

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:

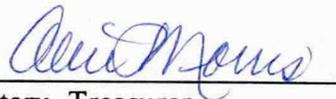
1. That the current classifications for administrative technician work in the MERC Administration Office do not cover the full range of duties and responsibilities that have evolved over time.
2. That there is a need for a new Analyst I position at salary range 45 (\$36,994 - \$47,259).
3. That the Commission 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

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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.