

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 118

The Metropolitan Exposition-Commission Finds:

1. That Commission Resolution No. 58, passed by the Commission on April 11, 1990, authorized a salary compensation study for all part-time and full-time non-represented employees.

2. That following a competitive RFP process the Commission salary study committee recommended that Ralph Andersen & Associates be awarded the contract for a fixed cost of \$25,000.

3. That at the Commission's June 13, 1990 meeting, the Commission approved Resolution No. 69 authorizing the General Manager to enter into contract negotiations with Ralph Andersen & Associates to develop an agreement to conduct a classification and compensation study of the full-time and part-time non-represented classes for the Metropolitan Exposition-Recreation Commission.

4. That the Ralph Andersen Study was to be completed in late September 1990, and later revised to be completed by mid December 1990.

5. That the salary study committee members were dissatisfied with the documentation provided for the compensation portion and several times requested additional documentation from Ralph Andersen & Associates.

6. That Commission Staff finally then collected market survey data to enable the salary study committee to confirm the compensation recommendations made by the firm.

7. That the Salary Study Committee recommends approval of the modified compensation and classification plan. The Committee further recommends that implementation of the plan begin immediately and be retroactive to January 1, 1991 for full-time, non-represented employees, at a cost of \$48,608 for labor and fringes in this fiscal year's budget. In addition, the Commission recognizes that several positions will require reclassification and/or redefinition.

8. That the Salary Study Committee also recommends that executive management staff be evaluated separately, and any salary adjustments will be determined by the Commission in conjunction with recommendations from the General Manager.

9. That the Salary Study Committee also recommends that the salary plan be implemented as of July 1, 1991 for part-time, non-represented employees.

10. That adequate funds exist in the FY 1990-91 Budget contingency funds and the budget adjustments will be made by resolution at the Commission's April, 1991 meeting.

BE IT THEREFORE RESOLVED:

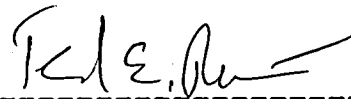
1. That the Commission approves adoption of the modified compensation and classification plan covering all full-time and part-time non-represented employees.

2. That implementation of the plan begin immediately and be retroactive to January 1, 1991 for full-time, non-represented employees and July 1, 1991 for part-time, non-represented employees.

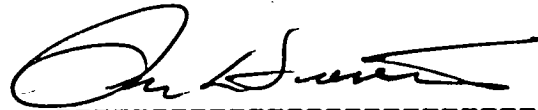
3. That adequate funds exist the Commission's FY 1990-91 Budget contingency funds to cover the \$48,608 for labor and fringes for the full-time, non-represented employees salary adjustments.

4. That executive management staff be evaluated separately, and any salary adjustments will be determined by the Commission in conjunction with recommendation from the General Manager. In addition, the Commission recognizes that several positions will require reclassification and/or redefinition.

Passed by the Commission on March 12, 1991.

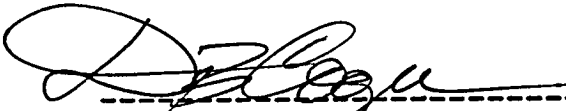


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Chairman



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Secretary/Treasurer

APPROVED AS TO FORM:



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Metro General Counsel

# Metropolitan Exposition-Recreation Commission

P.O. Box 2746 • Portland, Oregon 97208 • 503/731-7800 • Fax #731-7870 • 777 NE Martin Luther King Jr. Blvd.

March 12, 1991

TO: Metropolitan Exposition-Recreation Commission

FROM: Salary Study Committee  
Richard ares  
Sam Brooks  
Ben Middleton  
Lee Fehrenkamp  
Dominic Buffetta  
Nancy Meyer

SUBJECT: Salary Classification and Compensation Study Recommendations

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## Background

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Commission Resolution No. 58, dated April 11, 1990, authorized a salary compensation study for all part-time and full-time non-represented employees. A commission salary committee developed a request for proposals for the project; the project was appropriately advertised; and seven proposals were received. The salary committee met to review all proposals and selected a short list for interviews (Ralph Andersen & Associates, Hay Management Consultants, and Kenny Consulting Group). The Commission salary study committee recommended that Ralph Andersen & Associates be awarded the contract for a fixed cost of \$25,000. At the Commission's June 13, 1990 meeting, the Commission approved Resolution No. 69 authorizing the General Manager to enter into contract negotiations with Ralph Andersen and Associates to develop an agreement to conduct a classification and compensation study of the full-time and part-time non-represented classes for the Metropolitan Exposition-Recreation Commission.

## Update

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Phase I (August-September, 1990)

The work plan was finalized with the salary study committee and appropriate Commission staff. Management conferences were held with executive level staff and representatives from Ralph Andersen to obtain information about the Commission's structure and organization. Representatives from Ralph Andersen also met with employees to clarify the project goals and objectives and distribute job analysis questionnaires. Historical compensation policies and practices were also discussed during this phase.

## Phase II (October-November, 1990)

Employees completed job analysis questionnaires and forwarded them to supervisors for review and input. Ralph Andersen then conducted a classification job analysis including interviews with employees who were invited to meet individually or in small groups with representatives from Ralph Andersen. A draft classification manual was prepared from this information and included class concepts, career ladders and position allocations. Employees again had an opportunity to review their prepared job descriptions and talk to representatives of Ralph Andersen if they felt the description contained inaccuracies. In this phase, labor market employers were identified and surveyed. The data was then analyzed and salary recommendations and pay structures were developed and shared with the committee.

## Phase III (December-February, 1991)

The compensation portion of the report was completed and shared with the committee during this phase. Committee members were dissatisfied with the documentation provided for the compensation portion of the survey and requested additional documentation from Ralph Andersen and Associates. The principal consultant for the project left the firm, causing even further delay in completion of the survey. When additional salary compensation data arrived from Ralph Andersen the committee again expressed dissatisfaction with the materials and requested that staff collect market survey data to enable the committee to confirm the compensation recommendations made by the firm. The market survey data was collected and assembled by staff and reviewed by the salary study committee on Monday, March 11, 1991.

### Recommendation

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The Committee recommends approval of the modified compensation and classification plan. The committee further recommends that implementation of the plan begin immediately and be retroactive to January 1, 1991 for full-time, non-represented employees. The effect on this fiscal year's budget will be \$48,608 for labor and fringes. In addition, the Committee recognizes that several positions will require reclassification and/or redefinition. Staff has been instructed to deal with those positions separately.

Executive management staff will be evaluated separately, and salary adjustments will be determined by the Commission in conjunction with a recommendation from the General Manager.

The Committee further recommends that the salary plan be implemented as of July 1, 1991 for part-time, non-represented employees.

**EXECUTIVE SUMMARY  
CLASSIFICATION AND  
COMPENSATION RECOMMENDATIONS**

***METROPOLITAN EXPOSITION-  
RECREATION COMMISSION***

Prepared By:

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January 25, 1991

***Sacramento*** ■ ***Dallas*** ■ ***Newport Beach***

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# CHAPTER I

## PROJECT OVERVIEW

Ralph Andersen & Associates was retained by the Metropolitan Exposition-Recreation Commission to conduct a comprehensive classification and compensation study of all nonrepresented classes. Specifically, the classification and compensation study included:

- *The review and analysis of compensation philosophies and goals*
- *Review meetings and interviews with MERC staff to gain a full understanding of the duties and responsibilities assigned to each position*
- *The development of a revised classification plan based on current job duties and responsibilities (provided under separate cover)*
- *An analysis of current compensation practices, internal relationships, and salary structures*
- *The collection and analysis of labor market base salary data*
- *The development of salary ranges and pay structures based upon the results of the labor market survey and the analysis of internal salary relationships*
- *The development of a comprehensive implementation and maintenance plan.*

This Executive Summary presents the findings and recommendations of the classification and compensation study. To facilitate review, this report is organized as follows:

- *Chapter I—Project Overview*
- *Chapter II—Classification*
- *Chapter III—Compensation*
- *Chapter IV—Salary Structures & Cost Implementation.*

## **STUDY OBJECTIVES**

Based on the identified needs of MERC, this study was designed to achieve the following overall objectives:

- *The development of a classification plan including the development of career ladders, updated class specifications, qualification guidelines, and the application of consistent titling conventions*
- *Compilation and analysis of base salary market data to ensure the competitiveness of MERC salaries*
- *Development of specific salary recommendations for all jobs included within the scope of the study, accounting for external labor market data and internal salary relationships*
- *Development of administration guidelines to ensure that the implemented plan can be properly maintained over time.*

To achieve these objectives, project consultants completed a number of different work tasks including the following:

- *Meetings with MERC staff to identify concerns and issues regarding MERC's current classification and compensation plans*
- *Review and analysis of supporting documentation including current salaries, job descriptions, organization charts, and current salary administration policies and practices*
- *Employee briefings to ensure that all of MERC's employees understood the project scope and methodologies*
- *Distribution and analysis of job analysis questionnaires for all study positions*
- *Conduct of job analysis interviews with a high percentage of employees to ensure a thorough understanding of duties, responsibilities, and classification concerns*
- *Development of a comprehensive and up-to-date classification plan*
- *Identification of an appropriate labor market from which to gather compensation data*
- *Collection and analysis of base salary market data*
- *Development of appropriate internal salary relationship guidelines including a detailed analysis of existing internal salary relationships*



- *Development of specific salary recommendations based upon external labor market data and internal salary relationships*
- *The identification and development of cost implementation strategies, cost estimates, and maintenance guidelines.*

The completion of the tasks has resulted in draft classification and compensation recommendations which are discussed in Chapters II - IV of this Executive Summary.

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## CHAPTER II CLASSIFICATION

A significant amount of project time was devoted to the classification phase of the study. The recommended classifications were developed based upon the following information:

- *A review of organizational charts, current job descriptions and other background documentation*
- *A thorough analysis of the job analysis questionnaires*
- *Information provided by employees, supervisors and managers during the classification interviews.*

Using the results of these analyses, the positions were grouped into tentative classes based upon similar job duties and responsibilities. After the class definitions were developed for these classes, the overall classification concepts were prepared to ensure the consistent application of class titles and levels. The classification concepts were then reviewed by MERC representatives to allow for additional input and clarification.

Once the revisions to the classification concepts were complete, draft class specifications were developed for each recommended classification. The result of this process is an updated classification plan which is fully documented in the Classification Manual. This manual will be submitted under separate cover once all final classification revisions have been incorporated. Specifically, this manual contains:

- *A summary of the classification process*
- *Definitions of technical terms used and titling conventions*
- *Career ladders for selected job families*
- *A list of all classification titles*
- *The allocation of each position to the appropriate classification*
- *Class specifications for all classes involved in the study.*

Specific recommendations and a summary of significant changes are presented below.

