

METROPOLITAN EXPOSITION-RECREATION

RESOLUTION NO. 96-11

Approving the creation of a new staff position at the Oregon Convention Center/MERC of Multi Media Supervisor and reclass Lisa Vielbig, current Graphic Systems Coordinator, to this position effective July 1, 1995.


The Metropolitan Exposition Recreation Commission finds:

1. That the job duties and responsibilities of the Graphic Systems Coordinator have changed and have been expanded.
2. That these new duties include revenue generation and supervisory capacities of systems and staff.
3. That the Metropolitan Exposition-Recreation Commission has the authority to create new staff positions as it relates to needed operational opportunities and duties.
4. That the current Oregon Convention Center's 1995-96 budget is sufficient to encompass this retroactive reimbursement and new salary range in the reclassification of this position.
5. Metro Personnel staff has reviewed the request and has agreed with the reclassification to the new range and title change.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition Recreation Commission approve the reclassification of the Graphic Systems Coordinator position, currently at Range 43, to the new position of Multi Media Supervisor classified at Range 46.

Passed by the Commission on February 14, 1996.

Approved as to Form:
Daniel B. Cooper, General Counsel


By: Mark B. Williams
Senior Assistant Counsel


Chair


Secretary-Treasurer

MERC STAFF REPORT

Agenda Item/Issue: Approving the reclassification for the Graphic Systems Coordinator, currently at range 43, to be placed in classification range 46 and titled Multi Media Supervisor.

Resolution No.: 96-11

Date: February 14, 1996

Presented by: Jeffrey A. Blosser

Background Analysis: Since the middle of June 1995, many changes have taken place to warrant the change of duties and responsibilities of the Graphic Systems Coordinator. Many of the duties of electronic and video programming of messages have grown to sign making; pole banner sales; advertising of the Point by Point Calendar; editing, writing and creating the OCC newsletter; Point by Point monthly calendar; MERC in-house publications and the like have increased the duties and responsibilities of this position. In an attempt to better recognize the current duties and job responsibilities with actual activity, staff put together a new job description and salary level. This information was forwarded to the General Manager and Metro Personnel for review and technical evaluation. This took about four months to complete and started last September. Lisa Vielbig has been performing her current duties since June of 1995. All parties have agreed that the reclassification is warranted and are recommending the title of Multi Media Supervisor at Range 46, from the current Graphic Systems Coordinator classification at range 43.

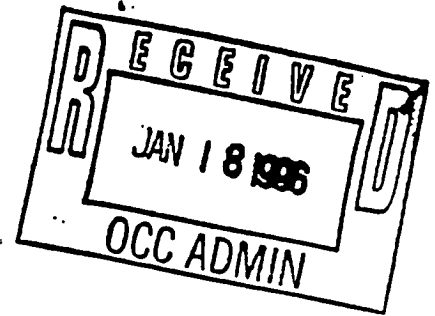
Fiscal Impact: The fiscal impact for the entire year to OCC would be \$3,007 including retro-active pay from July 1, 1995. The current approved 1995-96 budget has funds to incorporate this change easily.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission approve the reclassification of the Graphic System Coordinator's position, currently in range 43, to a newly created position of Multi Media Supervisor in classification range 46, retro-active to July 1, 1995.



METRO

January 17, 1996



TO: Jeffrey Blosser, OCC Director

THROUGH: Nancy Meyer, HR Benefits Officer *nm*

FROM: Mohammad Taqieddin, HR Analyst *mt*

SUBJECT: Reclassification Review—Multi Media Manager (Vielbig)

In our expanded technical evaluation of the reclassification submitted for the Graphics Systems Coordinator position, we have included the Senior Program Supervisor position overseeing the Creative Services section at Metro. Our analysis has determined that position supervises 4 or more graphics classifications, along with other administrative duties. In addition to the senior program supervisor classification considered, the following factors were also considered in our decision:

- The relative functions, duties and responsibilities that the Graphics Systems Coordinator position performs, relative to comparable positions in the local and regional market. As we indicated in our January 2, 1996 memo, the functions of the similar positions are either distributed over various classification, and/or contracted out.
- The current structure of the MERC full-time pay plan. Our recommended classification of a Supervisor at range 46, placed the position at higher range than the current classification, and ensured appropriate compensation for the additional duties and responsibilities of the position, with maintaining internal pay equity within MERC's pay plan.

