

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 02-22-A

Approving and authorizing implementation of the Classification and Compensation Study Report and Recommendations

WHEREAS, Section 5.6 of the Commission's Personnel Policies requires the Commission to conduct a Classification and Compensation Study for each non-represented full-time job every five years; and

WHEREAS, the last compensation study was conducted in 1997 and its recommendations implemented by the Commission on August 13, 1997; and

WHEREAS, Section 6.3 of the Commission's Personnel Policies requires the pay ranges for positions included in the pay-for-performance program to reflect the market pay level for similar jobs; and

WHEREAS, the integrity of the pay-for-performance program depends on the pay ranges being accurately established in accordance with the labor market; and

WHEREAS, the integrity of the pay-for-performance program depends on employees being correctly placed in pay ranges; and

WHEREAS, to recruit and retain adequate numbers of competent part-time employees, the Commission should establish a consistent part-time pay schedule; and

WHEREAS, the Commission retained Martech Associates, Inc., selected through a request for proposal process, to evaluate Commission titles and pay ranges; and

WHEREAS, Martech Associates, Inc. recommends that the Commission adopt a revised classification system and adjust pay ranges to accurately reflect the work Commission employees are actually performing and enables the Commission to more efficiently and effectively utilize the knowledge, skills and abilities of its employees; and

WHEREAS, the Commission has a responsibility to both compensate its staff fairly and manage its budget and expenditures in a manner consistent with the public interest;

BE IT THEREFORE RESOLVED that:

1. The Commission's classification system, pay ranges, and implementation plans as contained in Exhibit A are adopted, provided that the General Manager is directed to implement the program in such a manner that will spread the cost impact to the Commission out over a two year period; and
2. Subject to the provisions of paragraph 1, above, the General Manager is directed and delegated authority to implement the new and modified classifications and pay ranges contained in Exhibit A, retroactive to July 1, 2002.

ADOPTED by the Metropolitan Exposition-Recreation Commission this 24th day of July, 2002.



Chair



Secretary/Treasurer

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

By: 

Lisa Umschied
Senior Assistant Counsel

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 02-22

Approving and authorizing implementation of the Classification and Compensation Study Report and Recommendations

WHEREAS, Section 5.6 of the Commission's Personnel Policies requires the Commission to conduct a Classification and Compensation Study for each non-represented full-time job every five years; and

WHEREAS, the last compensation study was conducted in 1997 and its recommendations implemented by the Commission on August 13, 1997; and

WHEREAS, Section 6.3 of the Commission's Personnel Policies requires the pay ranges for positions included in the pay-for-performance program to reflect the market pay level for similar jobs; and

WHEREAS, the integrity of the pay-for-performance program depends on the pay ranges being accurately established in accordance with the labor market; and

WHEREAS, the integrity of the pay-for-performance program depends on employees being correctly placed in pay ranges; and

WHEREAS, to recruit and retain adequate numbers of competent part-time employees, the Commission should establish a consistent part-time pay schedule; and

WHEREAS, the Commission retained Martech Associates, Inc., selected through a request for proposal process, to evaluate Commission titles and pay ranges; and

WHEREAS, Martech Associates, Inc. recommends that the Commission adopt a revised classification system and adjust pay ranges to accurately reflect the work Commission employees are actually performing and enables the Commission to more efficiently and effectively utilize the knowledge, skills and abilities of its employees; and

WHEREAS, sufficient funds exist in facility budgets for FY2002-2003 to implement the classification changes and additions;

BE IT THEREFORE RESOLVED that:

1. The Commission's classification system, pay ranges, and implementation plans as contained in Exhibit A are adopted; and
2. The General Manager is directed to implement the new and modified classifications and pay ranges contained in Exhibit A, retroactive to July 1, 2002.

ADOPTED by the Metropolitan Exposition-Recreation Commission this _____ day
of _____, 2002.

Chair

Secretary/Treasurer

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

By: _____
Lisa Umschied
Senior Assistant Counsel

**SUMMARY REPORT TO THE
METROPOLITAN EXPOSITION-RECREATION
COMMISSION (MERC)**

**FOR THE DEVELOPMENT OF A
CLASSIFICATION & COMPENSATION PROGRAM**

PREPARED BY:

**MARTECH ASSOCIATES, INC.
707 S.W. WASHINGTON, SUITE 1507
PORTLAND, OREGON 97205-3584**

503-226-4985

JUNE 28, 2002

METROPOLITAN EXPOSITION-RECREATION COMMISSION (MERC)

SUMMARY REPORT ON THE DEVELOPMENT OF A CLASSIFICATION & COMPENSATION PROGRAM

INTRODUCTION TO REPORT

This report presents a summary of findings and recommendations in connection with the development of a classification and total compensation program for the Metropolitan Exposition-Recreation Commission (MERC), Portland, Oregon. The purpose of this study was to:

- Revise the current classification system to allow for ongoing administration
- Update the existing compensation plan
- Review all classifications to determine appropriate placement within job families
- Establish new classifications for the OCC expansion
- Develop appropriate pay ranges based on labor market comparisons
- Adjust the pay levels of current employees reflecting current labor market conditions
- Develop a part-time pay schedule

A final report of the study and recommendations is to be submitted to MERC at its July 2002 Commission Meeting.

To facilitate the review of this report, it has been organized in the following manner.

Section 1.....	The Study Process
Section 2.....	Classification of Positions
Section 3.....	Salary & Employee Benefits Survey
Section 4.....	Pay Plans
Section 5.....	Title Change Recommendations
Section 6.....	Cost of Implementation
Section 7.....	The Appeal Process
Section 8.....	Exhibits

SECTION 1 – THE STUDY PROCESS

The first step in the study process was the appointment of an Employee Compensation Review Committee, made up of management and non-management employees. The Committee was involved in major phases of the study and provided advice and counsel to the consultants and the Human Resources Manager throughout the course of the work conducted. The specific responsibilities of the Committee included:

- Act as a communication conduit to all employees who may have questions concerning the study
- Review the work of the consultants and the Human Resources Manager as the project progressed
- Approve the recommendation of compensable factors for classification purposes and the factor weightings
- Recommend benchmark positions to be used during the survey phase of the study
- Recommend other entities to be surveyed for compensation development purposes
- Review the classification process and provide advice and counsel as to the internal equity of all positions
- Serve as the Appeals Committee for employees wishing to have their classification position reviewed

The next step in the study included a series of employee meetings where the various steps of the study were outlined and the part that each employee would play in the development of the classification and compensation program explained. Employees were asked to complete a Job Information Questionnaire (JIQ) that detailed the duties, responsibilities, and job standards for their individual position. Part of this process included a review and approval of the completed JIQ by each supervisor. In addition to completing information about existing positions, the Oregon Convention Center group completed JIQ's in regard to new positions resulting from the building expansion underway. A sample of the Job Information Questionnaire (JIQ) is shown as **Exhibit 1**.

After the JIQ's were completed, all single position incumbents were interviewed to learn first-hand about job duties and other relative issues. Multi-position incumbents were interviewed in groups. Over 100 interviews were conducted during this process with each interview lasting approximately 45 minutes.

During the study, all non-represented employees received regular updates in regard to the status of the study.

Part of this process was to update all position descriptions based upon the JIQ's completed by each employee and the subsequent interviews by the consulting staff members. In concert with the Human Resources Department, a new format was developed for position descriptions. A sample of the old and new position description formats are shown as **Exhibit 2** and **Exhibit 3**, respectively.

SECTION 2 – CLASSIFICATION OF POSITIONS

The job analysis conducted to develop the classification tables was based upon the compensable factors and weightings approved by the committee and by the Human Resources Manager. These factors are shown in Exhibit 4.

Using the compensable factors and ratings agreed upon, positions have been placed into four classification groups. This step is often referred to as the development of internal equity. Each position is compared to other positions to determine its internal relationship or ranking. The initial classification process is then compared to the salary survey data to check against external equity. Changes are often made from the initial classification process to match the external salary survey. Exhibit 5 shows the classification table for Executive Management, Exhibit 6 shows the classification table for the Management Positions, Exhibit 7 shows the classification table for the Supervisory/Technical & Support Positions, and Exhibit 8 shows the classification table for the Part-time Positions.

SECTION 3 – SALARY & EMPLOYEE BENEFITS SURVEY

During the initial course of this study, employees were asked to submit recommendations for other entities to be surveyed during the course of this study. The recommendations were submitted first to the Employee Compensation Review Committee and then to MERC Management for final review and approval. Of the 30 entities contacted to participate in the survey, 23 responded.

The following entities were contacted for salary survey purposes:

Alliant Energy Center of Dane County.....	Madison, Wisconsin
Aranoff Center for the Performing Arts.....	Cincinnati, Ohio
Austin Texas Convention Center.....	Austin, Texas
Baltimore Convention Center.....	Baltimore, Maryland
Benaroya Hall Music Center.....	Seattle, Washington
Charlotte Auditorium, Coliseum, Convention Center Authority.....	Charlotte, North Carolina
City of Portland, Bureau of Human Resources.....	Portland, Oregon
City of Tacoma.....	Tacoma, Washington
Colorado Convention Center.....	Denver, Colorado
Denver Division of Theatres and Arenas.....	Denver, Colorado
Denver Performing Arts Center.....	Denver, Colorado
Houston Convention & Entertainment Facilities.....	Houston, Texas
Houston Theater District Facilities.....	Houston, Texas
METRO.....	Portland, Oregon
Minneapolis Convention Center.....	Minneapolis, Minnesota
Mt. Hood Community College.....	Gresham, Oregon
Multnomah County.....	Portland, Oregon

Oregon Arena Corporation	Portland, Oregon
Oregon State Fair	Salem, Oregon
PGE Park.....	Portland, Oregon
Playhouse Square Center	Cleveland, Ohio
Port of Portland.....	Portland, Oregon
Portland Community College	Portland, Oregon
Portland Public Schools	Portland, Oregon
Salt Palace Convention Center.....	Salt Lake City, Utah
Spokane Center	Spokane, Washington
Stadium Exhibition Center.....	Seattle, Washington
Tri-Met.....	Portland, Oregon
Washington County Fairplex	Hillsboro, Oregon
Washington State Convention & Trade Center	Seattle, Washington

In addition to the above survey participants, the following published survey data were used during the course of this study:

- Diversified Industry Wage & Salary Survey
 Cascade Employers Association.....Salem, Oregon
- International Association of Auditorium Managers
 Industry Insights, Inc. Columbus, Ohio
- International Association of Assembly Managers
 Industry Insights, Inc. Columbus, Ohio

Part of the Employee Compensation Review Committee's responsibilities was to recommend the benchmark positions to be used for the survey. A benchmark position is a position that is common within the industry and likely to have similar job responsibilities among all participants.

In addition to asking about specific salary data from the participants, a section was included detailing the employee benefits provided by each participant. An issue in the development of pay schedules is the relationship of employee benefit plans to the total cost of payroll. Each participant was asked to complete a specific formula as to the total cost of employee benefits as a percentage of payroll. The questionnaire used for the survey, plus a description of each benchmark position, is included as **Exhibit 9**. **Exhibit 10** shows the results of the compensation survey and a summary of the employee benefits of the survey respondents. It should be noted that the survey data in this report is as presented by each survey participant and has not been adjusted for specific MERC matches.

In summary, the relationship between MERC's benefit packages are well within the ranges of appropriate benefit plans as related to total salary and no salary schedule adjustment is required due to the cost of employee benefits. The survey respondents' percent of benefits to payroll is 31.4%. MERC's percent of benefits to payroll is 32.7%.

SECTION 4 – PAY PLANS

The data received from the survey respondents was used to develop the pay schedules, which are shown on **Exhibit 11 – Executive Management**; **Exhibit 12 – Management Positions**; **Exhibit 13 – Supervisory/Technical & Support Positions**; and **Exhibit 14 – Part-Time Positions**. Based on the survey data range spread on each pay plan from minimum to maximum is as follows:

- Executive Management.....56%
- Management Positions.....40%
- Supervisor/Technical & Support Positions.....28%
- Part-time Positions.....10%

SECTION 5 – TITLE CHANGE RECOMMENDATIONS

A part of the study process was to review current titles to determine if they were appropriate for the defined job duties and position responsibilities. During the course of the employee interviews, each was asked if they believed a different title would be more appropriate for their position. In addition, we received recommendations from senior managers in regard to titles and we also reviewed the titles used by each salary survey participant. **Exhibit 15** shows the current position titles and the recommended new position titles.