## CLASSIFICATION RECOMMENDATIONS

The Draft Classification Manual developed for the Metropolitan Exposition-Recreation Commission incorporates some changes to MERC's current classification plan. Each change, as well as the overall plan, has been thoroughly reviewed by MERC staff. The review of the draft documents ensures that the recommended changes are consistent with MERC's classification goals and objectives as described in Chapter I. Significant changes to the current plan include:

- *Identification of conceptual levels of work including entry, journey, and advanced journey classes*
- *Allocation standards to assist MERC in the maintenance of the classification plan*
- *Consistently applied job titles throughout MERC based on the scope of duties and the level of responsibility*
  - *Clerical, Maintenance, Technical, and Professional*
    - .. *Senior*
    - .. *II*
    - .. *I*
  - *Supervisory and Management*
    - .. *Director*
    - .. *Manager*
    - .. *Assistant Manager*
    - .. *Supervisor*
- *Definitions of levels of management and supervisory positions*
- *The development of potential career ladders for advancement for MERC employees.*
- *Class specifications which provide an updated description of each classification including a class definition, supervisory responsibilities, examples of duties, and qualification guidelines*

All of these changes result in a classification plan which:

- *Provides an improved basis for recruiting, testing, and selecting employees*
- *Improves the framework for evaluating employee performance during probationary and continuing periods of employment*
- *Serves as a foundation for establishing and identifying areas that are basic to employee training programs*
- *Provides a basis for establishing a compensation program that is related to the nature of the work performed*

- *Improves implementation and maintenance capabilities by providing MERC with a defensible and conceptually defined classification plan.*

The development of the classification plan, and the supporting documentation, provides a foundation for the compensation recommendations which are presented in the following chapter.



## CHAPTER III COMPENSATION

To establish a competitive and effective compensation plan for the Metropolitan Exposition-Recreation Commission's staff, a thorough understanding of market pay practices is necessary. This Chapter of the Executive Summary identifies the parameters of the labor market analysis including the conduct of an independent labor market salary survey. Overall objectives of the compensation analysis, including the role of labor market data in the salary setting process, are likewise presented.

To facilitate review, this Chapter is organized into the following sections:

- *Compensation Analysis Objectives*
- *Selection of Labor Market Agencies*
- *Identification of an Appropriate Labor Market*
- *Selection of Survey Classifications*
- *Results of the Labor Market Survey*
- *Salary Recommendations.*

Each of these topics are presented below.

### COMPENSATION ANALYSIS OBJECTIVES

The Metropolitan Exposition-Recreation Commission's compensation plan is one of the most important elements of its personnel system and should accomplish the following objectives:

- *Ensure that MERC has the ability to attract and retain well-qualified personnel*
- *Ensure that MERC's compensation practices are competitive with those of comparable employers*
- *Ensure that appropriate internal relationship differentials are used to provide an equitable and sound compensation plan.*

The results of the compensation analysis were used to anchor MERC's compensation plan to the market place in order to ensure the ability of MERC to recruit and retain quality employees. The role or primary objective of the compensation data analysis is to determine how MERC compares to other similar employers in terms of base salary. It is important to remember, however, that the results of the compensation survey are but one component used in setting salaries and establishing MERC's compensation plan. Other components include internal salary relationships, the ability of the organization to pay, and any specific recruiting and retention problems that MERC may be experiencing.

As a starting point, parameters for conducting the compensation analysis included the selection of survey employers to be used in collecting labor market data. The factors considered and the steps taken in the selection of the survey employers are presented below.

#### SELECTION OF LABOR MARKET AGENCIES

The general objective in selecting survey agencies was to define as accurately as possible MERC's "labor market". A labor market is generally that group of agencies with which MERC competes in terms of recruiting and retaining personnel.

There are typically three important criteria utilized in identifying those employers which comprise an agency's labor market. They are:

- **Employer Size**--As a rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. Specifically, facilities of a size and complexity similar to that of the Metropolitan Exposition-Recreation Commission are more likely to have a service structure and organization of positions more similar to that of MERC than are facilities significantly smaller or larger in size.

Two specific indicators of size for meeting, convention and performance facilities include capacity and number of employees. For general public sector agencies the key indicator of size in comparison to the Metropolitan Exposition-Recreation Commission is number of employees.

- **Geographic Proximity**--Geographic proximity of potential employers is another major factor utilized in identifying an organization's labor market. This factor is particularly important because it identifies those employers that directly compete with MERC to recruit and retain personnel. Furthermore, by selecting employers within close geographic proximity, the resulting labor market will be generally reflective of the region's cost



of living, housing costs, growth rate, and other demographic characteristics.

- **Nature of Services Provided**--The final criterion typically utilized in identifying an organization's labor market is the nature of services provided. This criterion is important for the following reasons:
  - *Employers who make similar products or provide similar services are most likely to compete with one another for employees*
  - *These employers are most likely to have comparable jobs*
  - *These employers are most likely to have similar organizational and economic characteristics.*

Each of these factors has been taken into consideration in identifying an appropriate labor market for the Metropolitan Exposition-Recreation Commission.

### **IDENTIFICATION OF AN APPROPRIATE LABOR MARKET**

Since the Metropolitan Exposition-Recreation Commission competes at a local level for clerical, security, and some technical classes, it was recommended that MERC establish a local set of labor market agencies to compare compensation data. These local agencies better reflect the specific recruiting practices of MERC for the non-management classes. Agencies that were included in the local labor market analysis are presented in Exhibit III-A. In summary these agencies include:

- *Three large counties in the State of Oregon*
- *Four local cities in the State of Oregon*
- *One county and one city in the State of Washington*
- *Metro*

Recognizing that the Commission will recruit professional and management positions at a regional level and encompassing more facility related organizations, it was recommended that the Commission expand the agencies in the local labor market to include the agencies listed in Exhibit III-B. These agencies include:

- *Facilities in the Seattle, Tacoma and Spokane areas in Washington*
- *Facilities in the Oakland, Long Beach and San Diego areas in California*
- *Facilities in major metropolitan areas of Colorado, Utah and Arizona.*

The selection of survey employers was reviewed with MERC prior to the collection of survey data.

**EXHIBIT III-A  
LOCAL GOVERNMENT LABOR MARKET**

<u>AGENCY</u>	<u>NUMBER OF F/T EMPLOYEES</u>
<u>Oregon</u>	
Multnomah County	3,500
Clackamas County	1,511
Washington County	925
<u>Metro</u>	
City of Portland	4,900
City of Beaverton	345
City of Hillsboro	195
City of Tigard	168
<u>Washington</u>	
Clark County	919
City of Vancouver	450
Metropolitan Exposition Recreation Commission	150

**SURVEY CLASS SELECTION**

The second step in undertaking the compensation survey was the selection of survey classifications for comparison purposes. Survey classifications are a representative sample of all classifications contained in MERC's classification plan and provide a reference point for the extrapolation of salary recommendations for non-survey classes. Three important criteria are generally utilized in selecting survey classifications. They are:

- *Survey classes should have a clear and identifiable relationship to other classes in their occupational group. This assures that they will make good references in relating and establishing salaries for other classes.*
- *They should be reasonably well known, and clearly and concisely described.*
- *They should be commonly used classes such that counterparts may readily be found in other agencies in order to ensure that sufficient compensation data will be compiled.*

Based on these factors, the survey classes are identified in Exhibit III-C.

These agencies and survey classes provided MERC with a foundation on which to base the compensation recommendations.

**EXHIBIT III-B--EXPANDED FACILITIES MARKET**  
(In addition to Exhibit III-A)

	<u>Capacity</u>	<u>Square Foot Ranking</u>	<u>Full-time Employees</u>	<u>Part-time Employees</u>
<b>Washington</b>				
<b>Seattle</b>				
Center Coliseum	15,000	53	250 (4)	750 (4)
Kingdome	65,000	70	65	1200-1300 (3)
Convention Center	N/A	N/A	N/A	N/A
<b>Tacoma</b>				
Cheney Stadium	14,000		52	65
Tacoma Dome	27,000	84	Included Above	Included Above
<b>Spokane</b>				
Stadium	35,000		30	75
Coliseum	8,500		Included Above	Included Above
Convention Center	5,000	184		
<b>California</b>				
<b>Oakland</b>				
Convention Center	5,200		N/A	N/A
Coliseum	15,981	98	70	300
Stadium	60,000		Inc Above	Inc Above
<b>Long Beach (1)</b>				
Arena	14,500	59	N/A	N/A
<b>San Diego (1)</b>				
Convention (Golden Hall)	4,300	13	49	100-300
Jack Murphy Stadium	60,750		150 (2)	Included
<b>San Jose</b>				
Civil Center	3,260	40	103	6
Performing Arts Center	2,700		Inc Above	Inc Above
<b>Other States</b>				
<b>Denver (1)</b>				
Coliseum	11,500	31	15	N/A
Arena (McNichols)	18,590		12	N/A
Stadium	76,300		17	8
<b>Phoenix</b>				
Coliseum	15,500		71 (5)	325
Convention Center	20,000	32	92	69
<b>Salt Lake (1)</b>				
Salt Palace	13,155*	33	73	400
<b>Metropolitan Expositions-Recreation Commission</b>				
Coliseum	13,000	68	150	600
Stadium	29,200			

N/A = Not Available

(1) Organization has theater facility

(2) Includes part-time

(3) Includes police officers

(4) Includes all centers

(5) Have 50 full-time temporary employees

**EXHIBIT III-C--SURVEY CLASSES**

**Local Labor Market**

Accountant  
Administrative Secretary  
Audio Visual Coordinator  
Bookkeeper  
Building Maintenance Supervisor  
Event Coordinator II  
Event Security Agent  
Executive Secretary  
House Manager II  
Operations Manager  
Public Relations & Promotion Coordinator  
Sales Representative  
Sales & Marketing Assistant  
Secretary  
Event Security Supervisor  
Systems Administrator  
Ticket Services Supervisor  
Volunteer Coordinator

**Expanded Labor Market**

Assistant General Manager  
Assistant Ticket Services Manager  
Building Maintenance Supervisor  
Coliseum/Stadium Director  
Controller  
Convention Center Director  
Event Coordinator II  
Event Services Manager  
Finance/Administration Director  
General Manager  
House Manager II  
Operations Manager  
Performing Arts Facility Director  
Personnel Manager  
Public Relations & Promotion Coordinator  
Sales Representative  
Sales & Marketing Manager  
Special Services Manager  
Technical Services Manager  
Ticket Services Supervisor

**RESULTS OF THE COMPENSATION SURVEY**

Based upon the compensation analysis, general salary trends in the market place have been identified. Labor market trends serve as the foundation for establishing an equitable and effective plan that will allow MERC to effectively recruit, retain and reward its employees.

