

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 55

Authorizing revisions to Metropolitan Exposition-Recreation Commission personnel policies to authorize the MERC personnel manager to be responsible for administration of MERC personnel policies, and to further explain the first opportunity hiring process.

The Metropolitan Exposition-Recreation Commission finds:

1. That the Metropolitan Exposition-Recreation Commission personnel policies were originally adopted by Commission Resolution No. 8 on June 28, 1988.
2. That the policies were amended by the Metro Executive changing responsibility for administration of personnel policies from the MERC personnel coordinator to the Metro personnel manager.
3. That the amendment was to be effective until consolidation occurred.
4. That a consolidation agreement was signed by Metro and the City of Portland and became effective January 4, 1990.
5. That on February 14, 1990, personnel policies were revised to include the in-house promotional and first opportunity hiring processes which were recommended by the Advisory Committee on the Development of Economic Opportunities.


BE IT THEREFORE RESOLVED:


1. That the Commission authorizes the changing of MERC personnel policies to authorize that the MERC personnel manager is responsible for administration of MERC personnel policies, as outlined in Section 1.02 of the MERC personnel policies, attached.
2. That the Commission authorizes the changing of MERC personnel policies to further explain the first opportunity hiring process, as outlined in Section 5.02 of the MERC personnel policies, attached.

Passed by the Commission on March 14, 1990.

APPROVED AS TO FORM:


Metro General Counsel


Chair


Secretary/Treasurer

Section 1.02 Organization for Personnel Administration

- (A) Overall administration of the personnel program shall be the responsibility of the General Manager. ~~The Metro Personnel Manager shall administer the personnel policies for~~ The General Manager may appoint his/her designee as personnel manager and delegate the responsibility of administration or assisting in the administration of this function. The personnel manager shall:
- (1) Act as the agent of the General Manager in administering all the provisions of the Personnel Policies and Guidelines.
 - (2) Prepare and recommend revisions and amendments to the Personnel Policies and Guidelines.
 - (3) Perform such other related duties as may be prescribed by the General Manager.

Section 5.02 Announcements and Posting

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.

In order to implement House Bill 3075 which was passed at the 1989 legislative assembly, the following process will occur:

(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.

DEFINITIONS

The First Opportunity process means that the Metro E-R Commission will conduct an aggressive advertising and outreach program intended to inform economically disadvantaged residents in the target area of job opportunities. When an applicant pool is identified economically disadvantaged residents of the target area will be considered first. If a qualified applicant is identified, that applicant will be appointed. If no qualified applicants are identified from the target area, individuals outside the target area will be considered for open positions.

Economically Disadvantaged means a resident of the target area who is unemployed and/or whose immediate income is less than the median income in the target area. The committee further stated that this definition will include an annualization of income; current income if employed and previous twelve months if unemployed.

Qualified Applicants are applicants who meet the employer's minimum requirements for education, experience, and skills or who are able to meet these requirements within a reasonable time period (as negotiated with the employer) with training provided either by the employer or by a provider.

First Opportunity Boundaries include:

North: Columbia Boulevard

East: 42nd Avenue

South: Banfield Freeway, I-84

West: Chautauqua Avenue to Willamette Blvd. (including Columbia Villa); following the Willamette River and Greeley Avenue by the Fremont Bridge; west on the Fremont Bridge and continuing south along Willamette River to I-5 and I-84.

(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.