SECTION 6 – COST OF IMPLEMENTATION

The final step in this study was to determine the cost of implementing the new pay schedules. Several alternatives were considered for placing existing positions within the new pay schedules. They include:

- Option 1 Move each employee in the same relationship as his or her existing schedule to the new schedule. Thus, if an employee were at the mid-point under their current pay range they would be moved to the mid-point of the new pay schedule. No employee would be moved above the mid-point. Those positions below the minimum would be moved to the minimum of the new range. Any employee over the mid-point of the new schedule would be red lined.
- Option 2 Move each employee to 95 percent of the same relationship of the old to the new schedule.

Option 3 Move each employee to 90 percent of the same relationship of the old to the new schedule.

It is recommended that the Metropolitan Exposition-Recreation Commission adopt Option 1. This is the fair way to implement a new pay schedule and it eliminates the serious problem of wage and salary compression. As an example, if you simply move an employee to a new pay range and that position is at the minimum of the pay range, a new employee could be hired shortly at the same pay rate as a long-term employee. This creates an unfair issue in the eyes of the employees and should be avoided at all costs.

The following is the first year cost of the recommended option:

➤ Option 1100 percent.....\$288,562

Exhibit 16 shows, by individual employee, the actual cost analysis to implement the recommended option for Executive Management, Management Positions, and Supervisory/Technical & Support Positions.

Exhibit 17 shows, by individual part-time employee, the actual cost analysis to implement the recommended option.

SECTION 7 – THE APPEAL PROCESS

Part of the compensation study and plan was to develop an appeal process for employees who believe their position(s) may have been mis-classified during this process. The original Employee Compensation Review Committee will serve as a clearinghouse for this process. If an employee believes there have been significant changes in their job duties, or if duties were not included in their position descriptions, they may file for appeal. A complete description of the appeals process, along with all forms required, is shown as Exhibit 18.

SECTION 8 – EXHIBITS

This section contains all the exhibits referenced in this report.

- Exhibit 1.....Job Information Questionnaire (JIQ)
- Exhibit 2.....Position Description Format - Old
- Exhibit 3.....Position Description Format - New
- Exhibit 4.....Job Classification Factors & Weightings
- Exhibit 5.....Classification Table – Executive Management
- Exhibit 6.....Classification Table – Management Positions
- Exhibit 7.....Classification Table –Supervisory/Technical & Support Positions
- Exhibit 8.....Classification Table – Part-Time Positions
- Exhibit 9.....Survey Questionnaire Form
- Exhibit 10.....Results of Compensation Survey & Benefits
- Exhibit 11.....Pay Schedules – Executive Management
- Exhibit 12.....Pay Schedules – Management Positions
- Exhibit 13.....Pay Schedules – Supervisory/Technical & Support Positions
- Exhibit 14.....Pay Schedules – Part-Time Positions
- Exhibit 15.....Current Position Titles & Recommended Position Titles
- Exhibit 16.....Costing Analysis – Full-time Employees
- Exhibit 17.....Costing Analysis – Part-time Employees
- Exhibit 18.....Appeals Process Information & Forms

Exhibit 1

Job Information Questionnaire (JIQ)

METROPOLITAN EXPOSITION-RECREATION COMMISSION
INFORMATION ABOUT THE JOB INFORMATION QUESTIONNAIRE

The attached Job Information Questionnaire (JIQ) is provided to gather information about your job duties and other aspects of your work that are necessary to properly review your position in connection with the Classification and Compensation Study. There are five (5) sections to this form.

- Section 1:** Position Information
- Section 2:** Other Job Information
- Section 3:** Physical Requirements & Working Conditions
- Section 4:** Supervisor Review
- Section 5:** Action Verbs

Complete this form as soon as possible. You can complete it on work time. It should take no more than 2 to 3 hours to complete. After completion, give this form to your immediate supervisor for his/her review. Your supervisor may not make any changes on this form. He/she may only make any changes or comments about your job duties on **Section 4 – Supervisor Review**. If there are significant differences between your view and your supervisor's view, the Human Resource Manager will discuss the issues with both parties and will serve as a final arbitrator on the matter. Your supervisor however, may make a change on **Section 3 – Physical Requirements & Working Conditions** by noting on the margin of each item any disagreement he/she may have with your assessment. If there are disagreements, the Human Resource Manager will again serve as the final arbitrator on this matter as well.

The deadline for turning the completed form in (including your supervisor's review) to the Human Resource Manager is February 8, 2002, therefore be sure you provide ample time for your supervisor to review all documents prior to this date.

Make a copy of all work for your records. You may be interviewed by a Martech consultant to review your job duties. Bring your copy of this form to the meeting so it can be used for discussion purposes.

If your job duties are to be changed in the future, your supervisor will need to complete a new job information questionnaire at that time, your job will then be reviewed for any change in classification. This will be part of the ongoing administration procedures to maintain the continuity of the program.

If you have a specific question about your current position description, contact your supervisor. If you have a question about this process, contact Tanya Collier, Human Resource Manger (503-731-7844).

INSTRUCTIONS FOR THE JOB INFORMATION QUESTIONNAIRE SECTIONS

This section provides instructions relative to completing information about your job. There are three elements to this section: **Basic Job Purpose**, **Essential Job Duties**, and **Other Job Duties**.

BASIC JOB PURPOSE

This is a statement that describes the overall purpose/function of your job. It should provide a brief overview of what you do, one or two brief sentences is all that is required for this description.

Example:

- Manages capital expenditures and construction projects for the facilities of the division; oversees and coordinates all contracts and supervises the activities of contractors; coordinates all construction activities with headquarters facility management staff and provides monthly reports on the status of all projects.
- Provides office support activities for the general manager's staff, including word processing, data entry, filing confidential materials, handling phone inquiries, preparing staff reports, ordering office supplies, and maintaining time records for service personnel.

ESSENTIAL JOB DUTIES

An essential job duty is based on whether the position incumbent is (1) actually required to perform the job, (2) the position exists to perform the function, (3) there are a limited number of other employees available to perform the function, and (4) the function is highly specialized and the person in the position is hired for special expertise.

Examples:

- A person hired to proofread documents on an automated system must be able to accurately proofread and be able to operate a computer system.
- A person hired to perform accounting functions must be able to do mathematics and operate a calculator.
- A person hired to expand its business in a foreign country must be fluent in the language of that country.

How to describe your essential job duties:

- Begin the statement with a verb; state what you do and why you do it. Eliminate all unnecessary wording by starting with an action word. [Please refer to the examples of action verbs listed on Page 10 of this questionnaire.]

- Each job duty should consist of only one short sentence. In most instances six to eight job duties should encompass all of your essential responsibilities. Refer to examples.

Examples:

- Prepares reports in order to provide recommendations for solution of departmental administrative problems.
- Reviews and supervise work of those assigned under my position in order to assure the timely completion of all work.
- Prepares an annual departmental budget and pro forma financial statement for presentation to management for review and approval.
- Inspects monthly the facility's heating, ventilating, and air condition system for maintenance purposes.

Essential job duties described should not exceed ten (10). *List all duties and show the estimated time spent on each duty. Time should total 100% for these duties.* There is a section for "Other Job Duties."

OTHER JOB DUTIES

Other job duties are responsibilities that are non-essential to your job and others could possibly fulfill them in your absence. These duties may be an important job function, but are non-essential to your position.

How to describe other job duties:

- Begin the statement with a verb. Eliminate all unnecessary wording by starting with an action word. [Again, refer to the examples of action verbs listed on the last page of this questionnaire.]
- Each other job duty should consist of only one short sentence. Refer to examples.

Examples:

- Collects outgoing mail.
- Answers the phone during breaks.
- Verifies completeness of budget information and forms.

SECTION 1 - POSITION INFORMATION

		Date
Name	Department	Telephone
Classification Title		
Working Title		
Immediate Supervisor	Title	Telephone
This position is: [PLEASE CHECK ALL THAT APPLY] <input checked="" type="checkbox"/> Exempt from overtime pay <input checked="" type="checkbox"/> Full-time Position <input checked="" type="checkbox"/> Non-exempt from overtime pay <input checked="" type="checkbox"/> Part-time Position		

BASIC JOB PURPOSE/FUNCTION

ESSENTIAL JOB DUTIES

Percentage of Time	Essential Job Duties

SECTION 2 - OTHER JOB INFORMATION

Please complete the following in reference to your job.

WORK CONTACTS

List any outside contacts that you regularly work with as part of your job. Do not include co-workers. List title, name of the organization or group, purpose of the contact, and how often made (daily, weekly, or monthly).

Title	Organization	Purpose	How Often
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GUIDELINES

List any guidelines used to do your job, such as state or federal laws or regulations, policies, manuals, or desk procedures.

How are these guidelines used to perform your job?

JOB RELATED DECISION MAKING

Describe the type of decisions likely to be made by your position and indicate the effect of these decisions where possible. *Example: Technical decisions to determine project scope and cost. Defines issues to determine change in procedures or processes.*

REVIEW OF WORK

Who reviews the work of your position? (List Title; How; How Often (DAILY, WEEKLY, OR MONTHLY); and the Purpose of the Review

Title	How	How Often	Purpose of Review
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUPERVISORY DUTIES [TO BE COMPLETED ONLY FOR MANAGEMENT/SUPERVISORY POSITIONS]

- How many full-time equivalents are directly supervised by you _____
- Through Subordinate Supervisors _____
- How many part-time equivalents are directly supervised by you _____
- Through Subordinate Supervisors _____
- Which of the following supervisory/management activities do you perform:

<input type="checkbox"/> Plans Work	<input type="checkbox"/> Responds to Grievances
<input type="checkbox"/> Assigns Work	<input type="checkbox"/> Disciplines/Rewards
<input type="checkbox"/> Approves Work	<input type="checkbox"/> Hires/Fires (or Effectively Recommends)
<input type="checkbox"/> Reviews Work	<input type="checkbox"/> Prepares and Signs Performance Appraisals

LEAD DUTIES [TO BE COMPLETED ONLY FOR NON-MANAGEMENT OR NON-SUPERVISORY POSITIONS]

Lead authority is granted to the position to direct or coordinate the activities of others without having direct supervisory responsibilities.

- How many full-time equivalents do you lead _____
- How many part-time equivalents do you lead _____
- Which of the following lead duties do you perform:

<input type="checkbox"/> Plans Work	<input type="checkbox"/> Reviews Work
<input type="checkbox"/> Assigns Work	<input type="checkbox"/> Trains Workers
<input type="checkbox"/> Approves Work	

In this section we would like to know your opinion about the Educational and Work Experience requirements of your position. This information is used primarily for job posting purposes.

EDUCATION REQUIREMENTS

What level of formal education is required to fulfill the requirements of your job? Consider the requirements for becoming productive after a reasonable period of training. Your level of education may or may not be the required level of attainment. Also, indicate if any licenses or certifications are required.

- Graduate degree
- Undergraduate college degree
- Two or more years of college
- Trade or vocational school
- High school
- Licenses and/or Certifications, please identify _____

WORK EXPERIENCE REQUIREMENTS

How many years of experience is required to fulfill the requirements of your job? Consider the requirements for becoming productive after a reasonable period of training. Your prior experience may or may not be the required level of attainment.

- Eleven to fifteen years
- Six to ten years
- Three to five years
- One to two years

SECTION 3 - PHYSICAL REQUIREMENTS & WORKING CONDITIONS

Show the **usual** and **customary** physical requirements of your position that are necessary for the performance of your job. Please note the physical requirements of your position have no impact on your classification. This is for Americans with Disabilities Act (ADA) requirements only and has no impact on the placement of your job in a classification. Review each activity and show, if applicable, the number of hours you are involved in this activity and the frequency of this activity, i.e., daily, weekly, or monthly. Write below each box the number of hours and if the activity is seasonal, so note.

Activity	Frequency of the Activity Daily - Weekly - Monthly			N/A
Climbing: ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing: maintaining body equilibrium to prevent falling when walking or standing on narrow, slippery, or erratically moving surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping: bending body downward and forward by bending spine at the waist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling: bending legs at knee to come to a rest on knee or knees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: bending the body downward and forward by bending leg and spine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: moving about on hands and knees or hands and feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: extending hand(s) and arm(s) in any direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing: maintaining erect position, particularly for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking: moving about on foot to accomplish tasks, particularly for long distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting ^[1] : _____ Lbs. raising objects from a lower to a higher position or moving objects horizontally from position-to-position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fingering: picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: applying pressure to an object with the fingers and palm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[1] On lifting, be sure to indicate the number of pounds involved.