Upon comparing MERC's relative position to the labor market, it is recommended that the median be used as a reference point for market trends. The median is a very stable statistical measure and will not be skewed significantly by single high or low paying market employers.

In analyzing the question of "market relationship", the survey jobs were ranked from high-to-low in terms of the each survey classification's salary relationship to the market (i.e. percent above/below the labor market median). A summary of the labor market survey results is presented in Appendix A which reveals that of the 15 jobs surveyed in the local market:

- *MERC is below the market in four instances ranging from -0.20% to -6.96%*
- *MERC is above the market for two classes, one at 6.84% and one at 9.86%*
- *Insufficient data was available for analysis in 8 classes.*

In the expanded market 17 classes were surveyed with the following results:

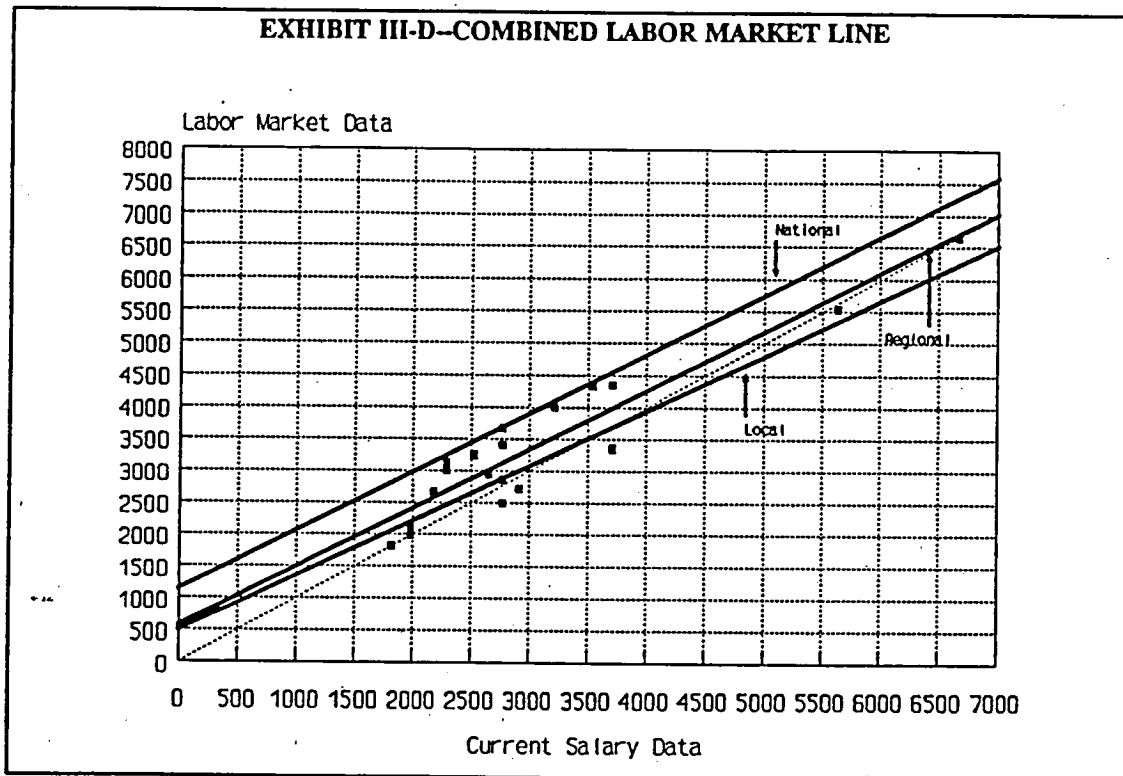
- *Four MERC classes are above the market in a range of 0.18% to 9.70%*
- *MERC is below the market in 10 classes ranging from -11.33% to -36.80%*
- *Four classes do not have sufficient data for analysis.*

As indicated in the data, the relationship of MERC classes to comparable jobs in the labor market agencies varies significantly from class to class. This inconsistency is primarily due to the following factors:

- *The number of comparable classes found in the labor market agencies is not consistent. For some classes, only five comparable classes were analyzed while for others up to ten comparable classes were analyzed.*
- *There is a distinct difference in the salary data between jobs which can be found in local agencies in contrast to classes that can only be found in other large stadium, coliseum, performing arts, and convention center facilities.*
- *Current salary levels for MERC classes are not based on the same market as that utilized in the salary survey.*
- *There was insufficient data for 12 survey classes.*

In order to minimize the effects of the data inconsistency, three trend lines were developed to provide a better and more consistent indicator of labor market salary trends. These trend lines were developed using the statistical process of linear regression which compared selected MERC salaries to market median salaries. Using the salary data presented in Appendix A, three trend lines were developed

to best represent local, regional, and national labor market trends as presented in Exhibit III-D below.



These trend lines provide a basis for establishing salary levels for all benchmark classes as discussed in the following section.

### SALARY RECOMMENDATIONS

Based on an analysis of the Metropolitan Exposition-Recreation Commission's current compensation plan and an analysis of market trends, a revised compensation plan has been developed. Key components of this compensation plan include:

- *An equitable and structured salary plan*
- *Consistent and equitable internal salary relationship differentials*
- *Salary ranges which are competitive with the labor market trend line*
- *Compensation structures which are easily integrated with MERC's compensation system.*

The first step in building the recommended compensation plan included the selection of benchmark classifications. Benchmark jobs are those jobs that are tied directly to a market trend line during the salary setting process. These jobs are used as a means of anchoring MERC's overall compensation plan to the market, and are used as a reference point for establishing salary levels for all other classes within MERC's personnel system.

Based upon a detailed analysis of the labor market data which accounted for labor market relationships and the strength of the market data in terms of comparabilities identified, a total of 19 benchmarks were selected from the classes used in the labor market analysis. These classes are indicated in the salary recommendations by the word "benchmark".

Building from the salary levels established for identified benchmark jobs, internal salary relationships were developed and used to set salaries for all other non-benchmark jobs. Recognizing the job levels established in MERC's classification plan and the general labor market trends, the following internal salary relationship guidelines have been established and consistently applied in order to develop specific salary recommendations for each job. Using the top step (maximum) salary of each proposed salary range as a consistent point of reference, it is recommended that:

- *Salaries for entry level classes be set 10 to 15 percent below journey level classes*
- *Salaries for technical and professional jobs be set approximately 10 to 15 percent apart*
- *Salary levels for management jobs be set approximately 15 to 25 percent above the highest paid subordinate.*

Where possible, current salary relationships were maintained, unless the results of the classification analysis or labor market data indicated a change was necessary. The guidelines presented above have been applied along with the labor market salary data to construct a salary plan that is internally equitable while maintaining a competitive relationship with the external market place.

Appendix B presents the draft salary recommendations for each classification recommended in revised classification plan for the Metropolitan Exposition-Recreation Commission. The appendix includes the identification of:

- *Recommended class title*
- *Current class title*
- *Current minimum and maximum monthly salary for each class*
- *Specific labor market high and low salary data, if utilized*

- *A recommended salary range and minimum and maximum top step*
- *Dollar and percentage change between current monthly maximum salary and the recommended salary maximum*
- *Rationale for the salary recommendation.*

The rationale for the salary recommendation identifies the reliance placed upon labor market data, internal salary relationship guidelines, and/or internal ties between other jobs in developing each specific recommendation. This information provides MERC with the necessary tools in order to maintain the internal equity of the plan over time.



## **CHAPTER IV RANGE STRUCTURES & COST IMPLEMENTATION**

This final chapter of the Executive Summary provides the Metropolitan Exposition-Recreation Commission with recommendations regarding MERC's compensation structures. In addition, this chapter provides a summary of the implementation strategies that were analyzed as well as specific recommendations for implementation. Each of these topics are discussed separately below.

### **SALARY RANGE STRUCTURES**

Currently, most of MERC's full-time nonrepresented classes utilize a five step salary range with approximately five percent increments between steps. Employees are generally hired at the minimum of the salary range and can progress to the maximum step through annual merit increases. For MERC's part-time classes the salary range structure can vary from a flat salary up to three steps depending on the specific class. Executive management classes are paid a flat salary without a range structure.

For MERC's full-time, nonrepresented and non-executive classes, it is recommended that MERC implement a six step range. It is further recommended that MERC implement the use of a squared table with 5 percent between steps and 2.5 percent between salary ranges.

For part-time non-represented classes, it is recommended that MERC adopt a five step range with 5 percent between steps and 2.5 percent between salary ranges. The top step of each range on the part-time table should correspond with the fourth step of the full-time table for the same range number.

These salary structure will better enable MERC to manage its compensation plan over time and would be administered as follows:

- *New employees would enter the salary range at the minimum (step 1) of the salary range*

- *After completion of their probationary period, the employee would be eligible for a one step (5 percent) pay increase*
- *Thereafter, the employee would receive a one step merit increase annually, assuming the employee is performing at a satisfactory level*
- *These merit increases would continue until the employee reaches the top of the salary range (step 5 or 6 depending on full- or part-time status).*

For MERC's executive management employees, it is recommended that MERC establish open salary ranges with a range spread from salary minimum to maximum of 50 percent. This range structure will allow more flexibility in the administration of the management salary ranges. Guidelines for administering this type of pay plan include:

- *Salaries for new employees would be set to the salary range minimum, unless specific recruitment needs require a salary level above the range minimum but not to exceed the midpoint of the range.*
- *Movement through the salary range should be based upon performance and should be closely tied to a pay for performance plan, thereby ensuring a meaningful correlation between merit pay increases and the level of job performance.*
- *Increases for current executive staff could be implemented at least equal to that of the overall percentage payroll increase (3.0%) plus any other cost of living increases received by the other class.*

In addition to merit increases, the entire salary table would be adjusted annually to account for cost of living (COLA) increases. These increases would normally be determined based on cost of living indicators such as the Consumer Price Index. Both merit and COLA increases would be subject to MERC's ability to pay.

In order to ensure that MERC maintains equity with the labor market, the salary plan should be updated through a salary survey every third year. It is not necessary for MERC to conduct annual salary surveys, unless specific data is needed for a new position.

Range placement tables for all of MERC's non-represented classes are provided in Appendix C.

### COST IMPLEMENTATION

In order to provide MERC with a clear understanding of the costs for implementing the salary recommendations, cost analyses were prepared for all

employees included in the scope of the study. The implementation cost figures represent the dollar and percentage increase in MERC's base salary expenditures, not including benefits, cash add-ons or retirement costs. Based on these parameters the first year implementation cost for the salary recommendations will result in at least a 3.0 percent increase in MERC's base salary payroll expenditure for those positions included in the study.

