

. METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 137

Authorizing modifications to the salary range plan of the Metropolitan Exposition-Recreation Commission.

The Metropolitan Exposition-Recreation 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 was 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 the 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 recommended approval of the modified compensation and classification plan. The Committee further recommended that implementation of the plan begin upon adoption of Resolution No. 188 and be retroactive to January 1, 1991 for full-time, non-represented employees;
8. The Salary Study Committee recommended that the new salary plan be implemented as of July 1, 1991 for part-time, non-represented employees;

9. The Staff Committee and Salary Study Committee received several requests for additional salary range adjustments for staff members which were studied by the Committee and recommends several adjustments to the salary range plan at a cost of approximately \$16,000 for labor and fringes in this fiscal year's budget;

10. That adequate funds exist in the FY 1991-92 budget to make the changes recommended by the Salary Study Committee.

BE IT THEREFORE RESOLVED;

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


2. That modifications be implemented as of July 1, 1991;

3. That adequate funds exist in the Commission's FY 1991-92 budget funds to cover the \$16,000 for labor and fringes for the full-time non-represented employees salary adjustments;

Passed by the Commission on August 7, 1991.




CHAIRMAN



SECRETARY/TREASURER

APPROVED AS TO FORM:



METRO GENERAL COUNSEL

August 6, 1991

M E M O R A N D U M

TO: Metropolitan Exposition-Recreation Commission
Ted Runstein, Chair
Sam Brooks
Ben Middleton
Richard Waker
Ron Kowamoto
Mitzi Scott
Richard Ares

FROM: Salary Survey Committee
Sam Brooks
Richard Ares
Ben Middleton
Lee Fehrenkamp
Dominic Buffetta
Nancy Meyer

SUBJECT: Salary Plan Adjustments

The Commission Salary Committee and staff have received several challenges to the new salary range plan which was recently adopted by the Commission. Most of the concerns raised were submitted by managers of departments and involve problems for staff supervised by these individuals.

The Committee originally requested that staff provide additional information and documentation regarding the Purchasing Coordinator position and the Special Services Manager position.

The results of the findings and recommended adjustments are listed below:

1. Special Services Department

The Ralph Andersen study was unable to identify any comparable positions during the market survey. As a result, the Andersen study and resulting recommendation transferred individuals in the department from the old plan to the new salary range plan.

a. Special Services Manager.

Committee is recommending the addition of four salary ranges to the current salary plan. Committee further recommends closest dollar placement for Special Services Manager in range 56. Change required because of added responsibilities which include transfer of admissions personnel, Convention Center full-time security department, in addition to other community and special assignments.

b. Asst. Special Services Manager - Security/Medical
Asst. Special Services Manager - Admissions

Committee is recommending change in ranges from 41 to 44 to correct internal alignment and inequities from Ralph Andersen study as well as transfer of admissions personnel to the department and development of a full-time security department at the Convention Center, and establishment of bike patrol.

c. Stagedoor-Watchperson (part-time)

Committee is recommending change in ranges from 24 to 26 to correct internal alignment and to follow procedures outlined in Ralph Andersen study. Position inadvertently assigned to incorrect range during implementation.

d. Medical Specialist (part-time)

Committee is recommending development of additional ranges to accommodate medical specialists in range 36. Committee recognizes that recruitment in the local area requires compensation at a higher level than established in the Ralph Andersen study.

2. Ticket Services Department

The Ralph Andersen study was unable to identify any comparable positions for this department during the survey process. As a result individuals in positions in this department were transferred

from the old salary plan to the new salary plan.

a. Ticket Services Manager

Committee is recommending a change in the currently assigned range 52 to 56 to correct internal alignment and to recognize the additional responsibilities added to the position which include the addition of a phone room operation, Convention Center ticket center operation, management of two computerized ticket systems.

b. Ticket Center Supervisors I and II

Committee is recommending reassignment of the ticket center supervisor positions to include a level I and II designations at ranges of 33 and 37, respectively. Two requests were made by the Ticket Center Manager during the course of the Ralph Andersen study, but no designation was made. Committee fully supports the designation of Ticket Supervisor I as an entry, training level position. Ticket Services Supervisor II position is a position for an individual who already has experience in ticket operations. These positions are considered to be flexibly staffed.

c. Assistant Ticket Services Manager-Phone Room

Committee is recommending reassignment of the position from range 37 to 39 to correct internal alignment and to create a career ladder within the department. Position does not carry the same level of responsibility as the Box Office Manager positions.

d. Assistant Ticket Services Managers (PCPA, and MCC, CS and OCC)

Committee is recommending reassignment of the position from range 39 to 44 to correct internal alignment and to create a career ladder within the department. The Committee further recommends that the titles be changed to Box Office Managers to avoid confusion with promoters and the public and to make it properly reflect the duties and responsibilities of the position.

3. Sales & Marketing Department

a. Graphic Designer

Committee is recommending reassignment of the position from range 40 to 43 to correct internal alignment. Committee further recommends that the title be changed to Graphic Systems Coordinator to properly reflect the duties and responsibilities of the position.

b. Marketing Associate

Committee is recommending reassignment of the position from range 31 to 34 to correct internal alignment concerns and to properly reflect the duties and responsibilities of the position.

c. Booking Coordinator

Committee is recommending no change be made in the currently-assigned range of the position.

4. Technical Services Department

a. Technical Services Clerk

Committee is recommending no change in made in the currently-assigned range of the position.

5. Event Services

a. House Manager II (PCPA full-time position)

Committee is recommending no change in currently assigned range or title. Position comparable to Event Coordinator II positions in same salary range.

6. Purchasing Coordinator

The committee requested that staff research MERC defined management of the purchasing effort as it related to the Purchasing Coordinator Job Description.

The committee recommends that these adjustments be implemented as of July 1, 1991. Fiscal impact of these adjustments will amount to approximately \$16,000 during the next fiscal year. Adequate funds exist in the 1991-92 budget to make these adjustments.