

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 97-02

Approving a new job classification of Clerk II, and new titles Clerk I and Clerk III for existing classifications.

The Metropolitan Exposition-Recreation Commission finds:

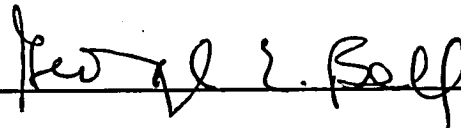
1. That the current classifications for clerical support do not cover the full range of duties and responsibilities which are necessary to perform the current work of various facility departments with appropriate sequence in range and compensation;
2. That there should be adjustments to create a sequence of Clerk I (Range 23), Clerk II (Range 26) and Clerk III (Range 29) through retitling the existing classifications, data entry clerk and clerk assistant, in Range 23 and 29 respectively, and creation of a new classification in Range 26;
3. That the Commission has the authority to establish new job classifications as needed to manage and administer programs under its jurisdiction.

BE IT THEREFORE RESOLVED that the Commission approves and adopts the new titles Clerk I (Range 23) and Clerk III (Range 29) and the new Clerk II at the salary range 26.

Passed by the Commission on February 12, 1997.



Chairman



Secretary/Treasurer

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

By: 
Katie Pool
Senior Assistant Counsel

MERC STAFF REPORT

Agenda Item/Issue: Approval of new Job Classification Clerk II and new titles Clerk I and Clerk III

Resolution No. 97-02

Date: February 12, 1997 **Presented By:** Harriet Sherburne

Background and Analysis: Background and Analysis: MERC has made changes in work alignment and responsibilities in response to changes in agency responsibility in 1993, when the Coliseum was transferred to Oregon Arena Corporation; and in 1994, when one clerical support position was laid off to reduce operating costs at PCPA. The Events Services Department at PCPA has been affected by both of these changes, as it has absorbed responsibilities formerly handled at the Coliseum, which was the center for scheduling admissions personnel and processing payroll for admissions, security and medical personnel for all MERC facilities. The position of Office Clerk (Range 23) was established in PCPA Event Services at that time to perform payroll processing duties and act as backup for the Admissions Scheduler. As all MERC facilities have implemented their respective 1994 Business Plans, overall business activity, the complexity of schedules, and quantity of work in part-time shifts in multiple facilities have increased tremendously. As a consequence, the complexities in duties and responsibilities of the Event Services clerical position have expanded beyond the original description. The PCPA Event Services Manager has consulted on this matter with Metro Human Resources, reaching the conclusion that the current responsibilities fall between the two existing clerical positions at Ranges 23 and 29. It is appropriate and necessary to create a new mid-level clerical position, and to retitle two existing classifications (data entry clerk and clerical assistant) for an appropriate sequence of clerical positions at Ranges 23, 26 and 29.

The work of the Office Clerk is currently being performed by a temporary employee. In order to fill the position on a permanent basis at an appropriate level of skill and compensation, it is necessary to make the described changes.

The proposed new position is Clerk II; this new classification and the defined job duties have been reviewed and approved by the General Manager and Metro Human Resources.

Fiscal Impact: The new Clerk II is proposed at Range 26; the existing Office Clerk position is Range 23, with approximately \$1,525 increase per year. However, since the former incumbent Office Clerk was at step 3 of the range 23, and the new Clerk II would likely be at step 1 through the rest of this fiscal year, the impact for 1996-97 would be negligible. A minor increase would be required for FY 1997-98.

Recommendation: Staff recommend that the Commission approve and adopt the new Clerk II job classification and change in titles for Clerk I and III.

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Recommendation: Staff recommend that the Commission approve and adopt the new Clerk II job classification and change in titles for Clerk I and III.

METRO
Class No: 808806
Title: Clerk 1
Range: 0023
Bargaining Unit: Non-Represented
FLSA: Non-Exempt

Established:
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Performs standardized entry-level clerical tasks within established procedures and policies.

SUPERVISION RECEIVED:

Supervision is received from various staff members, and from Clerk 3 positions.

SUPERVISION EXERCISED:

None.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

- Assembles, sorts, tabulates, codes, records and files financial data.
- Enters information into automated systems.
- Prepares daily reports.
- Maintains files current and up-to-date.
- Processes purchase orders according to established procedures.
- Types miscellaneous correspondence/reports.
- Performs general office duties such as filing, duplication of materials, etc.
- Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Working knowledge of basic accounting principles and techniques.
- Working knowledge of office methods and procedures.
- Knowledge of basic functions of a computerized recordkeeping system and ability to learn to operate.
- Ability to understand and apply established procedures and guidelines to keeping of accounts and records.
- Ability to work with arithmetic calculations.
- Ability to operate various office equipment such as calculator, typewriter, computer and postage machine.
- Ability to work effectively with other department staff.

EXPERIENCE AND TRAINING:

High school diploma or G.E.D. and one year of clerical experience which involves financial recordkeeping or basic accounting; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

METRO
Class No: 809015
Title: Clerk 2
Range: 0026
Bargaining Unit: Non-Represented
FLSA: Non-Exempt

Established:
Revised:
EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Performs standardized office clerical and secretarial duties in support of efficient office operations.