For those employees recommended for an increase of greater than 10% it is suggested that MERC phase-in the amount of increase above 10% at 5% increments on a quarterly or semi-annual basis until the compensation objective has been met.

The intent of this implementation option is to provide MERC with a compensation plan that is competitive with the labor market while meeting MERC's ability to pay. This approach will further help to ensure that MERC is able to provide employees annual merit increases and appropriate cost of living adjustments in future years.

♦ ♦ ♦

In summary, the recommended compensation plan and the corresponding administration guidelines will effectively eliminate any compensation inequities in MERC's current compensation plan. Specifically, the recommended plan addresses a variety of compensation issues including the use of consistent internal relationship differentials, the development of sound compensation structures, and a more equitable linkage with labor market compensation trends.



**APPENDIX A--LABOR MARKET SURVEY RESULTS**



METROPOLITAN EXPOSITION-RECREATION COMMISSION  
 LABOR MARKET SALARY SURVEY SUMMARY  
 LOCAL MARKET  
 JANUARY 29, 1991

Recommended Title	Current Monthly Top Step Salary	Local Labor Market Median	Percent Above/Below Local Median
Accountant	2911	2712	6.84%
Administrative Secretary	1983	2121	-6.96%
Audio Visual Coordinator	2522	I.D.	--
Bookkeeper	1983	1987	-0.20%
Building Maintenance Supervisor	2768	2855	-3.14%
Event Coordinator II	2288	I.D.	--
Event Security Agent	1651	I.D.	--
Event Security Supervisor	2179	I.D.	--
Executive Secretary	2768	2495	9.86%
House Manager II	2288	I.D.	--
Marketing Associate	2179	I.D.	--
Operations Manager	Drift	3679	--
Public Relations & Promotion Coord.	Drift	2724	--
Sales Representative	2648	I.D.	--
Secretary	1810	1814	-0.22%
Systems Administrator	Drift	4167	--
Ticket Services Supervisor	2179	I.D.	--
Volunteer Coordinator	2179	I.D.	--

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
 LABOR MARKET SALARY SURVEY SUMMARY  
 EXPANDED MARKET  
 JANUARY 29, 1991

Recommended Title	Current Monthly Top Step Salary	Expanded Labor Market Median	Percent Above/Below Expanded Median
Assistant General Manager	Drift	5330	--
Assistant Ticket Services Manager	2522	3250	-28.87%
Building Maintenance Supervisor	2768	3404	-22.98%
Coliseum/Stadium Director	4750	I.D.	--
Controller	3710	4351	-17.28%
Convention Center Director	5417	I.D.	--
Event Coordinator II	2288	3004	-31.29%
Event Services Manager	3211	4003	-24.67%
Finance/Administration Director	5633	5533	1.78%
General Manager	6667	6655	0.18%
House Manager II	2288	3130	-36.80%
Operations Manager	Drift	4168	--
Performing Arts Facility Director	4573	I.D.	--
Personnel Manager	3710	I.D.	--
Public Relations & Promotion Coord.	Drift	2958	--
Sales Representative	2648	2948	-11.33%
Sales & Marketing Manager	3539	4333	-22.44%
Special Services Manager	3710	3350	9.70%
Technical Services Manager	2768	3667	-32.48%
Ticket Services Supervisor	2179	2659	-22.03%



**APPENDIX B--SALARY RECOMMENDATIONS**

# Metropolitan Exposition-Recreation Commission

Memorial Coliseum • PO Box 2746, Portland, OR 97208 • 503/235-8771 • Fax-503/230-6717  
Portland Center for the Performing Arts • 1111 SW Broadway, Portland, OR 97205 • 503/248-4335

## MEMORANDUM

TO: Ralph Andersen Range Placement Tables  
FROM: Salary Survey Committee  
SUBJECT: Adjustments to Salary Recommendations (Appendix B) and Salary Range Placement Tables (Appendix C)

---

The following adjustments were made by the Salary Survey Committee on March 11, 1991 to the Ralph Andersen Salary Recommendations (Appendix B) and Range Placement Tables (Appendix C):

### Full-Time Classes

Oregon Convention Center Director, Portland Center for the Performing Arts Director, Stadium/Coliseum Director and Finance & Administration Director have been retitled as manager positions.

Personnel Assistant position was retitled as a Clerical Assistant, and was placed in Range 29 to correct internal alignment and reflect revised job description duties. This position is currently placed in the G & A budget and not one of the personnel positions which is reimbursed by the Metropolitan Exposition-Recreation Commission to Metro.

The Secretary position at the Oregon Convention Center who reports to the Oregon Convention Center Director was placed in Range 33 and retitled Administrative Secretary to correct internal alignment and properly reflect the duties of the position.

Assistant Special Services Manager-Admissions was moved from Range 39 to Range 41 to correct internal alignment.

Senior House Manager was moved from Range 47 to Range 44 to correct internal alignment.

Systems Administrator was moved from Range 53 to Range 50 to correct internal alignment.

Operations Manager was moved from Range 50 to Range 53 to correct internal alignment.

Part-Time Classes

Elevator Operator was added to Range 9. (Omitted in the Ralph Andersen study).

Seat Marker was added to Range 11. (Omitted in the Ralph Andersen study).

Checkroom Attendant was added to Range 15. (Omitted in the Ralph Andersen study).

Event Receptionist was moved from Range 15 to Range 18 to correct internal alignment.

Merchandising Supervisor was correctly placed in Range 18, however, "the 1% of gross merchandising sales, whichever is greater, per event" description of the salary was omitted in the Ralph Andersen study and the Committee has included the statement to the position.

---

It should also be noted that the annual salary rates listed in the range placement tables are based on 2,075 hours and will require adjustment to 2,080 hours. The result of making this adjustment will be that yearly rates will remain the same as listed on the Ralph Andersen study, but hourly rates will be slightly lower.



METROPOLITAN EXPOSITION-RECREATION COMMISSION  
SALARY RECOMMENDATIONS

JANUARY 29, 1991

A = Clackamas County      F = Oakland Convention Center  
B = Beaverton              G = San Diego Convention/Arts Center  
C = Hillsboro              H = Multnomah  
D = Clark County,        I = Oakland Coliseum/Stadium  
E = Metro                  J = San Jose Cultural & Convention Center

RECOMMENDED TITLE	CURRENT MONTHLY SALARY RANGE		SALARY LINE DATA	LABOR MARKET TOP STEP DATA		RECOM. RANGE	RECOMMENDED MONTHLY SALARY RANGE		CHANGE FROM CURRENT TO RECOM. TOP STEP SAL.		RECOMMENDED INTERNAL ALIGNMENT
	MINIMUM	MAXIMUM		LOW	HIGH		MINIMUM	MAXIMUM	DOLLAR	PERCENT	
General Manager	--	6667				123 E	6238	7798	1131	17.0%	Approx. 20% above Finance & Administration Director
Oregon Convention Center Director	--	5417	6124			114 E	4995	6244	827	15.3%	Benchmark; set to national market
Portland Center for the Perf. Arts Dir.	--	4573				110 E	4526	5657	1084	23.7%	Approx. 10% below Oregon Convention Center Director
Coliseum/Stadium Director	--	4750				110 E	4526	5657	907	19.1%	Approx. 10% below Oregon Convention Center Director
Finance & Administration Director	--	5633	6322	4767 F	5950 I	115 E	5120	6400	767	13.6%	Benchmark; set to national market
Assistant to the General Manager	--	4687				110 E	4526	5657	970	20.7%	Approx. 10% below Oregon Convention Center Director
Personnel Manager	3054	3710				52	2877	3673	-37	-1.0%	Approx. 5% below Controller
Personnel Assistant	1506	1810				31	1714	2188	378	20.9%	Approx. 5% above Secretary
Public Relations & Promotions Coord.	2401	2768				44	2363	3016	248	9.0%	Same as Purchasing Coordinator
Purchasing Coordinator	2511	3054				44	2363	3016	-38	-1.2%	Same as Accountant
Systems Administrator	2768	3368	3676			53	2950	3765	397	11.8%	Benchmark; set to regional market
Executive Secretary	2401	2768	2879	2112 A	3019 B	43	2306	2942	174	6.3%	Benchmark; set to local market
Administrative Secretary	1651	1983				33	1802	2299	316	15.9%	Approx. 10% above Secretary
Secretary	1506	1810	2056	1666 C	2368 B	29	1632	2083	273	15.1%	Benchmark; set to local market
Secretary	1506	1810	2056	1666 C	2368 B	29 P	1554	1890	80	4.4%	Benchmark; set to local market
Office Clerk	1441	1730				23	1407	1796	66	3.8%	Approx. 15% below Secretary
Event Receptionist	1078	1147				15 P	1097	1335	188	16.4%	Approx. 20% below Office Clerk
Controller	3054	3710				54	3023	3859	149	4.0%	Approx. 25% above Accountant
Accountant	2522	2911	3002			44	2363	3016	105	3.6%	Benchmark; set to regional market
Assistant Accountant	2078	2522				38	2037	2600	78	3.1%	Approx. 15% below Accountant
Bookkeeper	1579	1897	2130	1880 D	2366 E	30	1672	2135	238	12.5%	Benchmark; set to local market
Accounting Clerk	1506	1810				24	1442	1841	31	1.7%	Approx. 15% below Bookkeeper
Ticket Services Manager	3054	3710	3710			53	2950	3765	55	1.5%	Approx. 25% above Assistant Ticket Services Manager; SCS*
Assistant Ticket Services Manager	2288	2640				39	2088	2665	25	0.9%	Approx. 10% above Ticket Services Supervisor
Ticket Services Supervisor	1810	2179	2373	2333 F	2789 G	35	1892	2415	236	10.8%	Benchmark; set to local market

\* SCS - Same as Current Salary    \*\* Will move to range 39 upon full automation