Activity	Frequency of the Activity Daily - Weekly - Monthly			N/A
Feeling: perceiving attributes of objects such as size, shape, temperature, or texture by touching with skin, particularly fingertips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: expressing or exchanging ideas and/or instructions by means of the spoken work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing: ability to receive detailed information and/or instructions through oral communication and to make fine discriminations in sound.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Motions: substantial movements of the wrists, hands, and/or fingers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting: maintain a sitting position on a chair or bench for substantial period of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying: picking up or retrieving objects from one place with the object of moving them to another place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeing (short distance): ability to see objects or instructions with visual acuity at a distance of 20 inches or less.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeing (long distance): ability to see objects or instructions with visual acuity at a distance of 3 feet or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please complete the following in regard to the working conditions required of your position. Show the approximate percentage of time at each location.

Job Location(s) (1)	Percent of Time
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	100%

(1) Locations could include: office, highway, on stages, parking lots, streets, and/or construction sites

Section 3 Approved by: _____

Title _____

SECTION 4 - SUPERVISOR REVIEW

This section is to be completed by the staff member's immediate supervisor. Do not make any changes on the previous sections; make changes or comments on this section only. Review your changes with your employee. If there are any significant changes that you and your employee cannot agree upon, ask the Human Resource Manager to act as an arbiter in this matter.

Number

Comments/Change

_____	_____

_____	_____

_____	_____

_____	_____

Supervisor Sign Off

Name

Title

Date

SECTION 5 - EXAMPLES OF ACTION VERBS

Accumulate	Delete	Implement	Read
Achieve	Deliver	Influence	Recommend
Acquire	Design	Inform	Recruit
Act	Develop	Initiate	Register
Activate	Direct	Install	Regulate
Administer	Distribute	Instruct	Reimburse
Advise	Drive	Interview	Render
Allocate		Investigate	Renew
Analyze	Embark	Invoice	Repair
Archive	Enclose		Report
Assemble	Encourage	Label	Request
Assist	Enforce	Lead	Resolve
	Ensure	Lift	Review
Calculate	Enter	Locate	
Call	Establish		Schedule
Clean	Evaluate	Maintain	Seek
Collect	Execute	Manage	Sell
Communicate	Extend	Monitor	Serve
Compare			Service
Compile	Facilitate	Negotiate	Suggest
Complete	Fill		Supervise
Compose	Fix	Operate	
Conduct	Form	Order	Teach
Construct	Function		Tend
Control		Participate	Train
Convert	Handle	Perform	Transfer
Coordinate	Help	Phone	Type
Copy	Hold	Plan	
Correlate		Post	Update
Counsel		Prepare	Vacate
		Print	Verify
		Process	
		Procure	Weigh
		Promote	Write

Exhibit 2

Position Description Format - Old

Class No: 808820
Established:
Title: Accountant
Revised:
Range: 0044
EEO: 4
Bargaining Unit: Non-represented
AA: 41
FLSA: Exempt

GENERAL STATEMENT OF DUTIES:

Monitors, controls and audits all transactions of the food concessionaire; oversees and monitors the merchandise sales operation for the Civic Stadium, the Portland Center for the Performing Arts and the Oregon Convention Center; performs a full range of professional accounting duties involved in fiscal management, record keeping, reporting and financial analyses.

SUPERVISION RECEIVED:

Supervision is received from the Controller.

SUPERVISION EXERCISED:

Supervision is exercised over contract personnel in merchandise sales.

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 that an employee in this classification may be expected to perform.

- Reviews, audits and reconciles weekly and monthly reports from the food concessionaire.
- Processes and prepares payment authorizations for tenant shared concessions and food concessionaire invoices.
- Performs analysis of accounting records; prepares event profitability statements.
- Prepares merchandise payroll sheets.
- Coordinates and directs the work of Merchandising Supervisors; sets merchandise deals; prepares set-up requirements; establishes vendor requirements and provides day of event coordination.
- Balances, consolidates and prepares cash deposit reports for food concession, merchandise and parking receipts; conducts cash counts; posts original entries to subsidiary and general ledger accounts; runs trial balances; prepares sales statements.
- Maintains fixed records of cost and accumulated depreciation; monitors capital expenditures and updates records.
- May negotiate merchandising contracts and purchases standard office equipment including calculators and typewriters as needed.
- Conducts physical inventory of fixed assets; audits inventories conducted by concessionaire for product goods.
- Prepares audit work papers and performs analysis of accounts.
- Performs related professional accounting work in support of accounting functions.
- Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of application of generally accepted accounting principles and procedures to a variety of accounting audits, transactions and problems.
- Knowledge of principles and practices of financial auditing and inventory accounting methods.
- Knowledge of financial report preparation methods and techniques.
- Knowledge of modern office procedures, methods and computer equipment.
- Knowledge of principles of supervision and training.
- Ability to coordinate and direct the work of contract staff.
- Ability to apply Federal, State and local laws and regulations pertaining to accounting and auditing work.
- Ability to examine and verify a variety of financial documents and reports.
- Ability to conduct sound audits of financial records.
- Ability to prepare a variety of financial statements, reports and analyses.
- Ability to apply accounting principles to the maintenance of financial and accounting transactions and audit of financial records involved in food concessionaire and merchandising sales.
- Ability to operate a ten-key calculator by touch at a speed necessary for successful job performance.
- Ability to operate a computer in performance of accounting functions.
- 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

EXPERIENCE AND TRAINING:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or closely related field and two years of professional accounting experience, preferably including some supervisory experience and significant work in financial auditing; or any combination of experience and training which provides the required knowledge, skill and ability required for successful performance of the essential job duties.

LICENSES:

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

Exhibit 3

Position Description Format - New

METROPOLITAN EXPOSITION-RECREATION COMMISSION
POSITION DESCRIPTION

	DATE: July 1, 2002
POSITION TITLE: Accountant	CLASSIFICATION NUMBER: 808820
BARGAINING UNIT: Non-represented	PAY RANGE: 0044
FLSA STATUS: Exempt	POSITION STATUS: Full-time
REPORTS TO/SUPERVISION RECEIVED FROM: Controller	

BASIC JOB PURPOSE/FUNCTION

Monitors, controls and audits all transactions of the food concessionaire; oversees and monitors the merchandise sales operation for the Civic Stadium, the Portland Center for the Performing Arts and the Oregon Convention Center; performs a full range of professional accounting duties involved in fiscal management, record keeping, reporting and financial analyses.

ESSENTIAL JOB DUTIES

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

- Reviews, audits and reconciles weekly and monthly reports from the food concessionaire.
- Processes and prepares payment authorizations for tenant shared concessions and food concessionaire invoices.
- Performs analysis of accounting records; prepares event profitability statements.
- Prepares merchandise payroll sheets.
- Coordinates and directs the work of Merchandising Supervisors; sets merchandise deals; prepares set-up requirements; establishes vendor requirements and provides day of event coordination.
- Balances, consolidates and prepares cash deposit reports for food concession, merchandise and parking receipts; conducts cash counts; posts original entries to subsidiary and general ledger accounts; runs trial balances; prepares sales statements.
- Maintains fixed records of cost and accumulated depreciation; monitors capital expenditures and updates records.
- May negotiate merchandising contracts and purchases standard office equipment including calculators and typewriters as needed.
- Conducts physical inventory of fixed assets; audits inventories conducted by concessionaire for product goods.
- Prepares audit work papers and performs analysis of accounts.
- Performs related professional accounting work in support of accounting functions.
- Perform related duties and responsibilities as required.

REQUIREMENTS/MINIMUM QUALIFICATIONS

- Knowledge of application of generally accepted accounting principles and procedures to a variety of accounting audits, transactions and problems.
- Knowledge of principles and practices of financial auditing and inventory accounting methods.
- Knowledge of financial report preparation methods and techniques.
- Knowledge of modern office procedures, methods and computer equipment.
- Knowledge of principles of supervision and training.
- Ability to coordinate and direct the work of contract staff.
- Ability to apply Federal, State and local laws and regulations pertaining to accounting and auditing work.
- Ability to examine and verify a variety of financial documents and reports.
- Ability to conduct sound audits of financial records.
- Ability to prepare a variety of financial statements, reports and analyses.
- Ability to apply accounting principles to the maintenance of financial and accounting transactions and audit of financial records involved in food concessionaire and merchandising sales.
- Ability to operate a ten-key calculator by touch at a speed necessary for successful job performance.
- Ability to operate a computer in performance of accounting functions.
- 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

KNOWLEDGE, SKILLS, & ABILITIES

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or closely related field and two years of professional accounting experience, preferably including some supervisory experience and significant work in financial auditing; or any combination of experience and training which provides the required knowledge, skill and ability required for successful performance of the essential job duties.

Licenses: Possession of, or ability to obtain, a current Cardio-Pulmonary Resuscitation certificate

WORKING CONDITIONS

This position requires the ability to perform those activities to complete the essential functions of the job, either with or without reasonable accommodation. The position requires continuous and/or frequent talking, repetitive motions of hand/wrists, hearing, and handling. Mental activities required by the employee in this position include decision making, interpersonal skills, supervisory skills, teamwork, creativity, customer service, mentoring, use of discretion, presentations/teaching, problem analysis, negotiation, and the ability to perform math and to read, write, speak and understand English. Required physical activities can include frequent keyboard fingering, talking, repetitive motions of hands and wrists, sitting, hearing and lifting, pushing, pulling, and carrying objects up to 10 pounds.

Exhibit 4

Job Classification Factors & Weightings

Metropolitan Exposition-Recreation Commission

Job Evaluation Definitions & Values for Management Positions

KNOWLEDGE, EXPERTISE, & EDUCATION:

Consider the degree of technical knowledge, expertise, and background required to perform competently in the position. In addition to reflecting the level of knowledge and expertise required, this factor also measures the level of education or equivalent training required to carry out the work requirements.

WORK EXPERIENCE

Consider the number of years of experience that is required to satisfactorily perform the duties of the position after a normal training period.

SUPERVISING THE WORK OF OTHERS

This factor relates to the requirements placed upon the position to achieve satisfactory results through good selection, training, proper placement, coordination, instruction, and motivation of subordinate personnel. Consider the difficulty of effectively providing leadership and/or direct supervision to reporting personnel, the nature and complexity of the jobs being supervised, as well as the number of personnel reporting both directly and through subordinates. Consider those positions with indirect or functional supervisory responsibilities..

JOB COMPLEXITY - Judgment/Mental Requirements

This factor considers the number, variety, scope, and complexity of job duties; the mental ability and skills required to perform them; and judgment required of the work. In addition, it considers the extent of supervision received.

RESPONSIBILITIES

Consider the responsibilities of the position as to the scope of activities that extend throughout the organization. In addition to the level of responsibilities, consider the impact the position has at the facility, division, or department.

CONSEQUENCE OF ERROR

Consider the consequence of the decisions or actions of the position that may affect the organization from a monetary loss, increase in costs, loss of time, loss of outside relationships, loss of records or documents, and possible litigation and other similar impacts. Consider the scope and importance of the decisions and the possible impact the error would have on any or all of these factors. Also, consider the extent the position's work is verified or checked by others.

EXTERNAL CONTACTS & RELATIONSHIPS

This factor measures the requirements of the position for job related external contacts and relationships. Consideration is given for the requirement to explain and dispose of policy and procedural matters to others, the requirement to elicit cooperation with others to carry out joint responsibilities, and to deal effectively with persons or groups outside of the organization. Further consideration is given to the frequency and importance of the contacts.

WORKING CONDITIONS

This relates to the surrounding or physical conditions under which the job must be performed, the number and/or irregularity of the hours required to perform the duties of the position over which the employee has no control, and similar factors which affect mental or physical well being. The adverse factors pertaining to working conditions are: (1) environmental influences such as atmosphere, ventilation, illumination, noise, congestion, etc., on an employee; (2) accident and health hazards to the employee on the job from the work or its surroundings; (3) frequent, abrupt, and unexpected changes in work assignments, goals, and deadlines; and (4) length and irregularity of hours required. This factor also measures the frequency of exposure to these conditions.

Metropolitan Exposition-Recreation Commission

Job Evaluation Definitions & Values for Supervisory, Technical, & Support Positions

KNOWLEDGE, EXPERTISE, & EDUCATION:

Consider the degree of technical knowledge, expertise, and background required to perform competently in the position. In addition to reflecting the level of knowledge and expertise required, this factor also measures the level of education or equivalent training required to carry out the work requirements.

WORK EXPERIENCE

Consider the number of years of experience that is required to satisfactorily perform the duties of the position after a normal training period.

LEADING THE WORK OF OTHERS

This factor relates to the requirements placed upon the position to train, coordinate activities, provide advice, assistance, and instructions to others. This position has lead authority. Consider the difficulty of effectively providing leadership to others, the nature and complexity of the jobs involved, and the number of persons directly supervised.

JOB COMPLEXITY - Judgment/Mental Requirements

This factor considers the number, variety, scope, and complexity of job duties; the mental ability and skills required to perform them; and judgment required of the work. In addition, it considers the extent of supervision received.