Therefore, based on the earlier technical analysis and on the additional evaluation of the position at Metro, our recommendation continues to be that the appropriate classification of the position within MERC's pay structure is that of a Supervisor at range 46. Our technical recommendation for the functions, duties and salary range were derived from those positions that offered any degree of similarities.

Reclass - L. Vielbig
1/17/96
Page 2

Since the reclassification will create a new classification, commission approval will be required.

Also, in accordance with section 3.02 (d) of the MERC Personnel Policies "an individual reclassified to a higher classification will be placed at the beginning step of the new range, or at an appropriate step, which is equal at least to a one step increase."

If you disagree with our technical assessment of the reclassification submitted, the revised reclassification process allows for a final determination to be made by the General Manager in the appeal process.

Also, please note that General Manager approval is required for a position reclassified to a Manager or above level.

If you have any questions, or if I can be of further assistance, please call me at 797-1569.

cc: Lisa Vielbig, Graphics Systems Coordinator

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METROPOLITAN EXPOSITION-RECREATION COMMISSION
NON-REPRESENTED EMPLOYEES PAY SCHEDULE
Full-Time Positions

(Monthly and Annual Rate Based on 2,088 Hours Per Year for Exempt Employees)

RANGE	JOB TITLE	STEPS						
		1	2	3	4	5	6	
45		18.95 2,949 35,392	17.81 3,099 37,187	18.68 3,250 39,004	19.81 3,412 40,848	20.60 3,584 43,013	21.84 3,765 45,184	Hourly Monthly Annual
46								
48	<i>Metro Personnel Econ.</i>	17.38 3,021 38,248	18.24 3,174 38,085	19.15 3,332 39,985	20.11 3,499 41,990	21.10 3,671 44,057	22.17 3,858 46,291	Hourly Monthly Annual
47	Purchasing & Systems Manager <i>Wicki</i>	17.81 3,099 37,187	18.69 3,252 39,025	19.62 3,414 40,987	20.62 3,588 43,055	21.64 3,765 45,184	22.71 3,952 47,418	Hourly Monthly Annual
48		18.25 3,178 38,108	19.16 3,334 40,008	20.12 3,501 42,011	21.11 3,673 44,078	22.19 3,861 46,333	23.29 4,052 48,630	Hourly Monthly Annual
49	Assistant Operations Manager Fiscal Operations Analyst <i>Rieft</i>	18.70 3,254 39,048	19.64 3,417 41,008	20.63 3,590 43,075	21.65 3,767 45,205	22.72 3,953 47,439	23.87 4,153 49,841	Hourly Monthly Annual
50	Systems Administrator <i>Wicki</i>	19.18 3,334 40,008	20.13 3,503 42,031	21.12 3,675 44,099	22.20 3,863 46,354	23.30 4,054 48,650	24.47 4,258 51,093	Hourly Monthly Annual
51		19.65 3,419 41,029	20.64 3,591 43,098	21.68 3,769 45,228	22.74 3,957 47,481	23.87 4,153 49,841	25.08 4,364 52,387	Hourly Monthly Annual

* Non-exempt classification. Employees in this classification are paid hourly and are eligible to receive overtime compensation.

Effective: July 1, 1995

Adopted: June 14, 1995, MERC Resolution #95-33

Jan. 18, 1996

To: Jeff Blosser
From: Lisa Vielbig



Subject: advertising program revenue report
Period: August 1995 through January 1996

FY 95/96
This account shows only actual revenues with signed contracts. There is a lot of new and potential business developing but this account is only of funds received to date. The only exception to this is in the accumulated total for the FY 1995/96 (\$17,294). Of this amount, \$1,000 is outstanding from the February 1996 Z100 Bridal Show. I believe they will want a three year contract and may also include their summer show(s).

As far as the subscriptions go, they are growing steadily. Although our mailing list has shrunk since we brought the mailings in house, we now know all those who receive the mailings are interested in the product. I can't cut too many more non-subscribers out of the list or I won't be able to attract any advertisers. As it is, distribution is our weakest selling point but there is only room for improvement as we build our subscriber/distribution list and I find new creative ways to get the schedules out to the public.