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
SALARY RECOMMENDATIONS

JANUARY 29, 1991

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RECOMMENDED TITLE	CURRENT MONTHLY SALARY RANGE		SALARY LINE DATA	LABOR MARKET TOP STEP DATA		RECOM. RANGE	RECOMMENDED MONTHLY SALARY RANGE		CHANGE FROM CURRENT TO RECOM. TOP STEP SAL.		RECOMMENDED INTERNAL ALIGNMENT
	MINIMUM	MAXIMUM		LOW	HIGH		MINIMUM	MAXIMUM	DOLLAR	PERCENT	
Asst. Ticket Services Manager-Phone Center**	1810	2179				37	1988	2537	358	16.4%	Approx. 5% below Assistant Ticket Services Manager
Ticket Services Supervisor-Phone Center	1376	1650				33 P	1716	2086	436	26.4%	Approx. 5% below Ticket Services Supervisor
Special Services Manager	3054	3710				53	2950	3765	55	1.5%	Same as Ticket Services Manager
Asst. Special Services Manager-Admissions	2288	2640				39	2088	2665	25	0.9%	Approx. 5% below Asst. Special Services Manager-Security
Asst. Special Services Manager-Security	2401	2768				41	2194	2800	32	1.2%	Approx. 25% above Facility Security Supervisor
Event Security Supervisor	1833	1920	2150			31 P	1632	1985	65	3.4%	Benchmark; set to local market
Event Security Agent	1507	1650	1918			26 P	1442	1754	104	6.3%	Benchmark; set to local market
Facility Security Supervisor	1810	2179				31	1714	2188	9	0.4%	Same as Event Security Supervisor
Facility Security Agent	1376	1651				26	1514	1934	283	17.1%	Same as Event Security Agent
Operations Manager	2768	3368				50	2739	3496	128	3.8%	Approx. 15% above Senior Setup Supervisor
Building Maintenance Supervisor	2401	2768				40	2141	2732	-36	-1.3%	Same as Setup Supervisor
Setup & Maintenance Coordinator	1810	2179				36	1939	2475	296	13.6%	Approx. 10% below Setup Supervisor
Senior Setup Supervisor	2179	2648				44	2363	3016	368	13.9%	Approx. 10% above Setup Supervisor
Setup Supervisor	2078	2522	2668			40	2141	2732	210	8.3%	Benchmark; set to local market
Maintenance Supervisor	2078	2522				44	2363	3016	494	19.6%	Approx. 10% above Setup Supervisor
Graphic Designer	2078	2522	2668			40	2141	2732	210	8.3%	Benchmark; set to local market
Audio Visual Production Assistant	1352	1352	1662			20 P	1244	1512	160	11.8%	Benchmark; set to local market
Sales & Marketing Manager	2911	3539				52	2877	3673	134	3.8%	Approx. 20% above Sales Representative
Sales Representative	2179	2648	3013	2250 F	3307 J	44	2363	3016	368	13.9%	Benchmark; set to regional market
Group Sales Coordinator	1579	1897				36	1939	2475	578	30.5%	Approx. 5% below Booking Coordinator
Booking Coordinator	1983	2401				38	2037	2600	199	8.3%	Approx. 15% below Sales Representative
Marketing Associate	1810	2179				31	1714	2188	9	0.4%	Approx. 5% above Secretary
Event Services Manager	2640	3211				52	2877	3673	462	14.4%	Approx. 20% above Senior Event Coordinator

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METROPOLITAN EXPOSITION-RECREATION COMMISSION  
SALARY RECOMMENDATIONS

JANUARY 29, 1991

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	MINIMUM	MAXIMUM		LOW	HIGH		MINIMUM	MAXIMUM	DOLLAR	PERCENT	
Senior Event Coordinator	2078	2522				44	2363	3016	496	19.6%	Approx. 10% above Event Coordinator II
Event Coordinator II	1897	2288	2682	2516 F	4053 I	40	2141	2732	444	19.4%	Benchmark; set to regional market
Event Coordinator I	1579	1897				34	1846	2356	459	24.2%	Approx. 15% below Event Coordinator II
House Manager II	1833	1920				40 P	2039	2478	558	29.1%	Same as Event Coordinator II
House Manager II	1897	2288				40	2141	2732	444	19.4%	Same as Event Coordinator II
House Manager I	--	--				34	1846	2356	--	--	Approx. 15% below House Manager II
Technical Services Manager	2401	2768				52	2877	3673	905	32.7%	Approx. 20% above Assistant Technical Services Manager
Assistant Technical Services Manager	2288	2640	3006			44	2363	3016	376	14.2%	Benchmark; set to regional market
Audio Visual Coordinator	2078	2522	2897			43	2306	2942	420	16.7%	Benchmark; set to regional market
Volunteer Coordinator	1810	2179	2373	1973 D	2800 H	35	1892	2415	236	10.8%	Benchmark; set to local market
Medical Specialist	2105	2105	2309			34 P	1758	2137	32	1.5%	Benchmark; set to local market
Merchandising Supervisor	1247	1247	1571			18 P	1184	1438	191	15.3%	Benchmark; set to local market
Telephone System Coordinator	2401	2768				43	2306	2942	174	6.3%	Same as Audio Visual Coordinator

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\* SCS - Same as Current Salary      \*\* Will move to range 39 upon full automation

**APPENDIX C--RANGE PLACEMENT TABLES**





**RANGE PLACEMENT TABLE  
EXECUTIVE MANAGEMENT**

# Metropolitan Exposition-Recreation Commission

Memorial Coliseum • PO Box 2746, Portland, OR 97208 • 503/235-8771 • Fax-503/230-6717  
Portland Center for the Performing Arts • 1111 SW Broadway, Portland, OR 97205 • 503/248-4335

## MEMORANDUM

TO: Ralph Andersen Range Placement Tables  
FROM: Salary Survey Committee  
SUBJECT: Adjustments to Salary Recommendations (Appendix B) and Salary Range Placement Tables (Appendix C)

---

The following adjustments were made by the Salary Survey Committee on March 11, 1991 to the Ralph Andersen Salary Recommendations (Appendix B) and Range Placement Tables (Appendix C):

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Senior House Manager was moved from Range 47 to Range 44 to correct internal alignment.

Systems Administrator was moved from Range 53 to Range 50 to correct internal alignment.

Operations Manager was moved from Range 50 to Range 53 to correct internal alignment.

Part-Time Classes

Elevator Operator was added to Range 9. (Omitted in the Ralph Andersen study).

Seat Marker was added to Range 11. (Omitted in the Ralph Andersen study).

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It should also be noted that the annual salary rates listed in the range placement tables are based on 2,075 hours and will require adjustment to 2,080 hours. The result of making this adjustment will be that yearly rates will remain the same as listed on the Ralph Andersen study, but hourly rates will be slightly lower.

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
 RANGE PLACEMENT TABLE - EXECUTIVE MANAGEMENT CLASSES  
 JANUARY 29, 1991

Range	Recommended Title	Minimum	-25%- Control Point	-25%- Maximum
110	Assistant to the General Manager Coliseum/Stadium Director Portland Center for the Perf. Arts Dir.	4526	5657	7071
111		4638	5798	7248
112		4754	5943	7429
113		4874	6092	7615
114	Oregon Convention Center Director	4995	6244	7805
115	Finance & Administration Director	5120	6400	8000
116		5248	6560	8200
117		5379	6724	8405
118		5514	6892	8615
119		5651	7064	8830
120		5793	7241	9051
121		5938	7422	9278
122		6086	7608	9510
123	General Manager	6238	7798	9748

**RANGE PLACEMENT TABLE  
FULL-TIME CLASSES**

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
RANGE PLACEMENT TABLE - FULL-TIME CLASSES  
2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
JANUARY 29, 1991

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6
1		Hourly	4.72	4.95	5.20	5.46	5.73	6.02
		Bi-weekly	376.62	395.54	415.38	436.15	457.85	480.92
		Monthly	816	857	900	945	992	1042
		Annual	9792	10284	10800	11340	11904	12504
2		Hourly	4.84	5.08	5.34	5.60	5.88	6.17
		Bi-weekly	386.31	405.69	426.00	447.23	469.38	492.92
		Monthly	837	879	923	969	1017	1068
		Annual	10044	10548	11076	11628	12204	12816
3		Hourly	4.96	5.21	5.47	5.74	6.03	6.33
		Bi-weekly	396.00	415.85	436.62	458.31	481.38	505.38
		Monthly	858	901	946	993	1043	1095
		Annual	10296	10812	11352	11916	12516	13140
4		Hourly	5.09	5.34	5.61	5.88	6.18	6.49
		Bi-weekly	406.15	426.46	447.69	469.85	493.38	517.85
		Monthly	880	924	970	1018	1069	1122
		Annual	10560	11088	11640	12216	12828	13464
5		Hourly	5.21	5.47	5.74	6.03	6.33	6.65
		Bi-weekly	415.85	436.62	458.31	481.38	505.38	530.77
		Monthly	901	946	993	1043	1095	1150
		Annual	10812	11352	11916	12516	13140	13800
6		Hourly	5.34	5.61	5.89	6.18	6.49	6.82
		Bi-weekly	426.46	447.69	470.31	493.85	518.31	544.15
		Monthly	924	970	1019	1070	1123	1179
		Annual	11088	11640	12228	12840	13476	14148
7		Hourly	5.47	5.74	6.03	6.33	6.65	6.98
		Bi-weekly	436.62	458.31	481.38	505.38	530.77	557.54
		Monthly	946	993	1043	1095	1150	1208
		Annual	11352	11916	12516	13140	13800	14496
8		Hourly	5.61	5.89	6.18	6.49	6.82	7.16
		Bi-weekly	447.69	470.31	493.85	518.31	544.15	571.38
		Monthly	970	1019	1070	1123	1179	1238
		Annual	11640	12228	12840	13476	14148	14856
9		Hourly	5.75	6.03	6.34	6.65	6.99	7.34
		Bi-weekly	458.77	481.85	505.85	531.23	558.00	585.69
		Monthly	994	1044	1096	1151	1209	1269
		Annual	11928	12528	13152	13812	14508	15228

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
 RANGE PLACEMENT TABLE - FULL-TIME CLASSES  
 2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
 JANUARY 29, 1991