RESPONSIBILITIES

Consider the responsibilities of the position as to the scope of activities that extend throughout the organization. In addition to the level of responsibilities, consider the impact the position has at the facility, division, or department.

CONSEQUENCE OF ERROR

Consider the consequence of the decisions or actions of the position that may affect the organization from a monetary loss, increase in costs, loss of time, loss of outside relationships, loss of records or documents, and possible litigation and other similar impacts. Consider the scope and importance of the decisions and the possible impact the error would have on any or all of these factors. Also, consider the extent the position's work is verified or checked by others.

EXTERNAL CONTACTS & RELATIONSHIPS

This factor measures the requirements of the position for job related external contacts and relationships. Consideration is given for the requirement to explain and dispose of policy and procedural matters to others, the requirement to elicit cooperation with others to carry out joint responsibilities, and to deal effectively with persons or groups outside of the organization. Further consideration is given to the frequency and importance of the contacts.

WORKING CONDITIONS

This relates to the surrounding or physical conditions under which the job must be performed, the number and/or irregularity of the hours required to perform the duties of the position over which the employee has no control, and similar factors which affect mental or physical well being. The adverse factors pertaining to working conditions are: (1) environmental influences such as atmosphere, ventilation, illumination, noise, congestion, etc., on an employee; (2) accident and health hazards to the employee on the job from the work or its surroundings; (3) frequent, abrupt, and unexpected changes in work assignments, goals, and deadlines; and (4) length and irregularity of hours required. This factor also measures the frequency of exposure to these conditions.

Metropolitan Exposition-Recreation Commission

Compensable Factor Weighting

Management Positions	
Factor	Weight
Knowledge, Expertise, & Education	50
Work Experience	100
Supervising the Work of Others	150
Job Complexity	200
Responsibilities	200
Consequence of Error	150
External Contacts & Relationships	100
Working Conditions	50
TOTAL	1,000

Supervisory, Technical & Support Positions	
Factor	Weight
Knowledge, Expertise, & Education	50
Work Experience	100
Leading the Work of Others	75
Job Complexity	250
Responsibilities	200
Consequence of Error	150
External Contacts & Relationships	100
Working Conditions	75
TOTAL	1,000

Exhibit 5

Classification Table Executive Management

Metropolitan Exposition-Recreation Commission, Portland, Oregon
 Classification Table - Executive Management

Employee Name	Proposed Position Title	Department	Salary Range
Blosser, Jeffrey A	OCC Executive Director	OCC Administration	403
Enge, Bryant M	MERC Director of Administration / CFO	MERC Administration	402
Williams, Robyn L	PCPA Executive Director	PCPA Administration	
Bailey, Christopher W	EXPO Director	Expo Center Administration	401
Collier, Tanya	Human Resource Director-MERC	MERC Administration	

Exhibit 6

Classification Table Management Positions

Metropolitan Exposition-Recreation Commission, Portland, Oregon
 Classification Table - Management Positions

Employee Name	Proposed Position Title	Department	Salary Range
Vacant	OCC Assistant Director	OCC Administration	310
Hunter, Mark P	Construction/Capital Project Manager	MERC Administration	309
Vacant	Director of Operations	OCC Operations	
Vacant	Director of Sales & Marketing	OCC Marketing/Sales	308
Scorby, Donald L	Operations Manager II	PCPA Operations	
Spier, Robert M	Operations Manager II	OCC Operations	
Vacant	Director of Events & Special Services	OCC Event Coordination	307
Downs, Randall S	Operations Manager I	Expo Center Operations	
Vacant	Operations Manager- Technical Services	OCC Operations	
Pizzuti, Robert M	Sales & Marketing Manager	OCC Marketing/Sales	
Brown, Michael F	Assistant Operations Manager - Technical Services	OCC Operations	306
Carlson, Tary L	Construction Coordinator	OCC Expansion Team	
Williams, Mark L	Event Services Manager	OCC Event Coordination	
Iron, Patricia L	Event Services Manager	PCPA Event Coordination	
Vacant	Information Systems Supervisor		
Reed, Julie K	Marketing & Communication Manager	MERC Administration	
Miller, Dennis A	Operations Manager-Housekeeping & Setup	OCC Operations	
Rotchford, Matthew P	Sales & Events Manager	Expo Center Event Coordination	
Leyba-Kramer, Loretta L	Sales & Ticket Services Manager	PCPA Marketing & Sales	
Doumitt, Michele	Assistant Event Services Manager	PCPA Event Coordination	
LaFond, Philip E	Assistant Operations Manager	PCPA Operations	
Miller, Dennis A	Assistant Operations Manager-Housekeeping & Setup	OCC Operations	
Ausbun, Terry L	Computer Systems Administrator	MERC Administration	
Brown, Nicholas	Security Manager	OCC Special Services	
McKinney, Bruce C	Senior Event Manager	OCC Event Manager	
DeWeese, Julie A	Senior Sales Manger	OCC Marketing/Sales	
Vacant	Senior Set Up Supervisor-OCC	OCC Operations	
Crick, Steven C	Stage Supervisor	PCPA Operations	
Barton, Kenneth A	Ticketing/Parking Services Manager	Expo Center Ticket Services	
Burnett, Bruce C	Ticketing/Parking Services Manager	OCC Administration	

Metropolitan Exposition-Recreation Commission, Portland, Oregon
 Classification Table - Management Positions

Employee Name	Proposed Position Title	Department	Salary Range	
Thorpe, Becky J	Accounting Supervisor	MERC Administration	304	
Siemssen, Judy A	Booking Coordinator	PCPA Marketing & Sales		
Vacant	Booking Coordinator	OCC		
Krecklow, Pam L	Construction/Capital Project Assitant Manager	MERC Administration		
Edmeier, Jodi	Event Manager II	OCC Event Coordination		
Henry, Judy	Event Manager II	OCC Event Coordination		
Joerg, Brian	Event Manager II	Expo Center		
McNeeley, Daniel L	Event Manager II	Expo Center		
Miles, Michael P	Event Manager II	OCC Event Coordination		
Vacant	Marketing Information Services Manager	OCC Marketing/Sales		
Chan, Lisa P	Sales Manager	OCC Marketing/Sales		
Dobbs, Midge	Sales Manager	OCC Marketing/Sales		
Fife, Daniel	Set-up Supervisor	OCC Operations		
Hall, Howard L	Set-up Supervisor	OCC Operations		
Jones, Darryl	Set-up Supervisor	OCC Operations		
Muir, John	Set-up Supervisor	OCC Operations		
Stanley, Paul	Set-up Supervisor	OCC Operations		
Sanders, Ron J.	Ticket Services Supervisor	PCPA Marketing & Sales		
Marty, Elizabeth Robin	Accountant	MERC Administration		303
Miner, Leann S	Admissions Staffing Manager	PCPA Event Coordination		
Dills, Charles W	Audio Visual Supervisor	OCC Operations		
McLean, Marie E	Event Manager I	OCC Event Coordination		
Erz, Nancy L	Graphic Designer II	OCC Media Services		
Smith, Jon O	Multi Media Services Supervisor	OCC Marketing/Sales		
OPEN LEVEL			302	
Hart, Cheryl	Facility Services Sales Coordinator	OCC Marketing/Sales	301	
Gratreack, Andrea	Ticket Services Coordinator	PCPA Operations		
Humphreys, Marjorie A	Volunteer Coordinator-FT	PCPA Event Coordination		

Exhibit 7

Classification Table Supervisory/Technical & Support Positions

Metropolitan Exposition-Recreation Commission, Portland, Oregon
 Classification Table - Supervisory/Technical and Support Positions

Employee Name	Proposed Position Title	Department	Salary Range	
OPEN LEVEL			209	
Vacant	Telephone System Supervisor	OCC Operations	208	
Benson, James E	Operations Coordinator	PCPA Operations	207	
Kowalis, John M	Operations Coordinator	PCPA Operations		
Perry, Richard C	Operations Coordinator	PCPA Operations		
Vacant	Administrative Assistant III	MERC Administration	206	
Crimin, Mark	Audio Visual Technician Lead	OCC Operations		
Bauersfeld, Daniel R	Building Maintenance Supervisor	PCPA Operations		
Anderegg, Ted H	Administrative Assistant II	Expo Center Administration	205	
Brown, Lisa J	Administrative Assistant II	OCC Administration		
Farrell, Doreen Casey	Administrative Assistant II	PCPA Administration		
Smith, Karen	Administrative Assistant II	MERC Administration		
Gauer, Dugan T	Audio Visual Technician	OCC Operations		
Baker, Vicki L	Administrative Assistant I	OCC Expansion Team		204
Briggs, Melanie S	Administrative Assistant I	PCPA Event Coordination		
Gonzalez, Sherri	Administrative Assistant I	OCC Event Coordination		
Hagoes, Nancy	Administrative Assistant I	OCC Operations		
Parish, Stephanie	Administrative Assistant I	PCPA Operations		
Rankin, Michael R	Administrative Assistant I	OCC Marketing/Sales		
Stratton, William G.	Telephone System Coordinator	OCC Operations	203	
Hardcastle, Roberta L.	Administrative Technician - Accounting	MERC Administration	202	
Hayes, Suzanne M	Administrative Technician - Accounting	MERC Administration		
Uding, Jeanne	Administrative Technician - Accounting	MERC Administration		
Bolden, Nadine	Administrative Technician - Clerical	OCC Operations		
Vacant	Administrative Technician - Events	OCC Event Coordination		
Frost, Lois J	Administrative Technician - Expansion	OCC Expansion Team		
Humburg, Sara	Clerk II	PCPA Event Coordination		
Vacant	Marketing Coordinator	OCC Media Services		
Vacant	Ticket Seller Supervisor	PCPA Ticket Services		
Switzer, Stephen C	EXPO Utility Lead	Expo Center Operations		201
Wilhelm, Rose M	EXPO Utility Lead	Expo Center Operations		
Stoner, Amy M	Multi Media Assistant	OCC Media Services		
Lawrence, Patricia E	Secretary II	OCC Event Coordination		

Exhibit 8

Classification Table Part-Time Positions

Metropolitan Exposition-Recreation Commission, Portland, Oregon
 Classification Table - Part-Time Positions

Employee Name	Proposed Position Title	Department	Salary Range
Hodges, Robyn L	House Manager - PT	PCPA Event Coordination	111
Kum, Charlotte	House Manager - PT	PCPA Event Coordination	
Parke, Rebecca	House Manager - PT	PCPA Event Coordination	
Rinker, Robert	House Manager - PT	PCPA Event Coordination	
Scott, Emerson	House Manager - PT	PCPA Event Coordination	
Carter, Heather K	Promotional Materials Coordinator-PT	PCPA Marketing & Sales	110
Marble, Abigail	Promotional Materials Coordinator-PT	PCPA Marketing & Sales	
Brenes-Morua, Kathleen	Ticket Services Supervisor 2-PT	PCPA Ticket Services	109
Emard, Kerry A	Ticket Services Supervisor 2-PT	OCC Ticket Services	
Hendrix, Shanda L	Ticket Services Supervisor 2-PT	OCC Ticket Services	
Hodge, Linda K	Ticket Services Supervisor 2-PT	OCC Ticket Services	
Hoffman, Christine M	Ticket Services Supervisor 2-PT	Expo Center Ticket Services	
Hortsch, Stephanie J	Ticket Services Supervisor 2-PT	PCPA Ticket Services	
McDonald, Louise I	Ticket Services Supervisor 2-PT	Expo Center Ticket Services	
Shaeffer, Peggy J	Ticket Services Supervisor 2-PT	Expo Center Administration	
Vigas Dias, Stephanie M	Ticket Services Supervisor 2-PT	PCPA Ticket Services	
Bishop, Diana M	Medical Specialist - PT	OCC Special Services	108
Blackburn, Cynthia M	Medical Specialist - PT	OCC Special Services	
Blair, Steven J	Medical Specialist - PT	OCC Special Services	
Carlton, Daniel L	Medical Specialist - PT	OCC Special Services	
Geist, Tami S	Medical Specialist - PT	OCC Special Services	
Green, Kenneth W	Medical Specialist - PT	OCC Special Services	
Herman, Jeffrey J.	Medical Specialist - PT	OCC Special Services	
Hicks, Brian E	Medical Specialist - PT	OCC Special Services	
Kasprzak, Joel C	Medical Specialist - PT	OCC Special Services	
Simmons, Franklin D	Medical Specialist - PT	OCC Special Services	
Stephens, Steven	Medical Specialist - PT	OCC Special Services	
Vickery, Kimball P	Medical Specialist - PT	OCC Special Services	
Weaver, Kim D	Medical Specialist - PT	OCC Special Services	
Jarvis, Sharron B	Volunteer Coordinator-P/T	OCC Marketing/Sales	107
Vacant	Assistant Volunteer Coordinator-PT	OCC Marketing/Sales	106
McKinney, Eileen	Secretary II - PT	OCC Administration	
Waller, Stephanie	Secretary II - PT	OCC Administration	
Davee, Edward P	A/V Production/Receiving Person	OCC Operations	105
Fitzgerald, John P	A/V Production/Receiving Person	OCC Operations	
Hemingway, Bruce	A/V Production/Receiving Person	OCC Operations	
Herring, Christopher S	A/V Production/Receiving Person	OCC Operations	
Simpson, Scott C	A/V Production/Receiving Person	OCC Operations	
Straus, Brian J	A/V Production/Receiving Person	OCC Operations	
Stuart, Joshua	A/V Production/Receiving Person	OCC Operations	

