



METROPOLITAN SERVICE DISTRICT

1220 S.W. MORRISON, ROOM 300, PORTLAND, OREGON 97205

(503) 222-3671

MSD MANAGEMENT COMMITTEE

MSD OFFICE
1220 SW MORRISON

OCTOBER 7, 1977
12:00 NOON

A G E N D A

- I. CONTRACT 77-109 - LOCAL GOVERNMENT PERSONNEL INSTITUTE -
MSD PERSONNEL CLASSIFICATION & COMPENSATION STUDY

- II. STAFF CREDIT CARD POLICY

- III. ZOO RESEARCH DEPARTMENT PERSONNEL PROBLEM

- IV. SEAL POOL WALL CONSTRUCTION UPDATE

- OTHER BUSINESS

- V. S.B. 714 EFFECT ON EMPLOYEE FRINGE BENEFIT PROGRAM

- VI. DONATION TO ZOO DIVISION - BADGER SCULPTURE

- VII. ZOO DIVISION DIRECTOR'S REPORT ON POTENTIAL CETA FUNDING



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MSD MANAGEMENT COMMITTEE

MINUTES OF October 7, 1977

COMMITTEE MEMBERS PRESENT

Sidney Bartels, Chairman
Ray Miller

STAFF AND ADVISORS IN ATTENDANCE

John Wight
Charles Kemper
Chuck Estes
Warren Iliff
A. McKay Rich
Jean Woodman
John Hankee

I. CONTRACT 77-109 - LOCAL GOVERNMENT PERSONNEL INSTITUTE - MSD Personnel Classification & Compensation Study

Staff requested approval to contract with the Local Government Personnel Institute to develop job descriptions and wage ranges. These job descriptions would particularly aid the Zoo Division in relieving labor problems and union criticism of undefined job classifications. Mr. Rich stated that the Local Government Personnel Institute were experts in this field and had access to the necessary information required to develop the study. He felt that while staff could eventually develop the comparisons themselves, it would take time, and the labor situation at the Zoo did not allow the time.

Councilman Bartels and Commissioner Miller agreed to staff's request for approval of Contract 77-109. This item will appear on the October 14, 1977, Board agenda with the Management Committee's recommendation.

II. STAFF CREDIT CARD POLICY

The Committee considered staff's request to continue the Union Oil, Shell Oil, and Chevron credit cards presently held by the Zoo Division, and to extend the cards to include a BankAmericard for the Administrative Division.

The three gas credit cards are used by the Zoo staff for short trips and Mr. Iliff stated were well controlled.

The Committee agreed to retaining the three gas credit cards, but denied staff's request for a Bankamericard.

III. ZOO RESEARCH DEPARTMENT PERSONNEL PROBLEM

The Board discussed some verbal complaints made by Dr. Hal Markowitz, Dr. Mike Schmidt, of the Zoo Division, and Dr. Kirk McNeil, of the Zoological Society. It was agreed that the issue, if presented by these individuals, should be discussed by the entire Board.

IV. SEAL POOL WALL CONSTRUCTION UPDATE

Staff reported that after awarding the bid on the seal pool wall to Fitzgibbons Glass Company, the plans specified in the bid document were not available at the Zoo, and the contract could not be completed without them. The Committee directed that the contract be placed in abeyance until the Zoo staff developed the plans.

OTHER BUSINESS

V. S.B. 714 EFFECT ON EMPLOYEE FRINGE BENEFIT PROGRAM

Mr. Estes reported that S.B. 714 requires that pregnancy be considered as equal in the MSD personnel benefit package. As a result of this decision, the Standard Insurance Company, who is the carrier for MSD's long-term disability coverage, will be presenting staff with a premium rate for the additional coverage. Mr. Estes stated that the Board had the option of paying the premium rate or self-insuring. This issue will appear on the October 14, 1977, Board agenda.

VI. DONATION TO ZOO DIVISION

Mr. Iliff reported that the Zoo had been approached by an individual that wished to provide a donation to purchase a badger sculpture, and was requesting guidance on the best method to handle the donation. The Committee felt that in the interest of simplicity,

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and to eliminate the necessity for staff to receive proposals on purchase of the sculpture, it would be best for the individual to purchase the statue and present it to the Zoo Division.