Report Key:	Pt. by Pt. Subscription	Revenue Pt. by Pt. Advertising	Lightpole Banner Advertising	Grand Total
Totals FY1995/96				
To date	\$1,104.00	\$2,811.00	\$13,379	\$17,294
Totals signed contracts FY 1996/97	TBD	TBD	\$ 9,579+	\$ 9,579
Totals signed contracts FY 1997/98	TBD	TBD	\$ 9,579+	\$ 9,579
				<hr/> \$36,452

Metro Job Questionnaire

Lisa Duckett Vielbig
NAME

Graphic Systems Coordinator
CURRENT CLASSIFICATION TITLE

Oregon Convention Center Administration
DEPARTMENT

Graphic Systems Coordinator
CURRENT WORKING TITLE (if different)

CLASSIFICATION NUMBER

Director of the Convention Center
TITLE OF YOUR SUPERVISOR

August 1, 1995
DATE

Jeffrey A. Blosser
NAME OF YOUR SUPERVISOR

I - POSITION SUMMARY

Describe the overall purpose of your position in two or three concise sentences. This should be a brief summary of your position, its basic purpose, and reporting relationships.

The overall purpose of my position is to manage the look and content of a variety of information in a variety of media. I develop promotional and on-premise advertising programs and manage them. I report to the Director of the Convention Center and am called upon to work on a number of simultaneous projects by other building managers, department managers and the MERC staff.

II - POSITION DUTIES

Describe the major duties required in your job. List the most important duties first. State each duty statement with an action verb, such as: type, clean, collect, supervise, coordinate, staff, prepare. Be as specific as possible. State the duty, how it is accomplished, and why it is performed. Attach additional sheets if necessary.

After listing the duties, provide an estimate of the frequency and how much time is spent performing the duty. This may be expressed as a percentage of the total job or in terms of hours per day, week or month.

Do not complete the column titled "Essential/Marginal." This is to be completed by your supervisor.

Duty Statements	Frequency/ Time Spent	Essential/Marginal (for ADA purposes, to be completed by the supervisor or manager)
Work independently and with Convention Center Director to initiate programs involving promotional opportunities for Convention Center clients, additional revenue sources for the Center and improved access to information. For example, the new Point by Point OCC schedule of events display advertising and subscription programs, and the lightpole banner advertising program. I developed the marketing materials for these programs, am coordinating their progress and working with OCC admin. on their contract agreements. I sell display advertising in Pt. by Pt. schedule of events and work with OCC clients to sell them on the new banner advertising program.	70 - 80 hours per month	
Design & develop printed materials for promotional, marketing and PR projects initiated by my department, other departments and facilities and MERC. I find the most efficient and economical	50 - 60 hours per month	

ways to accomplish tasks while keeping quality and production standards high. Some examples: printing of new OCC catering services menus, PCPA Backstage Cafe logo, OCC Shareholders Report, MERC business plans, Notable News, INSITES MERC employee newsletter, OCC Pt By Pt calendar.		
Evaluate hardware technology needed for production and make recommendations and purchases of computer and video equipment. Develop plans for implementation of new display technology into existing systems for advertising and promotional purposes. Evaluate new software and explore integration into existing systems.	10 hours per month	
Plan, prioritize, assign and supervise Graphics Assistant	10 hours per month	
Participate in selection of staff, provide or coordinate staff training. Work with employees to correct deficiencies; implement discipline procedures.	two hours per month	
Program the VIS monitor network at the Convention Center. Generate daily video directional still displays for clients and/or oversee the creation of these displays by assistant. Oversee programming of electronic message center displays and production of directional signage for OCC clients, departments and other MERC facilities.	20 hours per month	
Oversee creation and production of stationary print materials for all facilities such as business cards, stationary, and related.	three hours per month	
Consult on some directional and informational signage programs for the Oregon Convention Center and for other MERC facilities, such as Civic Stadium.	depends on project	
Oversee OCC photographic archives. Hire and direct photographers for variety of photographic shoots as needed. Oversee any OCC related slide presentations.	between five and 10 hours per month	

Please note: some of these tasks are handled simultaneously by myself or by my assistant, and overseen by me. The Graphic Assistant's position is currently part-time and works between 20 and 30 hours per week.

III - LICENSES OR CERTIFICATIONS

Indicate the specific certifications or licenses as required for the position.

Possession of, or ability to obtain, a current Cardio Pulmonary Resuscitation certificate.