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6
10		Hourly	5.89	6.18	6.50	6.82	7.16	7.52
		Bi-weekly	470.31	493.85	518.77	544.62	571.85	600.46
		Monthly	1019	1070	1124	1180	1239	1301
		Annual	12228	12840	13488	14160	14868	15612
11		Hourly	6.04	6.34	6.66	6.99	7.34	7.71
		Bi-weekly	482.31	506.31	531.69	558.46	586.15	615.69
		Monthly	1045	1097	1152	1210	1270	1334
		Annual	12540	13164	13824	14520	15240	16008
12		Hourly	6.19	6.50	6.83	7.17	7.53	7.90
		Bi-weekly	494.31	519.23	545.08	572.31	600.92	630.92
		Monthly	1071	1125	1181	1240	1302	1367
		Annual	12852	13500	14172	14880	15624	16404
13		Hourly	6.34	6.66	6.99	7.34	7.71	8.10
		Bi-weekly	506.31	531.69	558.46	586.15	615.69	646.62
		Monthly	1097	1152	1210	1270	1334	1401
		Annual	13164	13824	14520	15240	16008	16812
14		Hourly	6.51	6.83	7.17	7.53	7.91	8.30
		Bi-weekly	519.69	545.54	572.77	601.38	631.38	662.77
		Monthly	1126	1182	1241	1303	1368	1436
		Annual	13512	14184	14892	15636	16416	17232
15		Hourly	6.66	6.99	7.35	7.72	8.10	8.51
		Bi-weekly	531.69	558.46	586.62	616.15	647.08	679.38
		Monthly	1152	1210	1271	1335	1402	1472
		Annual	13824	14520	15252	16020	16824	17664
16		Hourly	6.84	7.18	7.54	7.91	8.31	8.72
		Bi-weekly	546.00	573.23	601.85	631.85	663.23	696.46
		Monthly	1183	1242	1304	1369	1437	1509
		Annual	14196	14904	15648	16428	17244	18108
17		Hourly	7.00	7.35	7.72	8.11	8.51	8.94
		Bi-weekly	558.92	587.08	616.62	647.54	679.85	714.00
		Monthly	1211	1272	1336	1403	1473	1547
		Annual	14532	15264	16032	16836	17676	18564
18		Hourly	7.18	7.54	7.92	8.31	8.73	9.17
		Bi-weekly	573.69	602.31	632.31	663.69	696.92	732.00
		Monthly	1243	1305	1370	1438	1510	1586
		Annual	14916	15660	16440	17256	18120	19032



METROPOLITAN EXPOSITION-RECREATION COMMISSION  
RANGE PLACEMENT TABLE - FULL-TIME CLASSES  
2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
JANUARY 29, 1991

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6
19		Hourly	7.36	7.73	8.12	8.53	8.95	9.40
		Bi-weekly	588.00	617.54	648.46	680.77	714.92	750.46
		Monthly	1274	1338	1405	1475	1549	1626
		Annual	15288	16056	16860	17700	18588	19512
20		Hourly	7.55	7.92	8.32	8.74	9.18	9.64
		Bi-weekly	602.77	632.77	664.62	697.85	732.92	769.38
		Monthly	1306	1371	1440	1512	1588	1667
		Annual	15672	16452	17280	18144	19056	20004
21		Hourly	7.74	8.13	8.53	8.96	9.41	9.88
		Bi-weekly	618.00	648.92	681.23	715.38	751.38	788.77
		Monthly	1339	1406	1476	1550	1628	1709
		Annual	16068	16872	17712	18600	19536	20508
22		Hourly	7.94	8.34	8.75	9.19	9.65	10.13
		Bi-weekly	633.69	665.54	698.77	733.85	770.31	808.62
		Monthly	1373	1442	1514	1590	1669	1752
		Annual	16476	17304	18168	19080	20028	21024
23	Office Clerk	Hourly	8.13	8.54	8.97	9.42	9.88	10.38
		Bi-weekly	649.38	681.69	715.85	751.85	789.23	828.92
		Monthly	1407	1477	1551	1629	1710	1796
		Annual	16884	17724	18612	19548	20520	21552
24	Accounting Clerk	Hourly	8.34	8.75	9.19	9.65	10.13	10.64
		Bi-weekly	665.54	698.77	733.85	770.77	809.08	849.69
		Monthly	1442	1514	1590	1670	1753	1841
		Annual	17304	18168	19080	20040	21036	22092
25		Hourly	8.54	8.97	9.42	9.89	10.39	10.91
		Bi-weekly	682.15	716.31	752.31	789.69	829.38	870.92
		Monthly	1478	1552	1630	1711	1797	1887
		Annual	17736	18624	19560	20532	21564	22644
26	Facility Security Agent	Hourly	8.75	9.19	9.65	10.14	10.65	11.18
		Bi-weekly	698.77	733.85	770.77	809.54	850.15	892.62
		Monthly	1514	1590	1670	1754	1842	1934
		Annual	18168	19080	20040	21048	22104	23208
27		Hourly	8.97	9.42	9.90	10.39	10.91	11.46
		Bi-weekly	716.31	752.31	790.15	829.85	871.38	914.77
		Monthly	1552	1630	1712	1798	1888	1982
		Annual	18624	19560	20544	21576	22656	23784

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
RANGE PLACEMENT TABLE - FULL-TIME CLASSES  
2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
JANUARY 29, 1991

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6
28		Hourly	9.20	9.66	10.14	10.65	11.18	11.75
		Bi-weekly	734.31	771.23	810.00	850.62	893.08	937.85
		Monthly	1591	1671	1755	1843	1935	2032
		Annual	19092	20052	21060	22116	23220	24384
29	Secretary	Hourly	9.43	9.91	10.40	10.92	11.47	12.04
		Bi-weekly	753.23	791.08	830.77	872.31	915.69	961.38
		Monthly	1632	1714	1800	1890	1984	2083
		Annual	19584	20568	21600	22680	23808	24996
30	Bookkeeper	Hourly	9.66	10.15	10.66	11.19	11.75	12.34
		Bi-weekly	771.69	810.46	851.08	893.54	938.31	985.38
		Monthly	1672	1756	1844	1936	2033	2135
		Annual	20064	21072	22128	23232	24396	25620
31	Facility Security Supervisor Marketing Associate Personnel Assistant	Hourly	9.91	10.40	10.92	11.47	12.05	12.65
		Bi-weekly	791.08	830.77	872.31	916.15	961.85	1009.85
		Monthly	1714	1800	1890	1985	2084	2188
		Annual	20568	21600	22680	23820	25008	26256
32		Hourly	10.16	10.66	11.20	11.76	12.35	12.97
		Bi-weekly	810.92	851.54	894.00	938.77	985.85	1035.23
		Monthly	1757	1845	1937	2034	2136	2243
		Annual	21084	22140	23244	24408	25632	26916
33	Administrative Secretary	Hourly	10.42	10.94	11.49	12.06	12.66	13.29
		Bi-weekly	831.69	873.23	917.08	962.77	1010.77	1061.08
		Monthly	1802	1892	1987	2086	2190	2299
		Annual	21624	22704	23844	25032	26280	27588
34	Event Coordinator I House Manager I	Hourly	10.67	11.20	11.76	12.35	12.97	13.62
		Bi-weekly	852.00	894.46	939.23	986.31	1035.69	1087.38
		Monthly	1846	1938	2035	2137	2244	2356
		Annual	22152	23256	24420	25644	26928	28272
35	Ticket Services Supervisor Volunteer Coordinator	Hourly	10.94	11.49	12.06	12.66	13.29	13.96
		Bi-weekly	873.23	917.08	962.77	1010.77	1061.54	1114.62
		Monthly	1892	1987	2086	2190	2300	2415
		Annual	22704	23844	25032	26280	27600	28980
36	Group Sales Coordinator Setup & Maintenance Coordinator	Hourly	11.21	11.77	12.36	12.98	13.62	14.31
		Bi-weekly	894.92	939.69	986.77	1036.15	1087.85	1142.31
		Monthly	1939	2036	2138	2245	2357	2475
		Annual	23268	24432	25656	26940	28284	29700

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
RANGE PLACEMENT TABLE - FULL-TIME CLASSES  
2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
JANUARY 29, 1991

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6
37	Asst. Ticket Svcs. Mgr.-Phone Center	Hourly	11.49	12.06	12.66	13.30	13.97	14.66
		Bi-weekly	917.54	963.23	1011.23	1062.00	1115.08	1170.92
		Monthly	1988	2087	2191	2301	2416	2537
		Annual	23856	25044	26292	27612	28992	30444
38	Assistant Accountant Booking Coordinator	Hourly	11.77	12.36	12.98	13.63	14.31	15.03
		Bi-weekly	940.15	987.23	1036.62	1088.31	1142.77	1200.00
		Monthly	2037	2139	2246	2358	2476	2600
		Annual	24444	25668	26952	28296	29712	31200
39	Assistant Ticket Services Manager Asst. Spec. Svcs. Manager-Admissions	Hourly	12.07	12.67	13.31	13.97	14.67	15.40
		Bi-weekly	963.69	1011.69	1062.46	1115.54	1171.38	1230.00
		Monthly	2088	2192	2302	2417	2538	2665
		Annual	25056	26304	27624	29004	30456	31980
40	Building Maintenance Supervisor Event Coordinator II Graphic Designer House Manager II Setup Supervisor	Hourly	12.38	12.99	13.64	14.32	15.04	15.79
		Bi-weekly	988.15	1037.54	1089.23	1143.69	1200.92	1260.92
		Monthly	2141	2248	2360	2478	2602	2732
		Annual	25692	26976	28320	29736	31224	32784
41	Asst. Spec. Svcs. Manager-Security	Hourly	12.68	13.32	13.98	14.68	15.42	16.18
		Bi-weekly	1012.62	1063.38	1116.46	1172.31	1230.92	1292.31
		Monthly	2194	2304	2419	2540	2667	2800
		Annual	26328	27648	29028	30480	32004	33600
42		Hourly	13.00	13.65	14.33	15.05	15.80	16.59
		Bi-weekly	1038.00	1089.69	1144.15	1201.38	1261.38	1324.62
		Monthly	2249	2361	2479	2603	2733	2870
		Annual	26988	28332	29748	31236	32796	34440
43	Audio Visual Coordinator Executive Secretary Telephone System Coordinator	Hourly	13.33	13.99	14.69	15.43	16.20	17.01
		Bi-weekly	1064.31	1117.38	1173.23	1231.85	1293.23	1357.85
		Monthly	2306	2421	2542	2669	2802	2942
		Annual	27672	29052	30504	32028	33624	35304
44	Accountant Assistant Technical Services Manager Public Relations & Promotions Coord. Purchasing Coordinator Sales Representative Senior Event Coordinator Senior Setup Supervisor Maintenance Supervisor	Hourly	13.66	14.34	15.06	15.81	16.60	17.43
		Bi-weekly	1090.62	1145.08	1202.31	1262.31	1325.54	1392.00
		Monthly	2363	2481	2605	2735	2872	3016
		Annual	28356	29772	31260	32820	34464	36192

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
RANGE PLACEMENT TABLE - FULL-TIME CLASSES  
2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
JANUARY 29, 1991