Metropolitan Exposition-Recreation Commission, Portland, Oregon
 Classification Table - Part-Time Positions

Employee Name	Proposed Position Title	Department	Salary Range
Estey, Larry	Stagedoor/Watchperson-PT	PCPA Operations	104
Goldade, Michael E	Stagedoor/Watchperson-PT	PCPA Operations	
Harris, Allen R	Stagedoor/Watchperson-PT	PCPA Operations	
Mitchell, William J	Stagedoor/Watchperson-PT	PCPA Operations	
Peck, Theodore E	Stagedoor/Watchperson-PT	PCPA Operations	
Thompson, Richard	Stagedoor/Watchperson-PT	PCPA Operations	
Vinje, Adler	Stagedoor/Watchperson-PT	PCPA Operations	
Vitale, Michael	Stagedoor/Watchperson-PT	PCPA Operations	
Warner, Robert L	Stagedoor/Watchperson-PT	PCPA Operations	
Williams, Myles A	Stagedoor/Watchperson-PT	PCPA Operations	
Wilson, John B	Stagedoor/Watchperson-PT	PCPA Operations	
Blocker, Michael D	Operations Event Custodian	Expo Center Operations	103
Cox, Teresa A	Operations Event Custodian	Expo Center Operations	
Doonan, Angel K I	Operations Event Custodian	Expo Center Operations	
Garfield, Amber R	Operations Event Custodian	Expo Center Operations	
Jackson, Gregory	Operations Event Custodian	Expo Center Operations	
Lyman, David R	Operations Event Custodian	Expo Center Operations	
Muxen, Pamela J	Operations Event Custodian	Expo Center Operations	
Newell, Cathy D	Operations Event Custodian	Expo Center Operations	
Overton, Teyonda A	Operations Event Custodian	Expo Center Operations	
Reyes, Claudio B	Operations Event Custodian	Expo Center Operations	
Waters, Curtis W	Operations Event Custodian	Expo Center Operations	
Black, Nancy L	Checkroom Attendant-PT	PCPA Event Coordination	102
Cole, Jason P	Checkroom Attendant-PT	PCPA Event Coordination	
Cox, Jennifer L	Checkroom Attendant-PT	PCPA Event Coordination	
Hyatt, Martha G	Checkroom Attendant-PT	PCPA Event Coordination	
Scheidt, Eric	Checkroom Attendant-PT	PCPA Event Coordination	
Harris, Joseph L	Shuttle Van Driver	OCC Administration	
McAllister, Charles D	Shuttle Van Driver	OCC Administration	
Moore, Sandy L	Shuttle Van Driver	OCC Administration	
Wood, Carl E	Shuttle Van Driver	OCC Administration	
Carrick, Alice L	Secretary I	OCC Event Coordination	101
Hopkins, Charlene R	Secretary I	Expo Center Event Coordination	
Lee-Marshall, Leila S	Secretary I	OCC Event Coordination	
McDonald, Susan L	Secretary I	OCC Event Coordination	
McFaul, Arline L	Secretary I	Expo Center Event Coordination	
Perlman, Lee	Secretary I	OCC Event Coordination	
Pomeroy, Kathleen R	Secretary I	Expo Center Event Coordination	
Ryles, Clara V	Secretary I	OCC Event Coordination	
Vasnik, Emily M	Secretary I	OCC Event Coordination	
Woodard, Leisha M	Secretary I	OCC Event Coordination	

Exhibit 9

Survey Questionnaire Form

**METROPOLITAN EXPOSITION-RECREATION COMMISSION
2001/2002 PAY & BENEFIT SURVEY**

Organization Name _____
 Address _____
 City _____ State _____ Zip _____
 Telephone _____ Fax _____
 E-mail _____

Send survey results to:

Name Don Walker Title President, Martech Associates

GENERAL INFORMATION & PAY PRACTICES
--

Number of Employees:

Full-time _____ Part-time _____

Do you have a formal compensation plan in place? [Check appropriate box for each group]

Non-exempt Personnel	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Supervisory Personnel	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Middle Management	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Senior Management	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

How are pay increases determined? [Check appropriate box for each group]

	<u>Time on Job</u>	<u>Merit Only</u>	<u>Combination</u>
Non-exempt Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Middle Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When are pay increases normally granted? [Check appropriate box for each group]

	<u>Specific Month</u>	<u>Anniversary</u>	<u>Other</u>
Non-exempt Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Middle Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What was the approximate average pay increase granted over the past 12 months?

Non-exempt Personnel _____%
Supervisory Personnel _____%
Middle Management _____%
Senior Management _____%

What is the estimated average pay increase to be granted during the next 12 months?

Non-exempt Personnel _____%
Supervisory Personnel _____%
Middle Management _____%
Senior Management _____%

How often do you increase your pay steps or pay ranges?

Annually
Bi-Annually
Other _____
No Set Time

What has been the average percentage change of your pay steps or ranges during the past year? _____%

What percentage change of your pay steps or ranges do you believe will be granted next year? _____%

EMPLOYEE BENEFIT DATA

If you have several groups with differing wage and benefit packages, please provide information in this section for all groups.

Do you have an employee longevity plan?

Yes No

If yes, complete the following:

Number of Years of Service	Describe Benefit
_____	_____
_____	_____
_____	_____
_____	_____

Who pays the cost of benefits for full-time employees? [Check applicable boxes]

Benefit	Not Provided	Paid by Employer in Full	Paid by Employee in Full	Employer/Employee Share Cost	% of Shared Cost Paid by Employer
Employee Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Dependent Medical Insurance ⁽¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Employee Prescription Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Dependent Prescription Insurance ⁽¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Employee Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Dependent Dental Insurance ⁽¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Employee Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Dependent Vision Insurance ⁽¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Employee Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Short-term Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Long-term Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Retirement Plan [OTHER THAN STATE PLAN]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Cafeteria Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
401(k) Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Savings Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Deferred Compensation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
Continuing Education Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ %

(1) Spouse & 2 children

Do you provide benefits to part-time employees?

Yes No

If so, what is the cost allocation? _____

Any other benefits or forms of compensation provided to your work force?

Yes No

If yes, describe _____

Cash Paid Employee Benefits as a Percentage of Net Payroll..... %

{Line H from Worksheet on the following page}

Cash Paid Employee Benefits as a Percentage of Net Payroll Worksheet

Use the following worksheet to calculate Employee Benefits as percentage of Net Payroll. It is not necessary to return payroll dollar amounts. If you choose not to return the worksheet, complete the percentage amount requested on page 4.

A. Total Gross Payroll\$ _____

B. Less Mandated Costs:

 FICA _____

 FUTA _____

 SUTA _____

 Workers Compensation..... _____

 Total Cost.....\$ _____

C. Net Payroll
 (Line A – Line B)\$ _____

D. Total Non-Mandated Benefits Cost\$ _____
 (refer to Cost of Benefits question)

E. Employee Benefits as a Percent of Net Payroll _____ %
 (Line D ÷ Line C)

ALL survey data/information is kept strictly confidential.

However, if you would rather not send this information just use this sheet as a worksheet to fill in the percentage of benefits to net payroll calculation for that question

PAY DATA WORKSHEET

Complete all data for each job incumbent.

Position Title	Number of Employees at this Pay Level	Actual Individual Amount of Monthly/Hourly Base Pay	Pay Range	
			Minimum	Maximum

General Management Positions

Director of Administration				

Your Position's Title: _____ Union? Yes ___ No ___

Human Resource Director				

Your Position's Title: _____ Union? Yes ___ No ___

Computer Systems Administrator				

Your Position's Title: _____ Union? Yes ___ No ___

Construction/Capital Project Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Security Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Position Title	Number of Employees at this Pay Level	Actual Individual Amount of Monthly/Hourly Base Pay	Pay Range	
			Minimum	Maximum

Exposition Center Management Positions

Exposition Center Director				

Your Position's Title: _____ Union? Yes ___ No ___

Sales & Events Director/Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Events Services Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Operations Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Position Title	Number of Employees at this Pay Level	Actual Individual Amount of Monthly/Hourly Base Pay	Pay Range	
			Minimum	Maximum

Event Coordinator				

Your Position's Title: _____ Union? Yes ___ No ___

Ticketing/Parking Services Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Convention Center Management Positions

Convention Center Director				

Your Position's Title: _____ Union? Yes ___ No ___

Operations Director/Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Position Title	Number of Employees at this Pay Level	Actual Individual Amount of Monthly/Hourly Base Pay	Pay Range	
			Minimum	Maximum

Assistant Operations Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Sales & Marketing Director/Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Audio Visual Supervisor				

Your Position's Title: _____ Union? Yes ___ No ___

Events Services Director/Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Position Title	Number of Employees at this Pay Level	Actual Individual Amount of Monthly/Hourly Base Pay	Pay Range	
			Minimum	Maximum

Sales Representative				

Your Position's Title: _____ Union? Yes ___ No ___

Set Up Supervisor				

Your Position's Title: _____ Union? Yes ___ No ___

Performing Arts Center Management Positions

Performing Arts Center Director				

Your Position's Title: _____ Union? Yes ___ No ___

Admissions Staffing Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Position Title	Number of Employees at this Pay Level	Actual Individual Amount of Monthly/Hourly Base Pay	Pay Range	
			Minimum	Maximum

Booking & Sales Director/Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Booking Coordinator				

Your Position's Title: _____ Union? Yes ___ No ___

Event Services Manager				

Your Position's Title: _____ Union? Yes ___ No ___

Stage Supervisor				

Your Position's Title: _____ Union? Yes ___ No ___

Position Title	Number of Employees at this Pay Level	Actual Individual Amount of Monthly/Hourly Base Pay	Pay Range	
			Minimum	Maximum

Support Positions

Accountant				

Your Position's Title: _____ Union? Yes ___ No ___

Administrative Assistant I				

Your Position's Title: _____ Union? Yes ___ No ___

Administrative Assistant II				

Your Position's Title: _____ Union? Yes ___ No ___

Administrative Assistant III				

Your Position's Title: _____ Union? Yes ___ No ___

Position Title	Number of Employees at this Pay Level	Actual Individual Amount of Monthly/Hourly Base Pay	Pay Range	
			Minimum	Maximum

Executive Secretary				

Your Position's Title: _____ Union? Yes ___ No ___

Receptionist				

Your Position's Title: _____ Union? Yes ___ No ___

Building Maintenance Supervisor				

Your Position's Title: _____ Union? Yes ___ No ___

Audio-Visual Technician				

Your Position's Title: _____ Union? Yes ___ No ___

Position Title	Number of Employees at this Pay Level	Actual Individual Amount of Monthly/Hourly Base Pay	Pay Range	
			Minimum	Maximum

Medical Specialist				

Your Position's Title: _____ Union? Yes ___ No ___

Checkroom Attendant				

Your Position's Title: _____ Union? Yes ___ No ___

Operations Coordinator				

Your Position's Title: _____ Union? Yes ___ No ___

Stagedoor/Watchperson				

Your Position's Title: _____ Union? Yes ___ No ___

Position Title	Number of Employees at this Pay Level	Actual Individual Amount of Monthly/Hourly Base Pay	Pay Range	
			Minimum	Maximum

Ticket Services Supervisor				

Your Position's Title: _____ Union? Yes ___ No ___

Ticket Seller Supervisor				

Your Position's Title: _____ Union? Yes ___ No ___

BENCHMARK CAPSULE POSITION DESCRIPTIONS

GENERAL MANAGEMENT POSITIONS

Director of Administration – Plans, directs, manages, and oversees the activities and operations of the Administration Department including finance, accounting, data processing, purchasing, and other support services; coordinates assigned activities with other departments and outside agencies.

Human Resource Director - Performs a variety of complex and technical personnel assignments, including policy development, classification and compensation plans, union agreement and ordinance interpretation, negotiations, employee grievance through arbitration, safety and risk management and other administrative staff activities.