IV - EQUIPMENT/PROTECTIVE CLOTHING USED

If the job requires the operation of any equipment (from office to heavy equipment) in the regular course of duties, please indicate the type of equipment, how often it is used and what you use the equipment to do:

Type of Equipment	Hours Used Per Day	What do you use the equipment to do?
Computers: Macintosh Power PC 8100/100	five to eight	Production of video Production for print Prepare reports Spreadsheets Project timelines & budgets
Macintosh IIsi	one to five (assistant mostly)	Production for print
IBM Clone 286	up to five	Data base mgmt Auto sequencer for video display system
Concentrics Link	half hour per day	Internal E-Mail
ISE electronic sign controller	one (assistant mostly)	External sign updates
IBM Clone 286 - Bells Ctrl.	one half hour per month	Check Bells Program
Gerber LetterSmith	one to three (assistant mostly)	Generate directional signage/vinyl lettering
Support: Color scanner	one to two	Scan for use on Macs
Color Printer	two to three	Printer support Power PC
B&W Printer	two to three (assistant mostly)	Printer support, IIsi
Fax/Modem	one to three	Fax, Power PC Link for Power PC
Video: 3/4" VTR	one to two	Video Production
1/2" VTR	one	Video Production
Panasonic Still Video	On All Day	Video Display
Matrix Switcher	On all Day	Video Display
Audio/Video Patch Bay	half hour at most	Video Display
Sony Hi-8 VTR & camera	one	Video Production

If the job requires the use of any protective clothing or gear in the regular course of assigned duties, please indicate the type of clothing or gear and how often it is used.

None Required

V - DECISION MAKING

A. What kind of decisions are you permitted to make without referring to higher authority? Give examples.

Choose vendors for print, individual projects and yearly contracts such as vendors for stationary contracts and printing sales and marketing materials

Choose vendors for signage projects for example: 3-D lettering in Convention Center; Directional signs for Civic Stadium

Choose photographers for individual projects. Make lists of photographers available for clients.

Purchase supplies and equipment for department such as replacement for worn out electronics, art and design supplies, all internal sign making supplies and office/operating supplies.

Develop content and look of marketing publications for example: "Notable News" and "Pt. by Pt." schedule of events. Edit and publish these publications.

Develop content and look of INSITES, MERC employee newsletter. Edit and publish newsletter.

Hire and discipline staff.

B. What determines your limitations in making those decisions? (e.g., procedures, standing instructions, policy, written delegated authority, etc.)

Generally, I use my knowledge and experience in the printing, design and project management areas to arrive at decisions. Procedures have been set up between myself and the OCC administrative assistant to allow for the most expedient and effective execution of my duties. These procedures rely on MERC policy and standing instructions from the OCC Director.

C. Generally speaking, do you go to your supervisor/manager for written or verbal approval before taking action? (check one)

— Never X Sometimes — Often — Always

Please give specific examples below:

When developing the program for the banner advertising and schedule of events display advertising, I first developed a prototype of the program, then took it to the Director for feedback. I then adjusted based on his feedback and developed the idea further. We went through this a number of times before arriving at the final program. This is generally the way I am allowed to work. The same is true for the pricing structures for these programs. Another example would be: in producing a publication, I normally ask for input on content and visuals, then proceed from there to produce the entire project, from gathering information to writing and design.

VI- SUPERVISION EXERCISED

A. LEAD WORKER: A lead worker is responsible for a group of other employees and may provide direction and instruction and answer questions.

Do you serve as a lead worker on an on-going basis over other employees?

Yes _____ No X _____

If yes, how many employees and what are their job titles? (if part-time or temporary, please indicate?)

B. SUPERVISOR: Supervision involves hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, rewarding, disciplining, discharging and adjusting grievances, either directly or by effective recommendation.

Does this position exercise supervision over any employees?

Yes X No _____

If yes, please indicate the name(s) and respective classification(s) of employee(s) supervised.

Name

Classification Title

Nancy L. Erz

AV Production Assistant*

* Please note, this title and job description is not consistent with the duties of the job. Eventually, I would like to see a full-time assistant with a job description and pay scale consistent with the job market.

