

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 47

Authorizing a change in current Metropolitan Exposition-Recreation Commission personnel policies to include promotional and first opportunity hiring procedures.

The Metropolitan Exposition-Recreation Commission finds:

1. That the 1989 Legislative Session passed House Bill 3075 mandating a first opportunity hiring process for the Oregon Convention Center, which became effective July 4, 1989.

2. That the Metropolitan Exposition-Recreation Commission has recommended that it is appropriate that the House Bill apply to all facilities of the Commission.

3. That the Advisory Committee on the Development of Economic Opportunities was appointed to recommend to the Commission the appropriate manner in which to implement House Bill 3075.

4. That a section of the House Bill mandates a policy of providing first opportunity for available jobs to economically disadvantaged residents living in economically distressed neighborhoods in the immediate vicinity of the Convention Center site.

5. That current Commission policies do not address a first opportunity recruitment process.

6. That the Advisory Committee on the Development of Economic Opportunities has recommended that the Commission revise current personnel policies to include promotional and first opportunity hiring procedures.


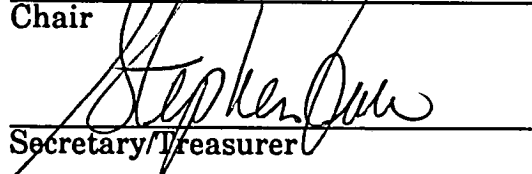
7. That the proposed personnel policy changes have been reviewed by the appropriate Commission committee.

BE IT THEREFORE RESOLVED that the Commission authorizes an amendment to current Metro E-R Commission personnel policies, recommended by the Advisory Committee on the Development of Economic Opportunities, which will include a promotional and first opportunity hiring procedure. A copy of the proposed changes is attached and made a part of this resolution.

Passed by the Commission on February 14, 1990.

APPROVED AS TO FORM:


Metro General Counsel


Chair

Secretary/Treasurer

PROPOSED CHANGES IN MERC/ERC PERSONNEL POLICIES

The Advisory Committee acknowledges that changes are needed in current Commission personnel policies and recommends changing sections 5.01 and 5.02 to read as follows:

5.01 Recruitment

A recruiting program will be conducted, based on a plan to meet current and projected work force needs. Recruiting efforts will be coordinated by the personnel coordinator in cooperation with the hiring department. Recruiting publicity will be distributed through appropriate media to meet promotional, first opportunity and affirmative action needs guidelines and to attract a sufficient number of qualified candidates. Such publicity will indicate that the Commission is an affirmative action, equal opportunity employer and will be designed to attract a sufficient number of qualified candidates. Recruitment shall continue for a period of time sufficient to assure an opportunity for the public and in-house employees to apply promotional, first opportunity and applications from the general public as provided for in Section 5.02 of these policies.

For purposes of this policy the Commission does not consider individuals serving in a volunteer role as Commission employees.

All hiring decisions and subsequent appointments require the approval of the General Manager. The Commission has delegated the decision to make hiring and appointment decisions to the General Manager. The following sections describe the selection process which generally will be followed, but where the General Manager determines that an immediate appointment or hiring decision is necessary, the General Manager retains the right to make such a decision.

5.02 Announcements and Posting

- (A) ~~All open positions will be posted simultaneously at all Commission facilities as well as being made available to the public.~~
- (B) **In-House Preference**

~~Commission employees are encouraged to apply for opportunities for which they are qualified. In the event that two or more candidates are equal, the Commission employee shall receive preference over outside applicants. If two Commission employees are equal, the employee with the greater length of service shall receive preference, and if length of service is identical, then the General Manager shall have the right to select the employee of his/her choice.~~

(A) Promotional Opportunities

Promotional opportunities are openings for current Commission employees for any vacant positions which may have been newly created or vacated by the termination of an employee.

When such a vacancy occurs, the promotional opportunity will be posted in-house for 7 calendar days. Commission employees are encouraged to apply for opportunities for which they are qualified. Qualified applicants will be identified and selected from these promotional applications. If two Commission employees are equal, the employee with the greater length of service shall receive preference, and if the length of service is identical, then the General Manager shall have the right to select the employee of his/her choice. Should no qualified applicant be identified through this process, the first opportunity application process will begin.

(B) First Opportunity

In the event no employee is hired through the promotional opportunity process, the Personnel Department shall begin the first opportunity process which will last for a period of 14 calendar days. Outreach efforts for first opportunity will be conducted through appropriate agencies as determined by the Advisory Committee on the Development of Economic Opportunities. Those identified agencies will be asked to refer qualified applicants to the Commission Personnel Office for application. Qualified applicants will be identified and selected from these promotional applications. Should no qualified applicant be identified through this process, a general recruiting process will begin.

(C) General Recruiting

In the event no qualified applicant is hired through the promotional opportunity or first opportunity process, standard recruiting publicity will be distributed to appropriate media and/or other organizations to attract a sufficient number of qualified applicants from which one or more may be selected.