Computer Systems Administrator - Installs and operates computer consoles and associated peripheral equipment; processes prepared programs and data; ensures the efficient operation of all computer equipment; and provides training and assistance to staff in all areas of automation.

Construction/Capital Project Manager - Provides management of capital and construction projects for facilities; oversees and coordinates appropriate contracts and contractors; coordinates activities with appropriate facilities, departments and outside agencies.

Security Manager - Supervises and coordinates the activities and operations of security and medical services in the security unit and provides security and medical services to all facilities.

EXPOSITION CENTER MANAGEMENT POSITIONS

Exposition Center Director – Plans, directs, manages, and oversees the activities and operations of an Exposition Center; coordinates assigned activities with other facilities and departments and outside agencies; provides highly responsible management support to the General Manager.

Operations Manager - Manages, supervises and coordinates the maintenance and operations of buildings, equipment and grounds for facilities; acts as Chief Engineer for assigned facility; provides highly responsible staff assistance to the assigned facility director.

Sales & Events Director/Manager - Generates revenue by marketing, licensing and representing the facility as a desirable location for local, regional and national consumer shows, trade shows, special events and meetings. Manages and coordinates events, staff and activities with licensees, subcontractors and public agencies related to all facility events.

Events Services Manager – Manages, supervises and coordinates the activities and operations of staff involved in providing liaison services for all facility events; coordinates events with permit holders, promoters and contracted organizations; and provides highly responsible and complex staff assistance to the facility director.

Event Coordinator – Plans and coordinates multiple events at a facility, serves as liaison to all facility users, and provides responsible staff assistance to Events Manager.

Ticketing/Parking Services Manager – Manages all activities and operations of the ticket services and parking services departments.

CONVENTION CENTER MANAGEMENT POSITIONS

Convention Center Director – Plans, directs, manages and oversees the activities and operations of a Convention Center; coordinates assigned activities with other facilities and departments and outside agencies; and provides highly responsible administrative support to the General Manager.

Operations Director/Manager - Manages, supervises and coordinates the maintenance and operations of buildings, equipment and grounds for facilities; acts as Chief Engineer for assigned facility; provides highly responsible staff assistance to the assigned facility director.

Assistant Operations Manager - Under the direction of the Operations Manager, is responsible for the maintenance and operation of all building equipment, HVAC and Utility Show Services. Plans and coordinates the work of subordinate personnel. Works with architects, engineers and contractors on facility maintenance, logistics of building and new construction. Works with other departments to coordinate event and maintenance workload.

Sales & Marketing Director/Manager - Manages, supervises and coordinates the activities and operations of the Sales & Marketing Division for an assigned facility; schedules and books facility events; and provides highly responsible staff assistance to higher level management staff.

Audio Visual Supervisor - Provides audio/visual services for events scheduled at a Convention Center.

Events Services Director/Manager – Manages, supervises and coordinates the activities and operations of staff involved in providing liaison services for all facility events; coordinates events with permit holders, promoters and contracted organizations; and provides highly responsible and complex staff assistance to the facility director.

Sales Representative - Sells and promotes the use of a facility; maintains and modifies facility schedules; and serves as liaison with staff and potential clients.

Set Up Supervisor – Plans, prioritizes, assigns, supervises, and reviews the work of maintenance staff involved in event set-up and clean-up operations, and provides staff training.

PERFORMING ARTS CENTER MANAGEMENT POSITIONS

Performing Arts Center Director - Plans, directs, manages and oversees the activities and operations of a Performing Arts Center; coordinates assigned activities with other facilities and departments and outside agencies; and provides highly responsible administrative support to the General Manager.

Admissions Staffing Manager - Coordinates and schedules admissions personnel. Records and computes hours worked for preparation of payroll.

Booking & Sales Director/Manager – Manages and supervises the organization, staffing, and operational activities of the booking and sales department, and box office department; plans, coordinates, and reviews services.

Booking Coordinator - Coordinates the rental and booking of events at facilities; and serves as liaison with staff and potential clients.

Event Services Manager - Manages, supervises and coordinates the activities and operations of staff involved in providing liaison services for all facility events; coordinates events with permit holders, promoters and contracted organizations; and provides highly responsible and complex staff assistance to the facility director.

Stage Supervisor - Under the supervision of the Operations Manager and Assistant Operations Manager, supervises and monitors assigned aspects of stage operations. Assists in the advance coordination of stage related requirements. Represents Operations Department as the management representative and is responsible for the accurate tabulation of stage related billings.

House Manager - Plans and coordinates events at a Performing Arts Center; serves as liaison to promoters, entertainers, the public and facility personnel; and provides responsible staff assistance to Senior House Manager.

SUPPORT POSITIONS

Accountant - Monitors, controls and audits all transactions of the food concessionaire; oversees and monitors the merchandise sales operation; performs a full range of professional accounting duties involved in fiscal management, record keeping, reporting and financial analyses.

Administrative Assistant I - Performs intermediate level secretarial and administrative functions for a department manager. Duties may include reception, clerical, and/or word processing: including composition and editing to prepare recurring correspondence, reports, tables and memoranda.

Administrative Assistant II - Performs senior level secretarial and administrative functions for a division manager. Duties may include: composition of business correspondence and meeting minutes; coordination of various inter-departmental and public matters; establishing and maintaining detailed records using a computer; preparation of summary reports involving statistical calculations; and record keeping responsibilities.

Administrative Assistant III - Performs top-level secretarial and administrative functions for a General Manager/CEO. Duties may include: composition of business correspondence and meeting minutes; coordination of various inter-departmental and public matters; establishing and maintaining detailed records using a computer; preparation of summary reports involving complex statistical calculations; and record keeping responsibilities.

Executive Secretary - Performs a wide variety of administrative, secretarial and clerical duties for Managers and Directors; and provides information and assistance to the public regarding services, policies and procedures.

Receptionist - Performs reception duties; answering and directing phone calls, and performing various other clerical and routine secretarial services as directed.

Building Maintenance Supervisor - Supervises and participates in set-up and clean-up activities for a facility; and supervises and participates in maintenance of buildings.

Audio Visual Technician - Responsible for audio/visual systems at a Convention Center.

Medical Specialist - Provides medical assistance to patrons and staff at various facilities.

Checkroom Attendant - Greets and directs patrons, checks coats, etc., and collects checkroom fees; acts as night receptionist for event; and checks in volunteers and paid staff.

Operations Coordinator – Supervises event custodians and temp labor in all areas of set-up and housekeeping at the facilities, traffic control, security, catering, and public access.

Stagedoor/Watchperson - Under the direction of the Security Supervisor and Assistant Technical Services Manager, monitors stage doors during load-ins, rehearsals, performances and load-outs; informs and gives directions to employees, promoters, artists and the general public at all the facilities. Provides night watch relief when requested.

Ticket Services Supervisor - Organizes, supervises, and oversees the activities of ticket center including ticket sales and receipt accounting; to serve as liaison with promoters and the general public; and performs a variety of technical tasks relative to the operation of the ticket center.

Ticket Seller Supervisor – Supervises and participates in selling tickets prior to and during various events.

Exhibit 10

Results of Compensation Survey & Benefits

METROPOLITAN EXPOSITION & RECREATION COMMISSION
RESULTS OF COMPENSATION SURVEY & BENEFITS

GENERAL INFORMATION & PAY PRACTICES

Number of Employees:

Full-time	1,118
Part-time	461

Do you have a formal compensation plan in place?

	<u>Yes</u>	<u>No</u>
Non-exempt Personnel	20	3
Supervisory Personnel	20	3
Middle Management	19	3
Senior Management	18	4

How are pay increases determined?

	<u>Time on Job</u>	<u>Merit Only</u>	<u>Combination</u>
Non-exempt Personnel	9	6	6
Supervisory Personnel	4	8	9
Middle Management	4	7	9
Senior Management	2	9	9

When are pay increases normally granted?

	<u>Specific Month</u>	<u>Anniversary</u>	<u>Other</u>
Non-exempt Personnel	9	9	5
Supervisory Personnel	12	7	4
Middle Management	13	5	4
Senior Management	12	4	6

What was the approximate average pay increase granted over the past 12 months?

Non-exempt Personnel	3.95%
Supervisory Personnel	3.89%
Middle Management	3.94%
Senior Management	4.00%

What is the estimated average pay increase to be granted during the next 12 months?

Non-exempt Personnel	3.73%
Supervisory Personnel	3.93%
Middle Management	4.04%
Senior Management	4.03%

How often do you increase your pay steps or pay ranges?

Annually	15
Bi-Annually	2
Other	2
No Set Time	3

What has been the average percentage change of your pay steps or ranges during the past year?

2.79%

What percentage change of your pay steps or ranges do you believe will be granted next year?

2.29%

METROPOLITAN EXPOSITION & RECREATION COMMISSION
RESULTS OF COMPENSATION SURVEY & BENEFITS

EMPLOYEE BENEFIT DATA

Do you have an employee longevity plan?

Yes 9
 No 13

Who pays the cost of benefits for full-time employees?

	<u>Not Provided</u>	<u>Paid By Employer</u>	<u>Paid By Employee</u>	<u>Shared Cost</u>
Employee Medical Insurance	0	12	0	10
Dependent Medical Insurance	0	9	0	13
Employee Prescription Insurance	1	10	0	8
Dependent Prescription Insurance	1	9	0	9
Employee Dental Insurance	0	16	1	5
Dependent Dental Insurance	0	13	2	6
Employee Vision Insurance	1	14	0	6
Dependent Vision Insurance	2	12	1	6
Employee Life Insurance	1	17	2	2
Short-term Disability	6	10	3	1
Long-term Disability	2	15	1	3
Retirement Plan [Other Than State Plan]	6	4	0	6
Cafeteria Plan	13	0	7	0
401(k) Plan	14	2	2	3
Savings Plan	16	0	2	0
Deferred Compensation Plan	6	4	9	1
Continuing Education Program	12	3	0	4

Do you provide benefits to part-time employees?

Yes 15
 No 7

Are any other benefits or forms of compensation provided to your work force?

Yes 10
 No 12

**Cash Paid Employee Benefits as a
 Percentage of Net Payroll:**

31.38%

Exhibit 11

Pay Schedules Executive Management

METROPOLITAN EXPOSITION-RECREATION COMMISSION
NON-REPRESENTED EMPLOYEES PAY SCHEDULE
EXECUTIVE MANAGEMENT CLASSIFICATIONS
 (Exempt Classifications)

Salary Range	Classification	Minimum Rate	Mid-Point Rate	Maximum Rate
403	OCC Executive Director	99,318	124,147	155,184
402	MERC Director of Administration/CFO PCPA Executive Director	76,398	95,498	119,373
401	EXPO Director Human Resource Director-MERC	66,433	83,041	103,801

Exhibit 12

Pay Schedules Management Positions

**METROPOLITAN EXPOSITION-RECREATION COMMISSION
NON-REPRESENTED EMPLOYEES PAY SCHEDULE
MANAGEMENT CLASSIFICATIONS
(Exempt Classifications)**

Salary Range	Classification	Minimum Rate	Mid-Point Rate	Maximum Rate
310	OCC Assistant Director	68,260	80,752	95,530
309	Construction/Capital Project Manager Director of Operations	65,010	76,907	90,981
308	Director of Sales & Marketing Operations Manager II	61,915	73,245	86,649
307	Director of Events & Special Services Operations Manager I Operations Manager- Technical Services Sales & Marketing Manager	52,286	66,586	78,771
306	Assistant Operations Manager - Technical Services Construction Coordinator Event Services Manager Information Systems Supervisor Marketing & Communication Manager Operations Manager-Housekeeping & Setup Sales & Events Manager Sales & Ticket Services Manager	51,169	60,533	71,611

**METROPOLITAN EXPOSITION-RECREATION COMMISSION
NON-REPRESENTED EMPLOYEES PAY SCHEDULE
MANAGEMENT CLASSIFICATIONS
(Exempt Classifications)**

Salary Range	Classification	Minimum Rate	Mid-Point Rate	Maximum Rate
305	Assistant Event Services Manager Assistant Operations Manager Assistant Operations Manager-Housekeeping & Setup Computer Systems Administrator Security Manager Senior Event Manager Senior Sales Manger Senior Set Up Supervisor-OCC Stage Supervisor Ticketing/Parking Services Manager	46,517	55,030	65,100
304	Accounting Supervisor Booking Coordinator Construction/Capital Project Assitant Manager Event Manager II Marketing Information Services Manager Sales Manager Set-up Supervisor Ticket Services Supervisor	42,288	50,027	59,182
303	Accountant Admissions Staffing Manager Audio Visual Supervisor Event Manager I Graphic Designer II Multi Media Services Supervisor	38,444	45,479	53,802
302	<i>OPEN LEVEL</i>	34,949	41,345	48,911
301	Facility Services Sales Coordinator Operations Accounting Coordinator Ticket Services Coordinator Volunteer Coordinator-F/T	32,663	38,640	45,711