Please clarify the position's responsibility for the following responsibilities and duties, if any. Indicate the position's responsibility for the functions listed below:

Function	Responsibility (Primary Responsibility or Effectively Recommend)	Function	Responsibility (Primary Responsibility or Effectively Recommend)
Hire/promote	Primary	Train Subordinates	Primary
Assign/reassign work	Primary	Discipline/reward	Primary
Performance appraisal	Primary	Adjust grievances	Primary
Initiate salary action	Effectively Recommend	Discharge	Primary

VII - KEY RELATIONSHIPS

With what individuals inside and outside the organization does this position have regular contact other than the position's supervisor and those supervised?

Individuals Inside the Organization	Purpose of contact
Clerical staff, other departments	Provide information, obtain information
Professional Staff, same departments	Provide information, obtain information, develop ideas Work together on projects, provide writing and visual production support.
Managers, other departments	Provide information, obtain information, develop ideas, Work together on projects. Provide writing and visual production support.

Organizations/ Individuals outside the Organization	Purpose of contact
General Public	Offer information via various display systems
Contractors, engineers, and/or developers	Provide information, obtain information, develop ideas Work on committees overseeing on projects.
Vendors	Work to develop relationships which serve the organization to its fullest. Offer opportunities to a variety of vendors on a variety of projects.
Public Agencies	Policy clarifications and Council and Commission information for newsletters.

VIII - WORKING ENVIRONMENT

Describe the physical conditions to which you are exposed.

- A. **Lifting:**
 What objects do you lift? I lift stacks of paper from files, move small equipment around such as computers, terminals and printers.
 How much do they weigh? Up to 50 pounds
 How much time per day/week is spent lifting?
 An hour per week.

To be completed by supervisor:
 Essential OR Marginal? _____

- B. Describe the working positions (sitting, standing, bending, reaching) or types of physical effort required (standing, walking, climbing) and the amount of time involved.

Type	Hours Per Day/Week	To be completed by supervisor Essential/Marginal
Sitting at a computer terminal	four to eight per day	
Standing at sign making table or drawing table.	two to four hours per day	
Walking between offices and to other areas of building	two to four hours per day	
Climbing	Depends, during photography and video shoots perhaps two to three hours in various areas of the buildings, other MERC facilities.	

C. Describe the type and amount of any frequent hand and arm movements.

Type	Hours Per Day/Week	To be completed by supervisor Essential/Marginal
Typing on keyboard	four to eight per day	
Making directional signage rubbing down vinyl lettering	one per day	
Generating art mechanicals using t-square, rulers, other graphic arts tools	one per day	

D. Describe any unusual working conditions in the course of work (i.e. electrical, mechanical, chemical, fumes or noise)

Type	Hours Per Day/Week	To be completed by supervisor Essential/Marginal
None		

E. Describe any special physical conditions to which you are exposed to on the job (i.e. working outside in varying weather conditions).

Type	Hours Per Day/Week	To be completed by supervisor Essential/Marginal
None		

IX - GENERAL COMMENTS

Use this space for additional comments which you feel will help clarify the requirements of your position.

Generally, the position I am in is one that requires an individual with experience in the following:

Background in commercial art and print production
Background in writing promotional materials such as brochures and newsletters
Technical background in computer graphics and production
Technical background in video graphics and multi-media production
Technical knowledge of new technologies in computer graphics and video graphics
Knowledge of sign and banner making techniques
Knowledge of local vendor pool for print, photography, signage, video equipment, computer hardware
and software

Employee Signature

J.D. Velly

Date

Sept. 16, 1995

SUPERVISOR'S SECTION

Carefully review the completed questionnaire and answer the questions listed below.

1. For all questionnaires, please review the following sections for ADA purposes:

Section II - Position Duties

Section VIII - Working Environment

Determine which functions are *essential* and which are *marginal*. Essential functions are functions that the individual who holds the position must be able to perform either unaided or with the assistance of a reasonable accommodation. Marginal functions are all of the job functions that are not determined to be *essential*.

2. What do you consider the most important skills and abilities of the position and why?

3. Review the accuracy and completeness of the responses given by the employee. List below any missing items where appropriate. (If a group of employees are completing questionnaires, pay particular attention to the responses of all your subordinates to see that, as a group, the questionnaires provide an accurate description).

4. Supervisor may line through or change the information provided by the employee. Such stricken or altered information must be initialed by the supervisor. The supervisor/manager determines the assignment of duties and responsibilities for employees.

SUPERVISOR'S SIGNATURE

DATE