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6
45		Hourly	14.00	14.70	15.43	16.21	17.02	17.87
		Bi-weekly	1117.85	1173.69	1232.31	1294.15	1358.77	1426.62
		Monthly	2422	2543	2670	2804	2944	3091
		Annual	29064	30516	32040	33648	35328	37092
46		Hourly	14.35	15.06	15.82	16.61	17.44	18.31
		Bi-weekly	1145.54	1202.77	1262.77	1326.00	1392.46	1462.15
		Monthly	2482	2606	2736	2873	3017	3168
		Annual	29784	31272	32832	34476	36204	38016
47	Senior House Manager	Hourly	14.71	15.44	16.21	17.02	17.87	18.77
		Bi-weekly	1174.15	1232.77	1294.62	1359.23	1427.08	1498.62
		Monthly	2544	2671	2805	2945	3092	3247
		Annual	30528	32052	33660	35340	37104	38964
48		Hourly	15.08	15.83	16.62	17.45	18.32	19.24
		Bi-weekly	1203.69	1263.69	1326.92	1393.38	1463.08	1536.00
		Monthly	2608	2738	2875	3019	3170	3328
		Annual	31296	32856	34500	36228	38040	39936
49		Hourly	15.45	16.23	17.03	17.88	18.78	19.72
		Bi-weekly	1233.69	1295.54	1360.15	1428.00	1499.54	1574.31
		Monthly	2673	2807	2947	3094	3249	3411
		Annual	32076	33684	35364	37128	38988	40932
50	Operations Manager	Hourly	15.83	16.62	17.46	18.33	19.25	20.21
		Bi-weekly	1264.15	1327.38	1393.85	1463.54	1536.92	1613.54
		Monthly	2739	2876	3020	3171	3330	3496
		Annual	32868	34512	36240	38052	39960	41952
51		Hourly	16.23	17.04	17.89	18.79	19.72	20.71
		Bi-weekly	1296.00	1360.62	1428.46	1500.00	1574.77	1653.69
		Monthly	2808	2948	3095	3250	3412	3583
		Annual	33696	35376	37140	39000	40944	42996
52	Event Services Manager Personnel Manager Sales & Marketing Manager Technical Services Manager	Hourly	16.63	17.46	18.34	19.25	20.22	21.23
		Bi-weekly	1327.85	1394.31	1464.00	1537.38	1614.46	1695.23
		Monthly	2877	3021	3172	3331	3498	3673
		Annual	34524	36252	38064	39972	41976	44076
53	Special Services Manager Systems Administrator Ticket Services Manager	Hourly	17.05	17.90	18.80	19.74	20.73	21.76
		Bi-weekly	1361.54	1429.38	1500.92	1576.15	1655.08	1737.69
		Monthly	2950	3097	3252	3415	3586	3765
		Annual	35400	37164	39024	40980	43032	45180

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
 RANGE PLACEMENT TABLE - FULL-TIME CLASSES  
 2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
 JANUARY 29, 1991

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6
54	Controller	Hourly	17.47	18.35	19.27	20.23	21.24	22.31
		Bi-weekly	1395.23	1464.92	1538.31	1615.38	1696.15	1781.08
		Monthly	3023	3174	3333	3500	3675	3859
		Annual	36276	38088	39996	42000	44100	46308

**RANGE PLACEMENT TABLE  
PART-TIME CLASSES**

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
RANGE PLACEMENT TABLE - PART-TIME CLASSES  
2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
JANUARY 29, 1991.

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5
1		Hourly	4.49	4.72	4.95	5.20	5.46
		Bi-weekly	358.62	376.62	395.54	415.38	436.15
		Monthly	777	816	857	900	945
		Annual	9324	9792	10284	10800	11340
2		Hourly	4.61	4.84	5.08	5.34	5.60
		Bi-weekly	367.85	386.31	405.69	426.00	447.23
		Monthly	797	837	879	923	969
		Annual	9564	10044	10548	11076	11628
3		Hourly	4.72	4.96	5.21	5.47	5.74
		Bi-weekly	377.08	396.00	415.85	436.62	458.31
		Monthly	817	858	901	946	993
		Annual	9804	10296	10812	11352	11916
4		Hourly	4.84	5.09	5.34	5.61	5.88
		Bi-weekly	386.77	406.15	426.46	447.69	469.85
		Monthly	838	880	924	970	1018
		Annual	10056	10560	11088	11640	12216
5		Hourly	4.96	5.21	5.47	5.74	6.03
		Bi-weekly	396.00	415.85	436.62	458.31	481.38
		Monthly	858	901	946	993	1043
		Annual	10296	10812	11352	11916	12516
6		Hourly	5.09	5.34	5.61	5.89	6.18
		Bi-weekly	406.15	426.46	447.69	470.31	493.85
		Monthly	880	924	970	1019	1070
		Annual	10560	11088	11640	12228	12840
7		Hourly	5.21	5.47	5.74	6.03	6.33
		Bi-weekly	415.85	436.62	458.31	481.38	505.38
		Monthly	901	946	993	1043	1095
		Annual	10812	11352	11916	12516	13140
8		Hourly	5.34	5.61	5.89	6.18	6.49
		Bi-weekly	426.46	447.69	470.31	493.85	518.31
		Monthly	924	970	1019	1070	1123
		Annual	11088	11640	12228	12840	13476
9		Hourly	5.47	5.75	6.03	6.34	6.65
		Bi-weekly	437.08	458.77	481.85	505.85	531.23
		Monthly	947	994	1044	1096	1151
		Annual	11364	11928	12528	13152	13812

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
RANGE PLACEMENT TABLE - PART-TIME CLASSES  
2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
JANUARY 29, 1991

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5
10		Hourly	5.61	5.89	6.18	6.50	6.82
		Bi-weekly	447.69	470.31	493.85	518.77	544.62
		Monthly	970	1019	1070	1124	1180
		Annual	11640	12228	12840	13488	14160
11		Hourly	5.75	6.04	6.34	6.66	6.99
		Bi-weekly	459.23	482.31	506.31	531.69	558.46
		Monthly	995	1045	1097	1152	1210
		Annual	11940	12540	13164	13824	14520
12		Hourly	5.90	6.19	6.50	6.83	7.17
		Bi-weekly	470.77	494.31	519.23	545.08	572.31
		Monthly	1020	1071	1125	1181	1240
		Annual	12240	12852	13500	14172	14880
13		Hourly	6.04	6.34	6.66	6.99	7.34
		Bi-weekly	482.31	506.31	531.69	558.46	586.15
		Monthly	1045	1097	1152	1210	1270
		Annual	12540	13164	13824	14520	15240
14		Hourly	6.20	6.51	6.83	7.17	7.53
		Bi-weekly	494.77	519.69	545.54	572.77	601.38
		Monthly	1072	1126	1182	1241	1303
		Annual	12864	13512	14184	14892	15636
15	Event Receptionist	Hourly	6.34	6.66	6.99	7.35	7.72
		Bi-weekly	506.31	531.69	558.46	586.62	616.15
		Monthly	1097	1152	1210	1271	1335
		Annual	13164	13824	14520	15252	16020
16		Hourly	6.51	6.84	7.18	7.54	7.91
		Bi-weekly	520.15	546.00	573.23	601.85	631.85
		Monthly	1127	1183	1242	1304	1369
		Annual	13524	14196	14904	15648	16428
17		Hourly	6.66	7.00	7.35	7.72	8.11
		Bi-weekly	532.15	558.92	587.08	616.62	647.54
		Monthly	1153	1211	1272	1336	1403
		Annual	13836	14532	15264	16032	16836
18	Merchandising Supervisor	Hourly	6.84	7.18	7.54	7.92	8.31
		Bi-weekly	546.46	573.69	602.31	632.31	663.69
		Monthly	1184	1243	1305	1370	1438
		Annual	14208	14916	15660	16440	17256



METROPOLITAN EXPOSITION-RECREATION COMMISSION  
RANGE PLACEMENT TABLE - PART-TIME CLASSES  
2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
JANUARY 29, 1991

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5
19		Hourly	7.01	7.36	7.73	8.12	8.53
		Bi-weekly	559.85	588.00	617.54	648.46	680.77
		Monthly	1213	1274	1338	1405	1475
		Annual	14556	15288	16056	16860	17700
20	Audio Visual Production Assistant	Hourly	7.19	7.55	7.92	8.32	8.74
		Bi-weekly	574.15	602.77	632.77	664.62	697.85
		Monthly	1244	1306	1371	1440	1512
		Annual	14928	15672	16452	17280	18144
21		Hourly	7.37	7.74	8.13	8.53	8.96
		Bi-weekly	588.46	618.00	648.92	681.23	715.38
		Monthly	1275	1339	1406	1476	1550
		Annual	15300	16068	16872	17712	18600
22		Hourly	7.56	7.94	8.34	8.75	9.19
		Bi-weekly	603.69	633.69	665.54	698.77	733.85
		Monthly	1308	1373	1442	1514	1590
		Annual	15696	16476	17304	18168	19080
23		Hourly	7.75	8.13	8.54	8.97	9.42
		Bi-weekly	618.46	649.38	681.69	715.85	751.85
		Monthly	1340	1407	1477	1551	1629
		Annual	16080	16884	17724	18612	19548
24		Hourly	7.94	8.34	8.75	9.19	9.65
		Bi-weekly	633.69	665.54	698.77	733.85	770.77
		Monthly	1373	1442	1514	1590	1670
		Annual	16476	17304	18168	19080	20040
25		Hourly	8.14	8.54	8.97	9.42	9.89
		Bi-weekly	649.85	682.15	716.31	752.31	789.69
		Monthly	1408	1478	1552	1630	1711
		Annual	16896	17736	18624	19560	20532
26	Event Security Agent	Hourly	8.34	8.75	9.19	9.65	10.14
		Bi-weekly	665.54	698.77	733.85	770.77	809.54
		Monthly	1442	1514	1590	1670	1754
		Annual	17304	18168	19080	20040	21048
27		Hourly	8.54	8.97	9.42	9.90	10.39
		Bi-weekly	682.15	716.31	752.31	790.15	829.85
		Monthly	1478	1552	1630	1712	1798
		Annual	17736	18624	19560	20544	21576

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
RANGE PLACEMENT TABLE - PART-TIME CLASSES  
2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
JANUARY 29, 1991