Exhibit 13

Pay Schedules Supervisory/Technical & Support Positions

**METROPOLITAN EXPOSITION-RECREATION COMMISSION
NON-REPRESENTED EMPLOYEES PAY SCHEDULE
SUPERVISORY/TECHNICAL/SUPPORT CLASSIFICATIONS
(Hourly Rate Based on 2080 Hours)**

Salary Range	Classification	Minimum Rate	Mid-Point Rate	Maximum Rate	
209	<i>OPEN LEVEL</i>	46,720	52,869	59,828	Annual
		22.46	25.42	28.76	Hourly
208	Telephone System Supervisor	43,259	48,953	55,396	Annual
		20.80	23.54	26.63	Hourly
207	Operations Coordinator *	40,055	45,327	51,293	Annual
		19.26	21.79	24.66	Hourly
206	Administrative Assistant III *	37,087	41,969	47,493	Annual
	Audio Visual Technician Lead	17.83	20.18	22.83	Hourly
	Building Maintenance Supervisor				
205	Administrative Assistant II *	33,340	38,860	43,975	Annual
	Audio Visual Technician *	16.03	18.68	21.14	Hourly
204	Administrative Assistant I *	32,782	37,097	41,980	Annual
		15.76	17.84	20.18	Hourly
203	Telephone System Coordinator *	30,543	34,560	39,109	Annual
		14.68	16.62	18.80	Hourly
202	Administrative Technician - Accounting *	27,515	31,137	35,235	Annual
	Administrative Technician - Clerical *	13.23	14.97	16.94	Hourly
	Administrative Technician - Events *				
	Administrative Technician - Expansion *				
	Clerk II *				
	Marketing Coordinator *				
201	EXPO Utility Lead *	26,548	30,042	33,996	Annual
	Multi Media Assistant *	12.76	14.44	16.34	Hourly
	Secretary II *				

Exhibit 14

Pay Schedules Part-Time Positions

**METROPOLITAN EXPOSITION-RECREATION COMMISSION
NON-REPRESENTED EMPLOYEES PAY SCHEDULE
PART-TIME CLASSIFICATIONS
(Hourly Classifications)**

Salary Range	Classification	Entry	6 Months	1 Year
111	House Manager - PT	15.38	16.15	16.96
110	Promotional Materials Coordinator-PT	14.80	15.54	16.32
109	Ticket Services Supervisor	12.91	13.56	14.24
108	Medical Specialist - PT	12.59	13.22	13.88
107	Volunteer Coordinator-P/T	12.33	12.95	13.60
106	Assistant Volunteer Coordinator-PT Secretary II - PT	11.50	12.08	12.68
105	A/V Production/Receiving Person	10.09	10.59	11.12
104	Stagedoor/Watchperson-PT	9.83	10.32	10.84
103	Operations Event Custodian	9.51	9.99	10.49
102	Checkroom Attendant-PT Shuttle Van Driver	8.59	9.02	9.47
101	Secretary I	8.20	8.61	9.04

Exhibit 15

Current Position Titles & Recommended Position Titles

**METROPOLITAN EXPOSITION & RECREATION COMMISSION
CURRENT POSITION TITLES & RECOMMENDED POSITION TITLES**

Original Position Title	Proposed Position Title	Department	Employee Name
A/V Production/Receiving Person	A/V Production/Receiving Person	OCC Operations	Davee, Edward P
A/V Production/Receiving Person	A/V Production/Receiving Person	OCC Operations	Fitzgerald, John P
A/V Production/Receiving Person	A/V Production/Receiving Person	OCC Operations	Hemingway, Bruce
A/V Production/Receiving Person	A/V Production/Receiving Person	OCC Operations	Herring, Christopher S
A/V Production/Receiving Person	A/V Production/Receiving Person	OCC Operations	Simpson, Scott C
A/V Production/Receiving Person	A/V Production/Receiving Person	OCC Operations	Straus, Brian J
A/V Production/Receiving Person	A/V Production/Receiving Person	OCC Operations	Stuart, Joshua
Accountant	Accountant	MERC Administration	Marty, Elizabeth Robin
Accountant	Accounting Supervisor	MERC Administration	Thorpe, Becky J
Administrative Assistant	Administrative Assistant I	OCC Expansion Team	Baker, Vicki L
Administrative Assistant	Administrative Assistant I	OCC Marketing/Sales	Rankin, Michael R
Administrative Assistant	Administrative Assistant II	OCC Administration	Brown, Lisa J
Administrative Assistant	Administrative Assistant II	PCPA Administration	Farrell, Doreen Casey
Administrative Assistant II	Administrative Assistant II	MERC Administration	Smith, Karen
Administrative Assistant III	Administrative Assistant III	MERC Administration	
Administrative Secretary	Administrative Assistant I	PCPA Event Coordination	Briggs, Melanie S
Administrative Secretary	Administrative Assistant I	OCC Event Coordination	Gonzalez, Sherri
Administrative Secretary	Administrative Assistant I	OCC Operations	Hagoes, Nancy
Administrative Secretary	Administrative Assistant II	Expo Center Administration	Anderegg, Ted H
Administrative Technician	Administrative Technician - Accounting	MERC Administration	Hardcastle, Roberta L.
Administrative Technician	Administrative Technician - Accounting	MERC Administration	Hayes, Suzanne M
Administrative Technician	Administrative Technician - Accounting	MERC Administration	Uding, Jeanne
Administrative Technician	Administrative Technician - Events	OCC Event Coordination	
Administrative Technician	Administrative Technician - Expansion	OCC Expansion Team	Frost, Lois J
Admissions Staffing Manager	Admissions Staffing Manager	PCPA Event Coordination	Miner, Leann S
Assistant Event Services Manager	Assistant Event Services Manager	PCPA Event Coordination	Doumitt, Michele
Assistant Operations Manager	Assistant Operations Manager	PCPA Operations	LaFond, Philip E
Assistant Operations Manager	Assistant Operations Manager - Technical Services	OCC Operations	Brown, Michael F
Assistant Operations Manager-Housekeeping	Assistant Operations Manager-Housekeeping & Setup	OCC Operations	Miller, Dennis A
Assistant Volunteer Coordinator-PT	Assistant Volunteer Coordinator-PT	OCC Marketing/Sales	
Audio Visual Supervisor	Audio Visual Supervisor	OCC Operations	Dills, Charles W
Audio Visual Technician	Audio Visual Technician	OCC Operations	Gauer, Dugan T
Audio Visual Technician Lead	Audio Visual Technician Lead	OCC Operations	Crimin, Mark
Booking & Sales Manager	Sales & Ticket Services Manager	PCPA Marketing & Sales	Leyba-Kramer, Loretta L.
Booking Coordinator	Booking Coordinator	PCPA Marketing & Sales	Siemssen, Judy A
Booking Coordinator	Booking Coordinator	OCC	
Booking Coordinator	Ticket Services Supervisor	PCPA Marketing & Sales	Sanders, Ron J.
Building Maintenance Supervisor	Building Maintenance Supervisor	PCPA Operations	Bauersfeld, Daniel R
Checkroom Attendant-PT	Checkroom Attendant-PT	PCPA Event Coordination	Black, Nancy L
Checkroom Attendant-PT	Checkroom Attendant-PT	PCPA Event Coordination	Cole, Jason P
Checkroom Attendant-PT	Checkroom Attendant-PT	PCPA Event Coordination	Cox, Jennifer L
Checkroom Attendant-PT	Checkroom Attendant-PT	PCPA Event Coordination	Hyatt, Martha G
Checkroom Attendant-PT	Checkroom Attendant-PT	PCPA Event Coordination	Scheidt, Eric
Clerk II	Clerk II	PCPA Event Coordination	Humburg, Sara
Computer Systems Administrator	Computer Systems Administrator	MERC Administration	Ausburn, Terry L
Construction Coordinator	Construction Coordinator	OCC Expansion Team	Carlson, Tary L
Construction/Capital Project Assitant	Construction/Capital Project Assitant Manager	MERC Administration	Krecklow, Pam L
Construction/Capital Project Manager	Construction/Capital Project Manager	MERC Administration	Hunter, Mark P
Director of Events & Special Services	Director of Events & Special Services	OCC Event Coordination	
Director of Operations	Director of Operations	OCC Operations	
Event Coordinator	Event Manager I	OCC Event Coordination	McLean, Marie E
Event Coordinator	Event Manager II	OCC Event Coordination	Edmeier, Jodi
Event Coordinator	Event Manager II	OCC Event Coordination	Henry, Judy
Event Coordinator	Event Manager II	Expo Center	Joerg, Brian
Event Coordinator	Event Manager II	Expo Center	McNeeley, Daniel L
Event Coordinator	Event Manager II	OCC Event Coordination	Miles, Michael P
Event Receptionist-PT	Secretary I	OCC Event Coordination	Carrick, Alice L
Event Receptionist-PT	Secretary I	Expo Center Event Coordination	Hopkins, Charlene R
Event Receptionist-PT	Secretary I	OCC Event Coordination	Lee-Marshall, Leila S
Event Receptionist-PT	Secretary I	OCC Event Coordination	McDonald, Susan L
Event Receptionist-PT	Secretary I	Expo Center Event Coordination	McFaul, Arline L
Event Receptionist-PT	Secretary I	OCC Event Coordination	Pierlman, Lee
Event Receptionist-PT	Secretary I	Expo Center Event Coordination	Pomeroy, Kathleen R
Event Receptionist-PT	Secretary I	OCC Event Coordination	Ryles, Clara V
Event Receptionist-PT	Secretary I	OCC Event Coordination	Vasnik, Emily M
Event Receptionist-PT	Secretary I	OCC Event Coordination	Woodard, Leisha M