Mr. Estes will include a Donations Fund at the time the Board considers a supplemental budget.

VII. ZOO DIVISION DIRECTOR'S REPORT ON POTENTIAL CETA FUNDING

Mr. Iliff reported that his division was submitting two new CETA applications for improvements at the Zoo. Mr. Bartels directed the Zoo Division to develop plans for the two improvements.

There being no further business to come before the committee, the meeting adjourned at 1:30 P.M.

77-931 CONTRACT 77-109 - LOCAL GOVERNMENT PERSONNEL INSTITUTE -
MSD PERSONNEL CLASSIFICATION & COMPENSATION STUDY

A CLASSIFICATION PLAN IS AN INVENTORY OF DUTIES AND RESPONSIBILITIES OF POSITIONS IN THE SERVICES OF THE METROPOLITAN SERVICE DISTRICT. IT IS A GROUPING TOGETHER INTO CLASSES THOSE POSITIONS THAT ARE BASICALLY SIMILAR IN KIND, DIFFICULTY, RESPONSIBILITY OF WORK PERFORMED, AND IN TRAINING AND EXPERIENCE REQUIREMENTS.

THE SMALLER AN ORGANIZATION THE MORE NECESSARY IT MAY BECOME TO MAINTAIN FAIRLY GENERAL CLASSES FOR THE SIMPLE REASON THAT IT IS IMPOSSIBLE TO FUND AS HIGH A DEGREE OF SPECIALIZATION AS IN LARGER ORGANIZATIONS.

OVER THE YEARS UNDER THE CITY OF PORTLAND AND THEN UNDER CONTROL OF THE PORTLAND ZOOLOGICAL SOCIETY PLANS HAVE BEEN ADOPTED REGARDING THE ORGANIZATION OF THE ZOO, PERSONNEL PROCEDURES, AND JOB CLASSIFICATIONS. SINCE THAT TIME THE ZOO HAS BEEN INTEGRATED INTO THE METROPOLITAN SERVICE DISTRICT AS A DIVISION AND HAS UNDERGONE CONSIDERABLE INTERNAL REORGANIZATION. THE UNION, LABORERS INTERNATIONAL LOCAL 483, HAS HAD CONTINUING PROBLEMS WITH THE CLASSIFICATION SYSTEM BECAUSE THEY CLAIM WE HAVE JOB CLASSIFICATIONS THAT DO NOT CORRESPOND TO DUTIES PERFORMED. MANAGEMENT ALSO IS HAVING PROBLEMS RELATING DUTIES AND A COMPENSATION PLAN TO THE PRESENT SYSTEM.

WE ARE WELL AWARE THAT ANY CLASSIFICATION-COMPENSATION PLAN, ONCE ADOPTED, IS SUBJECT TO CHANGE AND REQUIRES CONTINUOUS UPDATING. HOWEVER, TO DO THIS IT WOULD BE MOST ADVANTAGEOUS TO HAVE A PROFESSIONALLY ESTABLISHED PLAN TO BEGIN WITH. THIS SHOULD ALSO ASSIST US IN LABOR NEGOTIATIONS NEXT YEAR.

THE STAFF CONTACTED THE LOCAL GOVERNMENT PERSONNEL INSTITUTE, AN AGENCY WELL ACQUAINTED WITH THE NEEDS AND PROBLEMS OF LOCAL GOVERNMENTS, DISCUSSED THE NEEDS OF MSD WITH THEM AND RECEIVED THE ATTACHED PROPOSAL FROM THEM. THIS PROPOSAL IS BASED UPON

THE MAXIMUM NUMBER OF JOB CLASSIFICATIONS THAT WE COULD POSSIBLY HAVE.

THE STAFF RECOMMENDS THAT THE BOARD APPROVE CONTRACT 77-109 AUTHORIZING THE STUDY WITH PAYMENT ALLOCATED TO THE CONTINGENCY FUND. DUE TO STAFF'S DETERMINATION THAT ONLY ABOUT TWO/THIRDS OF THE CLASSIFICATIONS OUTLINED IN THE PROPOSAL ARE APPROPRIATE TO MSD, IT IS RECOMMENDED THAT THE CONTRACT AMOUNT BE APPROVED FOR UP TO \$3,500.