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5
28		Hourly	8.76	9.20	9.66	10.14	10.65
		Bi-weekly	699.23	734.31	771.23	810.00	850.62
		Monthly	1515	1591	1671	1755	1843
		Annual	18180	19092	20052	21060	22116
29	Secretary	Hourly	8.98	9.43	9.91	10.40	10.92
		Bi-weekly	717.23	753.23	791.08	830.77	872.31
		Monthly	1554	1632	1714	1800	1890
		Annual	18648	19584	20568	21600	22680
30		Hourly	9.20	9.66	10.15	10.66	11.19
		Bi-weekly	734.77	771.69	810.46	851.08	893.54
		Monthly	1592	1672	1756	1844	1936
		Annual	19104	20064	21072	22128	23232
31	Event Security Supervisor	Hourly	9.43	9.91	10.40	10.92	11.47
		Bi-weekly	753.23	791.08	830.77	872.31	916.15
		Monthly	1632	1714	1800	1890	1985
		Annual	19584	20568	21600	22680	23820
32		Hourly	9.67	10.16	10.66	11.20	11.76
		Bi-weekly	772.15	810.92	851.54	894.00	938.77
		Monthly	1673	1757	1845	1937	2034
		Annual	20076	21084	22140	23244	24408
33	Ticket Services Supervisor-Phone Center	Hourly	9.92	10.42	10.94	11.49	12.06
		Bi-weekly	792.00	831.69	873.23	917.08	962.77
		Monthly	1716	1802	1892	1987	2086
		Annual	20592	21624	22704	23844	25032
34	Medical Specialist	Hourly	10.16	10.67	11.20	11.76	12.35
		Bi-weekly	811.38	852.00	894.46	939.23	986.31
		Monthly	1758	1846	1938	2035	2137
		Annual	21096	22152	23256	24420	25644
35		Hourly	10.42	10.94	11.49	12.06	12.66
		Bi-weekly	831.69	873.23	917.08	962.77	1010.77
		Monthly	1802	1892	1987	2086	2190
		Annual	21624	22704	23844	25032	26280
36		Hourly	10.68	11.21	11.77	12.36	12.98
		Bi-weekly	852.46	894.92	939.69	986.77	1036.15
		Monthly	1847	1939	2036	2138	2245
		Annual	22164	23268	24432	25656	26940

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
 RANGE PLACEMENT TABLE - PART-TIME CLASSES  
 2.5% BETWEEN RANGES; 5% BETWEEN STEPS  
 JANUARY 29, 1991

Range	Recommended Title	Pay Period	Entry Step 1	Step 2	Step 3	Step 4	Step 5
37		Hourly	10.94	11.49	12.06	12.66	13.30
		Bi-weekly	873.69	917.54	963.23	1011.23	1062.00
		Monthly	1893	1988	2087	2191	2301
		Annual	22716	23856	25044	26292	27612
38		Hourly	11.21	11.77	12.36	12.98	13.63
		Bi-weekly	895.38	940.15	987.23	1036.62	1088.31
		Monthly	1940	2037	2139	2246	2358
		Annual	23280	24444	25668	26952	28296
39		Hourly	11.50	12.07	12.67	13.31	13.97
		Bi-weekly	918.00	963.69	1011.69	1062.46	1115.54
		Monthly	1989	2088	2192	2302	2417
		Annual	23868	25056	26304	27624	29004
40	House Manager II	Hourly	11.79	12.38	12.99	13.64	14.32
		Bi-weekly	941.08	988.15	1037.54	1089.23	1143.69
		Monthly	2039	2141	2248	2360	2478
		Annual	24468	25692	26976	28320	29736

## **MEMORANDUM**

**TO:** Salary Survey Committee  
**FROM:** Staff  
**SUBJECT:** Salary Survey Implementation Options

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Following is a list of options to consider in implementing the Ralph Andersen Salary Survey findings:

1. Authorize a 3 1/2% increase for non-represented employees making over \$30,000 retroactive to January 1, 1991. Implement the new salary plan for all non-represented employees on July 1, 1991.
2. Implement the plan for all non-represented employees retroactive to January 1, 1991. No increase for employees \$30,000 +.
3. Implement the plan for all non-represented employees on April 1, 1991. No retroactive provision. No increase for employees \$30,000 +.
4. Implement the plan for all non-represented employees on April 1, 1991. No retroactive provision. No increase for employees \$30,000 +.



## Memorial Coliseum Complex

### Civic Stadium

#### MEMORANDUM

**TO:** Salary Survey Committee  
**FROM:** Staff  
**SUBJECT:** Recommended Adjustments to Ralph Andersen  
Range Placement Tables

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The following adjustments are recommended in the Ralph Andersen Range Placement Tables:

#### Full-Time Classes

Volunteer Coordinator should be added to the full-time schedule in Range 35. (Full-time position omitted in the Ralph Andersen study).

Systems Administrator should be moved from Range 53 to Range 50 to correct internal alignment.

Operations Manager should be moved from Range 50 to Range 53 to correct internal alignment.

#### Part-Time Classes

Elevator Operator should be added to Range 9. (Omitted in the Ralph Andersen study).

Seat Marker should be added to Range 11. (Omitted in the Ralph Andersen study).

Checkroom Attendant should be added to Range 15. (Omitted in the Ralph Andersen study).

Event Receptionist should be moved from Range 15 to Range 18 to correct internal alignment.

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It should also be noted that the annual salary rates listed in the range placement tables are based on 2,075 hours and will require adjustment to 2,080 hours.

## MEMORANDUM

**TO:** Ralph Andersen Range Placement Tables  
**FROM:** Salary Survey Committee  
**SUBJECT:** Adjustments to Salary Recommendations (Appendix B) and Salary Range Placement Tables (Appendix C)

---

The following adjustments were made by the Salary Survey Committee on March 11, 1991 to the Ralph Andersen Salary Recommendations (Appendix B) and Range Placement Tables (Appendix C):

### Full-Time Classes

Personnel Assistant position was retitled as a Clerical Assistant, and was placed in Range 29 to correct internal alignment and reflect revised job description duties. This position is currently placed in the G & A budget and not one of the personnel positions which is reimbursed by the Metropolitan Exposition-Recreation Commission to Metro.

A Personnel Assistant (Assistant Management Analyst under Metro's pay plan) has been requested for the 1991-92 fiscal year. Duties of the new position contain para-professional duties previously included when the Personnel/Office Assistant position was assessed in the Ralph Andersen study as well as adding newly-defined duties.

The Secretary position at the Oregon Convention Center who reports to the Oregon Convention Center Director was placed in Range 33 and retitled Administrative Secretary to correct internal alignment and properly reflect the duties of the position.

Assistant Special Services Manager-Admissions was moved from Range 39 to Range 41 to correct internal alignment.

Senior House Manager was moved from Range 47 to Range 44 to correct internal alignment.

Systems Administrator was moved from Range 53 to Range 50 to correct internal alignment.

Operations Manager was moved from Range 50 to Range 53 to correct internal alignment.

Part-Time Classes

Elevator Operator was added to Range 9. (Omitted in the Ralph Andersen study).

Seat Marker was added to Range 11. (Omitted in the Ralph Andersen study).

Checkroom Attendant was added to Range 15. (Omitted in the Ralph Andersen study).

Event Receptionist was moved from Range 15 to Range 18 to correct internal alignment.

Merchandising Supervisor was correctly placed in Range 18, however, "the 1% of gross merchandising sales, whichever is greater, per event" description of the salary was omitted in the Ralph Andersen study and the Committee has included the statement to the position.

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It should also be noted that the annual salary rates listed in the range placement tables are based on 2,075 hours and will require adjustment to 2,080 hours. The result of making this adjustment will be that yearly rates will remain the same as listed on the Ralph Andersen study, but hourly rates will be slightly lower.

MEMORANDUM

TO: Ralph Andersen Salary Recommendations  
FROM: Salary Survey Committee  
SUBJECT: Adjustments to Appendix B - Salary Recommendations

---

The following adjustments were made by the Salary Survey Committee on March 11, 1991 to the Ralph Andersen Salary Recommendations:

1. The recommended monthly salary range maximums for the executive management staff should reflect the maximums listed on the range placement table for executive management. Those maximums include:

<u>Position</u>	<u>Maximum Salary</u>
General Manager	\$9,748
Oregon Convention Center Dir.	\$6,244
Portland Center for Perf. Arts Dir.	\$5,657
Coliseum/Stadium Director	\$7,071
Finance & Admin. Director	\$8,000
Assistant to the General Manager	\$7,071

2. Personnel Assistant was retitled to Clerical Assistant and placed in Range 29 to correct internal alignment and revised job description duties.
3. Systems Administrator was moved from Range 53 to Range 50 to correct internal alignment.
4. Event Receptionist was moved from Range 15 to 18 to correct internal alignment.
5. Assistant Special Services Manager-Admissions was moved from Range 39 to Range 41 to correct internal alignment.
6. Operations Manager was moved from Range 50 to Range 53 to correct internal alignment.



7. Merchndising Supervisor was correctly place in Range 18, however, "the 1% of gross merchandising sales, whichever is greater per event" description of the salary was omitted in the Ralph Andersen study.
8. Elevator Operator was added to Range 9. This position was omitted from the Ralph Andersen study.
9. Seat Marker was added to Range 11. This position was omitted from the Ralph Andersen study.
10. Checkroom Attendant was added to Range 15. This position was omitted from the Ralph Andersen study.

## MEMORANDUM

TO: Ralph Andersen Range Placement Tables  
FROM: Salary Survey Committee  
SUBJECT: Adjustments to Appendix C - Salary Range Placement Tables

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The following adjustments have been made by the Salary Survey Committee on March 11, 1991 to the Ralph Andersen Range Placement Tables:

### Full-Time Classes

Personnel Assistant position was retitled as a Clerical Assistant, and was placed in Range 29 to correct internal alignment and reflect revised job description duties. This position is currently placed in the G & A budget and not one of the personnel positions which is reimbursed by the Metropolitan Exposition-Recreation Commission to Metro.

A Personnel Assistant (Assistant Management Analyst under Metro's pay plan) has been requested for the 1991-92 fiscal year. Duties of the new position include the para-professional duties included when the job was assessed in the Ralph Andersen study.

The Secretary position at the Oregon Convention Center who reports to the Oregon Convention Center Director was placed in Range 33 to correct internal alignment.

Assistant Special Services Manager-Admissions was moved from Range 39 to Range 41 to correct internal alignment.

Systems Administrator was moved from Range 53 to Range 50 to correct internal alignment.

Operations Manager was moved from Range 50 to Range 53 to correct internal alignment.

### Part-Time Classes

Elevator Operator was added to Range 9. (Omitted in the Ralph Andersen study).

Seat Marker was added to Range 11. (Omitted in the Ralph Andersen study).

Checkroom Attendant was added to Range 15. (Omitted in the Ralph Andersen study).

Event Receptionist was moved from Range 15 to Range 18 to correct internal alignment.

Merchandising Supervisor was correctly placed in Range 18, however, "the 1% of gross merchandising sales, whichever is greater, per event" description of the salary was omitted in the Ralph Andersen study and the Committee has included the statement to the position.

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It should also be noted that the annual salary rates listed in the range placement tables are based on 2,075 hours and will require adjustment to 2,080 hours. The result of making this adjustment will be that yearly rates will remain the same as listed on the Ralph Andersen study, but hourly rates will be slightly lower.