

**METROPOLITAN EXPOSITION - RECREATION**

**RESOLUTION NO. 96-52**

Approving the creation of new staff positions at the Oregon Convention Center/MERC. Multi-Media Services Manager and Multi-Media Services Assistant. Reclassing Lisa Vielbig, current Multi-Media Services Supervisor to Multi-Media Services Manager, and Nancy Erz current AV Production Assistant and Claudia Grant current OCC Clerical Assistant to Multi-Media Services Assistant(s), effective October 16, 1996.


**The Metropolitan Exposition Recreation Commission finds:**

1. That the departmental duties of the Multi-Media Services Supervisor have changed and have been expanded, requiring the development of a new job classification of Multi-Media Services Manager
2. That these new duties include management of OCC & Expo Center Marketing and Multi-Media Services programs, systems and staff.
3. That the expanded department requires the development of a new job classification of Multi-Media Services Assistant.
4. That the Metropolitan Exposition-Recreation Commission has the authority to create new staff positions as it relates to needed operational opportunities and duties.
5. That the current Oregon Convention Center's 1996-97 budget is sufficient to encompass these new salary ranges in the reclassification of these positions.
6. Metro Personnel staff has reviewed the request and has agreed with the reclassification to the new range and title changes.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition Recreation Commission approve the reclassification of the Multi-Media Service Supervisor position, currently at range 46, to the new position of Multi-Media Services Manager classified at Range 52; and the reclassification of the AV Production Assistant and Clerical Assistant to the new positions of Multi-Media Services Assistants classified at Range 29.

Passed by the Commission on October 9, 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 Multi-Media Services Supervisor, currently at range 46 step 4, to be placed in classification range 52 step 3 and titled Multi-Media Services Manager. Approving the reclassification for two Multi-Media Services Assistants, one from Audio Video Production Assistant (PT) currently at range 20, to be placed in classification 29 step 3; and one from Clerical Assistant (FT) currently at range 29 step 3, to be placed in range 29 step 4.

**Resolution No.:** 96-52

**Date:** October 9, 1996

**Presented by:** Jeffrey A. Blosser

**Background Analysis:** In July 1996, the OCC Director initiated proposed changes in the OCC organizational structure. Part of this organizational change included the recognition of the Multi-Media Services Supervisor as having primary responsibility for marketing the OCC facility and services to local and national clients (ie. management of the BP&N national advertising contract; media management & local ad placements; *INSITES* & Notable News publications; Point by Point advertising and subscription programs; OCC banner advertising program, and the OCC World Wide Web marketing program), public information and marketing communications projects related to the expansion, and activities related to Expo expansion and the Smithsonian event. To implement and manage these as well as on-going departmental responsibilities, expansion of the department was requested. One full time assistant position had been budgeted and approved in the adopted 1996/97 FY budget. Two full time assistants are needed - one to assist the manager in the graphic/ creative area and the other to concentrate on the administrative detail of the various projects and duties. These two assistants are identified as: Nancy Erz, employed by MERC as an Audio Video Production Assistant (PT) since 1990 working on graphic production duties; and Claudia Grant, employed by MERC as a Clerical Assistant in the OCC Administrative Department since 1990. In 1995, through the MERC Career Development Program, the Multi-Media Services Supervisor initiated a shadowing/mentoring program with Claudia. With the new departmental organization, Claudia was chosen for the lateral move to the second assistant slot. The proposed departmental changes have been forwarded to the MERC General Manager and to Metro Personnel for review and evaluation. All parties have agreed that the reorganization and reclassification's are warranted and are recommending the title of Multi-Media Services Manager at range 52, and Multi-Media Services Assistant(s) at range 29.

**Fiscal Impact:** The fiscal impact for the entire year at OCC would be \$1,378.00, allowing a step increase for the Clerical Assistant position. The Multi-Media Services Manager and one full time Multi-Media Services Assistant position were approved in the adopted 1996-97 budget.

**Recommendation:** Staff recommends that the Metropolitan Exposition-Recreation Commission approve the reclassification of the Multi-Media Services Supervisor's position, currently in range 46, to a newly created position of Multi-Media Services Manager in classification range 52; and the approval of the lateral move for the Clerical Assistant and promotion to full time for the AV production Assistant, currently in ranges 29 and 20 respectively, to the newly created positions of Multi-Media Services Assistant(s), range 29.