidance to architects, engineers and consultants.
3. Works with City of Portland and other governmental jurisdictions to obtain building, plumbing, electrical, conditional use and other permits.
4. Writes technical specifications and bid/quote documents and administers contract processed, including addendum and change orders.
5. Provides budgetary input for Division and project budgets.
6. Provides on-site supervision to ensure contractor compliance including contract close out, punch list and follow up.
7. Performs on-site supervision of projects undertaken, in whole or in part, by Facilities Management staff.
8. Performs related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

1. Considerable knowledge of construction methods, materials, tools, practices and procedures.
2. Knowledge of practices and procedures for specifications, bid/quote documents, and construction contracts.
3. Knowledge of practices and procedures for obtaining permits.
4. Skill in effective oral and written communication.
5. Ability to work independently and as part of a team.
6. Ability to establish and maintain effective working relationships with architects, engineers, contractors, representatives of other governmental jurisdictions, Metro employees and the general public. Drafting and design experience beneficial.

EXPERIENCE AND TRAINING:

High school diploma or GED, college and/or trade school attendance, and a minimum of three years experience in construction, maintenance or remodeling project coordination, or any combination of education and experience which would provide the candidate with the desired knowledge, skill and ability required to perform the job. Some experience utilizing computers preferred.

ATTACHMENT N

Metro
Class No: 478
Title: Facilities Management
Work Center Coordinator

Established: July, 1990
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Provides daily scheduling and dispatch for all sections of the Facilities Management Division; coordinates, prioritizes and assigns work orders; purchases, receives and tracks materials and supplies; supervises division field staff, as necessary, and manages the Zoo telecommunications system.

SUPERVISION RECEIVED:

Works under the supervision of the Facilities Supervisor.

SUPERVISION EXERCISED:

Will, in the absence of Facilities Supervisor, assume responsibility for supervision of represented field staff and may make recommendations for disciplinary actions.

EXAMPLES OF PRINCIPAL DUTIES:

1. Receives and evaluates work orders and dispatch requests from other Zoo staff
2. Assigns priorities, determines staffing needs, dispatches staff as appropriate.
3. Determines material and supply needs including specification writing, coordinates ordering process, writes or requisitions purchase orders and ensures timely delivery of materials and supplies, verifies receipt; schedules heavy duty equipment.
4. Ensures timely and accurate coding in conjunction with Administrative Secretary.
5. Coordinates general purchasing and maintains inventory control for all sections.
6. Answers emergency and special attention telephone requests; dispatches appropriate staff in response and verifies follow-up.
7. Responsible for the maintenance of, and records for, the Zoo telephone system, including responding to malfunction calls, ordering requests for adds, moves and changes.
8. Assists Facilities Supervisor with Special Projects.
9. Works with Division Secretary to provide accurate reporting system.
10. Performs related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

1. Knowledge of practices and procedures related to buildings, grounds and vehicle maintenance.
2. Knowledge of, and ability to use, parts catalogues.
3. Knowledge of costs, products and sources of supply appropriate for the use in building, grounds and vehicle maintenance.
4. Skill in evaluating, estimating and prioritizing work orders, determining staffing and materials needs.

RECRUITING REQUIREMENTS (Continued):

KNOWLEDGE, SKILL, ABILITY:

5. Skill in purchasing, tracking purchases and providing inventory control.
6. Skill in establishing and maintaining effective working relationships with Zoo staff, Leadpersons, vendors, contractors, Metro staff and the general public.
7. Skill in written and oral communication.
8. Skill in working independently and as part of a team.

EXPERIENCE AND TRAINING:

High school diploma or GED and a minimum of three years experience in maintenance related work, preferably in a supervisory position with responsibilities for scheduling and prioritizing, or a combination of education and experience which provides the candidate with the knowledge, skill and ability required to perform the job. Experience in purchasing, telephone systems and utilizing a computer preferred.

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 June 27, 1991

SALARY RANGE	CLASS CODE	CLASSIFICATION	BEGINNING RATE	ENTRY MERIT RATE	MAXIMUM MERIT RATE
16	016	Senior Site Supervisor	13.65	14.33	19.91 Hourly
	270	Education Services Spec.	2,366	2,484	3,450 Monthly
	332	Hazardous Waste Spec.	28,392	29,806	41,413 Annual
	334	Assoc. Management Analyst			
	362	Graphics Coordinator			
17	009	Food Service Supervisor	14.34	15.06	20.92 Hourly
	076	Research Coordinator	2,486	2,610	3,626 Monthly
	473	Fac. Mgt. Project Coord.	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
	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
	085	Mgr. Development Services	3,021	3,172	4,405 Monthly
	309	Engineering Supervisor	36,254	38,064	52,853 Annual
	346	Solid Waste Planner Super.			
	353	Data Resource Center Super.			
	475	Zoo Facilities Manager			
22	071	Chief Accountant	18.30	19.22	26.69 Hourly
	103	Sr. Assistant Counsel	3,172	3,331	4,626 Monthly
	320	SW Budget & Finance Mgr.	38,064	39,978	55,515 Annual
	337	Administrative Manager			
	347	Waste Reduction Manager			
23	068	Procurement Officer	19.21	20.17	28.02 Hourly
	070	Personnel Manager	3,330	3,497	4,857 Monthly
	072	Risk Manager	39,957	41,954	58,282 Annual
	090	Transportation Tech. Mgr.			
	092	Govt. Relations Manager			
	311	Engineering/Analysis Mgr.			
	322	Solid Waste Facilities Mgr.			
	477	Construction Manager			