SUPERVISION RECEIVED:

Supervision is received from various staff members, and from Clerk 3 positions.

SUPERVISION EXERCISED:

None.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

- Types general correspondence, reports, tables, envelopes and forms from handwritten or printed copy, utilizing word processing equipment or electric typewriter.
- Composes correspondence from brief instructions or notes.
- Creates and maintains various reports, records and systems; maintains files and record keeping systems; files and retrieves documents as necessary
- Acts as a departmental contact or resource to communicate, exchange, correct, or verify information for the public and other MERC staff members. Responds to inquiries from the public regarding program area, if applicable.
- Receives and directs incoming calls and visitors; takes messages, determines needs, answers general questions and furnishes information regarding established division or department procedures, policies and services.

- Attends meetings to record proceedings; types minutes in final form and distributes to members.
- Sets up and maintains files and record keeping systems; files and retrieves documents as necessary.
- Maintains inventory of supplies and related inventory records; requisitions supplies and equipment as necessary.
- Collects and compiles data; prepares standard forms and reports.
- Opens, sorts and distributes mail; processes outgoing mail.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of secretarial practices and office procedures.
- Knowledge of business English, composition, spelling, grammar and punctuation.
- Knowledge of basic bookkeeping.
- Skill in operating standard office equipment such as typewriter, computer, word processor, and adding machine.
- Ability to establish and maintain filing and record keeping system.
- Ability to prepare reports, correspondence and records.
- Ability to communicate effectively with employees, other organizations and the general public.
- Ability to type 50 words per minute is required.

EXPERIENCE AND TRAINING:

High school diploma or G.E.D. and two years of secretarial experience; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Metropolitan Exposition-Recreation Commission

Class No: 808804
Title: Clerk 3
Range: 0029
Bargaining Unit: Non-represented
FLSA: Non-exempt

Established:
Revised:
EEO: 1
AA: 11

GENERAL STATEMENT OF DUTIES:

participates in a wide variety of responsible and complex clerical duties for a facility or department; and may provide information and assistance to the public regarding departmental services, policies and procedures. This is a lead clerical classification, and may supervise other clerical classifications.

SUPERVISION RECEIVED:

Supervision is received from higher level management staff.

SUPERVISION EXERCISED:

Supervision may be exercised over clerk 1 and clerk 2 staff.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

- Plans, assigns and supervises the work of clerical staff; participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee termination.
- Receives and prioritizes work requests from a variety of department personnel; assigns work to clerical staff and monitors workload; resolves deadline priorities.
- Participates in the development and implementation of goals, objectives, policies and priorities related to clerical activities; assists in planning, organizing, evaluating and participating in the functions of the assigned department.
- Collects and tabulates statistical information for department or facility.
- Assists in resolving work problems and interprets administrative policies and technical procedures to subordinates, other departments and the public; resolves difficult clerical problems.
- Participates in a variety of duties relating to administration of a department; prepares comprehensive reports; may prepare the department or facility annual

budget, monitoring approved budget accounts; recommends improvements in workflow, procedures and use of equipment and forms related to the secretarial and clerical support function.

- Produce a wide variety of reports, letters, memos and statistical charts.
- Maintains personnel and payroll records; processes paperwork for payroll actions; coordinates personnel and payroll activities with other departments.
- Assists in a variety of department operations; performs special projects and assignments as requested.
- Maintains calendars of clerical activities, meetings and various events; coordinates activities with other departments, the public and outside agencies.
- Coordinates departmental purchasing activities including preparing purchase orders, checking invoices and coordination with accounting personnel.
- Performs other related duties as assigned.
- Backs up Clerk 1's and 2's in their absence.
- Assists in audit work paper preparation as necessary.

EXPERIENCE AND TRAINING:

Associate of Arts degree in related fields; or four years of experience in a clerical position; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of office procedures, methods and computer equipment.
- Knowledge of business letter writing and basic report preparation.
- Knowledge of principles and procedures of record keeping.
- Knowledge of principles and procedures of financial record keeping and reporting.
- Knowledge of supervision, training and performance evaluation.
- Ability to perform responsible and difficult clerical work involving the use of independent judgment and personal initiative.
- Ability to plan, organize and supervise the work and staff of a clerical support unit.
- Ability to prioritize work and effectively resolve workload issues.
- Ability to supervise, train and evaluate assigned staff.
- Ability to understand the organization and operation of MERC and of outside agencies as necessary to assume assigned responsibilities.
- Ability to interpret and apply administrative and departmental policies and procedures.

- **Ability to independently prepare correspondence and memoranda.**
- **Ability to type or word process at a speed necessary for successful job performance.**
- **Ability to work independently in the absence of supervision.**
- **Ability to operate office machines and a word processor.**
- **Ability to work cooperatively with other departments, MERC officials, contract staff and outside agencies.**
- **Ability to communicate clearly and concisely, both orally and in writing.**
- **Ability to establish and maintain cooperative working relationships with those contacted in the course of work.**