

# METROPOLITAN EXPOSITION-RECREATION COMMISSION

## Resolution No. 99-04

Approving a new personnel classification of Analyst I in MERC Administration Office, effective November 27, 1998.

### **The Metropolitan Exposition-Recreation Commission finds:**

1. That the current classifications for administrative technician work in the MERC Administration Office do not cover the full range of duties and responsibilities that have evolved over time.
2. That there is a need for a new Analyst I position at salary range 45 (\$36,994 - \$47,259).
3. That the Commission has the authority to create new positions necessary to manage and administer the operation of its facilities.
4. That the current MERC Administration Office 1998 - 1999 budget is sufficient to encompass retroactive reimbursement under the new salary range added by this new classification.

**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition-Recreation Commission approves the addition of a Analyst I as described in the attached Exhibit A, effective November 27, 1998.

Passed by the Commission on January 20, 1999.



Chair



Secretary -Treasurer

APPROVED AS TO FORM:  
Daniel B. Cooper, General Counsel

By:   
Kathleen Pool, Sr. Assist Counsel

**Metropolitan Exposition-Recreation Commission**

Job Code:	Established: 12/30/98
Title: Analyst I	Reviewed:
Range: 045	EEO:
Bargaining Unit: Non-represented	
FLSA: Exempt	

**GENERAL STATEMENT OF DUTIES:**

The analyst I is an entry level professional job assigned to clearly defined responsibilities under supervision of a professional in the same similar area of responsibility. While lead responsibility for other staff may be assigned to positions in this classification, such assignments would generally be for support level staff.

**SUPERVISION RECEIVED:**

Supervision is received from the MERC Director of Administration.

**SUPERVISION EXERCISED:**

None

**EXAMPLES OF ESSENTIAL DUTIES:**

1. Performs technical support and assistance assignments in the preparation of budgets and budget amendments, purchasing, policies, procedures, manuals, technical documents surveys and analyses.
2. Maintain web site information for contracting, hiring and general news.
3. Using specified guidelines, provides technical assistance and researching such areas as purchasing, accounting, budgets, human resources, contracts, and produces written outline statistical and verbal reports on findings.
4. Monitors and reports on contracts, financial and accounting information, human resources and maintaining files and records as needed.
5. Performs system backups.

**RECRUITING REQUIREMENTS:**

**KNOWLEGE, SKILL, ABILITY:**

- Current knowledge of business and public administration principles and practices with emphasis on the legislation, laws regulations, policies and contract and account methods applicable to assigned responsibilities.
- Ability to communicate effectively by written, spoken and electronic means.
- Ability to effectively use business computer software.
- Ability to organize and conduct research, projects and business activities.
- Ability to prepare and present business and research information in an efficient and effective manner.
- Ability to work independently and as part of a team.

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Job Code:

Title: Analyst I

- Ability to maintain and update MERC web site for contracting, hiring and general news.
- Ability to perform system backups.

**EXPERIENCE AND TRAINING:**

A college degree in a field related to assigned responsibilities and one year or relevant experience or any combination of experience and education that provides the applicant with the desired skills, knowledge and ability to perform the job.

## **MERC STAFF REPORT**

Agenda/Item Issue: Approval of New Job Classification for Joe Barrett

Resolution No: 99-04

Date:

Presented by: Lynda Lewis

### **BACKGROUND AND ANALYSIS:**

The current position of Administrative Technician is held by Joe Barrett. Mr. Barrett has taken on the following responsibilities:

- Maintain Web-site information for contracting, hiring and general news.
- Systems backups support for MERC computer system
- Process purchase orders, purchasing card information, contracts and other forms of purchasing.
- Facilitate MERC facilities in the purchase ( and payment) of various goods and services.
- Maintain appropriate records in relation to MERC purchasing practice and policy.
- Ensure all MERC purchasing policies, Metro policies, and State statutes relating to the purchase of goods and services are followed.
- Serve as MERC liaison to various contractors and vendors. Perform outreach at various community events promoting MERC within the designated First Opportunity Target Area.

The duties performed by Joe Barrett requires a position and title different from that of Administrative Technician.

The proposed new position is an Analyst I. This new classification and the defined job have been reviewed and approved by the General Manager, Director of Administration, and MERC Human Resource Manager.

### **FISCAL IMPACT**

The new classification of Analyst I is proposed at range 45 (the Administrative Technician is range 31). Mr. Barrett will be placed at the minimum salary in conformance with the Personnel Policy section 3.02 (D) "Reclassification of an Incumbent."

The reclassification is requested to be implemented retroactive to November, 1998. The impact of this retroactive salary adjustment in the FY 98 - 99 budget is \$5,602.00. There are sufficient funds in the FY 98 - 99 budget to cover this amount.