Effective June 27, 1991

SALARY RANGE	CLASS CODE	CLASSIFICATION	BEGINNING RATE	ENTRY MERIT RATE	MAXIMUM MERIT RATE
24	064	Assistant Zoo Director	20.17 3,496 41,954	21.18 3,671 44,054	29.42 Hourly 5,100 Monthly 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 46,259	4,048 48,568	5,622 Monthly 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

Effective Date: June 27, 1991

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

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 91-1471
AMENDING THE CLASSIFICATION PLAN AND THE PAY PLAN
FOR NON-REPRESENTED EMPLOYEES

Date: June 12, 1991

Presented by: Kim Huey

FACTUAL BACKGROUND AND ANALYSIS:

This Resolution is submitted to comply with the provisions of Metro Code Sections 2.02.120, 2.02.130 and 2.02.145 requiring Council approval of all new or revised classification descriptions and the Metro Pay Plan.

During the course of Fiscal Year 1990-91 and in conjunction with the preparation of the Fiscal Year 1991-92 Budget, the Personnel Division reviewed and evaluated a number of current and proposed position descriptions to determine appropriate classification and salary level. Information on the positions was obtained from the managers, supervisors and incumbents, and the Kenny Point Factor System was used to determine appropriate salary grade for new and revised positions. Department managers affected by the recommendations resulting from these actions were advised of the budgetary impact, and prepared their budget requests to provide adequate funding to support them. Changes to current positions and the new positions are listed below:

Food Service/Retail Specialist - new class - AFSCME represented
Scalehouse Technician - title change only - AFSCME represented
Senior Site Supervisor - new class - salary grade 16
Management Technician - new class - AFSCME represented
Procurement Officer - new class - salary grade 23
Personnel Manager - revised description - salary grade change from 21 - 23
Risk Manager - new class - salary grade 23
Senior Assistant Counsel - title change only
Solid Waste Budget and Finance Manager - revised description and new title only
Waste Reduction Manager - salary grade change from 21 - 22
Solid Waste Facilities Manager - revised description, new title, salary grade change from 20 - 23
Hazardous Waste Specialist - revised description - salary grade change from 14 - 16
Administrative Manager - new class - salary grade 22

Facilities Management Project Coordinator - new position approved
FY 1990-91 - salary grade 17

Facilities Management Work Center Coordinator - new position
approved FY 1990-91 - AFSCME represented

Classification specification documents for all those positions listed above are attached to the Resolution as amendments to the current Metro Classification Plan. The Pay Plan is amended to include only those positions which are non-represented, as wages for represented employees are subject to collective bargaining.

FISCAL IMPACT:

No additional funds are required to accomplish the actions recommended in this Resolution. Funds are available within the approved FY 1991-92 budget for the individual departments impacted.

EXECUTIVE OFFICER'S RECOMMENDATION:

The Executive Officer recommends approval of Resolution No. 91-1471.

KMH

FINANCE COMMITTEE REPORT

RESOLUTION NO. 91-1471 AMENDING THE CLASSIFICATION PLAN AND THE PAY PLAN FOR NON-REPRESENTED EMPLOYEES

Date: June 21, 1991

Presented By: Councilor Van Bergen

COMMITTEE RECOMMENDATION: At it's June 20, 1991, meeting the Committee voted unanimously to recommend Council adoption of Resolution No. 91-1471. Present and voting were Councilors Devlin, Van Bergen and Wyers. Councilors Buchanan and Hansen were excused.

COMMITTEE DISCUSSION/ISSUES: Paula Paris, Personnel Manager, and Kim Huey, Personnel Analyst, presented the Staff Report. Ms. Huey indicated that the Metro Code requires the Council to approve all new or revised classification descriptions to the Classification Plan and changes to the Pay Plan. In regard to the Classification Plan, the Resolution proposes changes to 15 new or existing positions. The new or revised descriptions are designated as Exhibits A through N. All the proposed descriptions were utilized by department managers in preparing FY 1991-92 budget requests. In regard to the proposed Pay Plan which is designated as Exhibit O, it is amended to include only those positions which are non-represented as wages for the represented employees are subject to the collective bargaining agreement.

In response to a question from Staff, Ms. Huey indicated the proposed Pay Plan schedule is at the same level as the current year pay plan.