**METROPOLITAN EXPOSITION & RECREATION COMMISSION
CURRENT POSITION TITLES & RECOMMENDED POSITION TITLES**

Original Position Title	Proposed Position Title	Department	Employee Name
Event Services Manager	Event Services Manager	PCPA Event Coordination	Iron, Patricia L
Event Services Manager	Event Services Manager	OCC Event Coordination	Williams, Mark L
EXPO Manager	EXPO Director	Expo Center Administration	Bailey, Christopher W
EXPO Utility Lead	EXPO Utility Lead	Expo Center Operations	Switzer, Stephen C
EXPO Utility Lead	EXPO Utility Lead	Expo Center Operations	Wilhelm, Rose M
Facility Services Sales Coordinator	Facility Services Sales Coordinator	OCC Marketing/Sales	Hart, Cheryl
Graphic Designer II	Graphic Designer II	OCC Media Services	Erz, Nancy L
House Manager	House Manager - PT	PCPA Event Coordination	Hodges, Robyn L
House Manager	House Manager - PT	PCPA Event Coordination	Kum, Charlotte
House Manager	House Manager - PT	PCPA Event Coordination	Parke, Rebecca
House Manager	House Manager - PT	PCPA Event Coordination	Rinker, Robert
House Manager	House Manager - PT	PCPA Event Coordination	Scott, Emerson
Human Resource Manager	Human Resource Director-MERC	MERC Administration	Collier, Tanya
Information Systems Supervisor	Information Systems Supervisor		
Marketing & Communication Manager	Marketing & Communication Manager	MERC Administration	Reed, Julie K
Marketing Coordinator	Marketing Coordinator	OCC Media Services	
Marketing Information Services Manager	Marketing Information Services Manager	OCC Marketing/Sales	
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Bishop, Diana M
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Blackburn, Cynthia M
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Blair, Steven J
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Carlton, Daniel L
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Geist, Tami S
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Green, Kenneth W
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Herman, Jeffrey J.
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Hicks, Brian E
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Kasprzak, Joel C
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Schoenthal, Richard A
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Simmons, Franklin D
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Stephens, Steven
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Vickery, Kimball P
Medical Specialist - PT	Medical Specialist - PT	OCC Special Services	Weaver, Kim D
MERC Director of Administration	MERC Director of Administration / CFO	MERC Administration	Engel, Bryant M
Multi Media Assistant	Multi Media Assistant	OCC Media Services	Stoner, Amy M
Multi Media Services Supervisor	Multi Media Services Supervisor	OCC Marketing/Sales	Smith, Jon O
OCC Director	OCC Executive Director	OCC Administration	Blosser, Jeffrey A
OCC Assistant Director	OCC Assistant Director	OCC Administration	
Operations Coordinator	Operations Coordinator	PCPA Operations	Benson, James E
Operations Coordinator	Operations Coordinator	PCPA Operations	Kowalis, John M
Operations Coordinator	Operations Coordinator	PCPA Operations	Perry, Richard C
Operations Event Custodian	Operations Event Custodian	Expo Center Operations	Blocker, Michael D
Operations Event Custodian	Operations Event Custodian	Expo Center Operations	Cox, Teresa A
Operations Event Custodian	Operations Event Custodian	Expo Center Operations	Doonan, Angel K I
Operations Event Custodian	Operations Event Custodian	Expo Center Operations	Garfield, Amber R
Operations Event Custodian	Operations Event Custodian	Expo Center Operations	Jackson, Gregory
Operations Event Custodian	Operations Event Custodian	Expo Center Operations	Lyman, David R
Operations Event Custodian	Operations Event Custodian	Expo Center Operations	Muxen, Pamela J
Operations Event Custodian	Operations Event Custodian	Expo Center Operations	Newell, Cathy D
Operations Event Custodian	Operations Event Custodian	Expo Center Operations	Overton, Teyonda A
Operations Event Custodian	Operations Event Custodian	Expo Center Operations	Reyes, Claudio B
Operations Event Custodian	Operations Event Custodian	Expo Center Operations	Waters, Curtis W
Operations Manager I	Operations Manager I	Expo Center Operations	Downs, Randall S
Operations Manager II	Operations Manager II	PCPA Operations	Scorby, Donald L
Operations Manager II	Operations Manager II	OCC Operations	Spier, Robert M
Operations Manager Technical Services	Operations Manager- Technical Services	OCC Operations	
Operations Manager-Housekeeping & Set Up	Operations Manager-Housekeeping & Setup	OCC Operations	Miller, Dennis A
PCPA Director	PCPA Executive Director	PCPA Administration	Williams, Robyn L
Promotional Materials Coordinator-PT	Promotional Materials Coordinator-PT	PCPA Marketing & Sales	Marble, Abigail
Promotional Materials Coordinator-PT	Promotional Materials Coordinator-PT	PCPA Marketing & Sales	Carter, Heather K
Sales & Events Manager	Sales & Events Manager	Expo Center Event Coordination	Rotchford, Matthew P
Sales & Marketing Manager	Sales & Marketing Manager	OCC Marketing/Sales	Pizzuti, Robert M
Sales and Marketing Manager	Director of Sales & Marketing	OCC Marketing/Sales	
Sales Representative	Sales Manager	OCC Marketing/Sales	Chan, Lisa P
Sales Representative	Sales Manager	OCC Marketing/Sales	Dobbs, Midge
Secretary	Administrative Assistant I	PCPA Operations	Parish, Stephanie
Secretary	Secretary II	OCC Event Coordination	Lawrence, Patricia E
Secretary II	Administrative Technician - Clerical	OCC Operations	Bolden, Nadine

**METROPOLITAN EXPOSITION & RECREATION COMMISSION
CURRENT POSITION TITLES & RECOMMENDED POSITION TITLES**

Original Position Title	Proposed Position Title	Department	Employee Name
Secretary-PT	Secretary II - PT	OCC Administration	McKinney, Eileen
Secretary-PT	Secretary II - PT	OCC Administration	Waller, Stephanie
Security Manager	Security Manager	OCC Special Services	Brown, Nicholas
Senior Event Coordinator	Senior Event Manager	OCC Event Manager	McKinney, Bruce C
Senior Sales Representative	Senior Sales Manger	OCC Marketing/Sales	DeWeese, Julie A
Senior Set Up Supervisor-OCC	Senior Set Up Supervisor-OCC	OCC Operations	
Set-up Supervisor	Set-up Supervisor	OCC Operations	Fife, Daniel
Set-up Supervisor	Set-up Supervisor	OCC Operations	Hall, Howard L
Set-up Supervisor	Set-up Supervisor	OCC Operations	Jones, Darryl
Set-up Supervisor	Set-up Supervisor	OCC Operations	Muir, John
Set-up Supervisor	Set-up Supervisor	OCC Operations	Stanley, Paul
Shuttle Van Driver-PT	Shuttle Van Driver	OCC Administration	Harris, Joseph L
Shuttle Van Driver-PT	Shuttle Van Driver	OCC Administration	McAllister, Charles D
Shuttle Van Driver-PT	Shuttle Van Driver	OCC Administration	Moore, Sandy L
Shuttle Van Driver-PT	Shuttle Van Driver	OCC Administration	Wood, Carl E
Stage Supervisor	Stage Supervisor	PCPA Operations	Crick, Steven C
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Brown, Gene
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Carliie, Dana E
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Eason, Andrew
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Elliott, David W
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Estey, Larry
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Goldade, Michael E
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Harris, Allen R
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Mitchell, William J
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Peck, Theodore E
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Thompson, Richard
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Vinje, Adler
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Vitale, Michael
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Warner, Robert L
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Williams, Myles A
Stagedoor/Watchperson-PT	Stagedoor/Watchperson-PT	PCPA Operations	Wilson, John B
Telephone System Coordinator	Telephone System Coordinator	OCC Operations	Stratton, William G.
Telephone System Coordinator	Telephone System Supervisor	OCC Operations	
Ticket Seller Supervisor	Ticket Seller Supervisor	PCPA Ticket Services	
Ticket Seller Supervisor	Ticket Services Coordinator	PCPA Operations	Gratreack, Andrea
Ticket Services Supervisor 2-PT	Ticket Services Supervisor 2-PT	PCPA Ticket Services	Brenes-Morua, Kathleen
Ticket Services Supervisor 2-PT	Ticket Services Supervisor 2-PT	OCC Ticket Services	Emard, Kerry A
Ticket Services Supervisor 2-PT	Ticket Services Supervisor 2-PT	OCC Ticket Services	Hendrix, Shanda L
Ticket Services Supervisor 2-PT	Ticket Services Supervisor 2-PT	OCC Ticket Services	Hodge, Linda K
Ticket Services Supervisor 2-PT	Ticket Services Supervisor 2-PT	Expo Center Ticket Services	Hoffman, Christine M
Ticket Services Supervisor 2-PT	Ticket Services Supervisor 2-PT	PCPA Ticket Services	Hortsch, Stephanie J
Ticket Services Supervisor 2-PT	Ticket Services Supervisor 2-PT	Expo Center Ticket Services	McDonald, Louise I
Ticket Services Supervisor 2-PT	Ticket Services Supervisor 2-PT	Expo Center Administration	Shaeffer, Peggy J
Ticket Services Supervisor 2-PT	Ticket Services Supervisor 2-PT	PCPA Ticket Services	Vigas Dias, Stephanie M
Ticketing/Parking Services Manager	Ticketing/Parking Services Manager	Expo Center Ticket Services	Barton, Kenneth A
Ticketing/Parking Services Manager	Ticketing/Parking Services Manager	OCC Administration	Burnett, Bruce C
Volunteer Coordinator	Volunteer Coordinator-FT	PCPA Event Coordination	Humphreys, Marjorie A
Volunteer Coordinator	Volunteer Coordinator-PT	OCC Marketing/Sales	Jarvis, Sharron B

Exhibit 16

Costing Analysis Full-time Employees

**METROPOLITAN EXPOSITION-RECREATION COMMISSION
COSTING ANALYSIS
FULL-TIME EMPLOYEES**

Employee Name	Position Title	Department	Annual Salary	Comp Study	Compa-Ratio	100%	Amount of Change
Anderegg, Ted H	Administrative Assistant II	Expo Center Administration	33,155	38,860	1.00	38,860	5,705
Ausburn, Terry L *	Computer Systems Administrator	MERC Administration	53,436	55,030	1.12	55,030	1,594
Bailey, Christopher W	EXPO Director	Expo Center Administration	69,659	83,041	1.00	83,041	13,382
Baker, Vicki L	Administrative Assistant I	OCC Expansion Team	38,626	37,097	1.00	37,100	0
Barton, Kenneth A	Ticketing/Parking Services Manager	Expo Center Ticket Services	50,302	55,030	0.88	48,358	0
Bauersfeld, Daniel R	Building Maintenance Supervisor	PCPA Operations	41,986	41,969	0.94	39,353	0
Benson, James E	Operations Coordinator	PCPA Operations	39,749	45,327	0.98	44,440	4,691
Blosser, Jeffrey A	OCC Executive Director	OCC Administration	105,622	124,000	0.96	118,735	13,113
Bolden, Nadine	Administrative Technician - Clerical	OCC Operations	30,035	31,137	1.00	31,137	1,102
Briggs, Melanie S	Administrative Assistant I	PCPA Event Coordination	29,120	37,097	0.88	32,582	3,462
Brown III, Nicholas	Security Manager	OCC Special Services	50,727	55,030	0.98	53,787	3,060
Brown, Lisa J	Administrative Assistant II	OCC Administration	38,626	38,860	1.00	38,864	238
Brown, Michael F	Assistant Operations Manager - Technical Services	OCC Operations	57,242	60,533	1.00	60,533	3,291
Burnett, Bruce C	Ticketing/Parking Services Manager	OCC Administration	57,242	55,030	1.00	55,030	0
Chan, Lisa P	Sales Manager	OCC Marketing/Sales	47,028	50,027	1.00	50,027	2,999
Collier, Tanya	Human Resource Director-MERC	MERC Administration	69,659	83,041	1.00	83,041	13,382
Crick, Steven C	Stage Supervisor	PCPA Operations	46,066	55,030	0.98	53,904	7,838
Crimin, Mark P	Audio Visual Technician Lead	OCC Operations	42,617	41,969	1.00	41,969	0
Deweese, Julie A	Senior Sales Manger	OCC Marketing/Sales	49,398	55,030	1.00	55,030	5,632
Dills, Charles W	Audio Visual Supervisor	OCC Operations	44,777	45,479	1.00	45,479	702
Dobbs, Midge	Sales Manager	OCC Marketing/Sales	47,016	50,027	1.00	50,014	2,998
Doumitt, Michele	Assistant Event Services Manager	PCPA Event Coordination	48,279	55,030	0.98	53,783	5,504
Downs, Randall S	Operations Manager I	Expo Center Operations	57,242	66,586	1.00	66,586	9,344
Edmeier, Jodi L	Event Manager II	OCC Event Coordination	45,906	50,027	0.98	48,833	2,927
Enge, Bryant M	MERC Director of Administration / CFO	MERC Administration	73,190	95,498	1.00	95,498	22,308
Erz, Nancy L	Graphic Designer II	OCC Media Services	42,475	45,479	1.05	47,647	5,172
Farrell, Doreen Casey	Administrative Assistant II	PCPA Administration	33,946	38,860	0.88	34,155	209
Fife, Daniel W	Set-up Supervisor	OCC Operations	45,841	50,027	0.97	48,764	2,923
Frost, Lois J	Administrative Technician - Expansion	OCC Expansion Team	29,120	31,137	0.92	28,607	0
Gauer, Dugan T	Audio Visual Technician	OCC Operations	40,539	38,860	1.00	38,857	0
Gonzalez, Sherri	Administrative Assistant I	OCC Event Coordination	33,155	37,097	1.00	37,097	3,942
Gratrek, Andrea L	Ticket Services Coordinator	PCPA Operations	30,835	27,600	0.97	26,851	0
Hagoes, Nancy	Administrative Assistant I	OCC Operations	33,155	37,097	1.00	37,097	3,942
Hall, Howard L	Set-up Supervisor	OCC Operations	47,028	50,027	1.00	50,027	2,999
Hardcastle, Roberta L.	Administrative Technician - Accounting	MERC Administration					0

**METROPOLITAN EXPOSITION-RECREATION COMMISSION
COSTING ANALYSIS
FULL-TIME EMPLOYEES**

Employee Name	Position Title	Department	Annual Salary	Comp Study	Compa-Ratio	100%	Amount of Change
Hart, Cheryl	Facility Services Sales Coordinator	OCC Marketing/Sales	38,622	41,345	1.00	41,345	2,723
Hayes, Suzanne M	Administrative Technician - Accounting	MERC Administration	28,184	31,137	0.89	27,688	0
Henry, Judy A	Event Manager II	OCC Event Coordination	41,948	50,027	0.89	44,623	2,675
Humburg, Sara	Clerk II	PCPA Event Coordination	27,186	31,137	0.95	29,619	2,433
Humphreys, Marjorie A	Volunteer Coordinator-FT	PCPA Event Coordination	38,626	41,345	1.00	41,349	2,723
Hunter, Mark P	Construction/Capital Project Manager	MERC Administration	66,309	76,907	1.00	76,907	10,598
Iron, Patricia L	Event Services Manager	PCPA Event Coordination	55,299	66,586	0.97	64,326	9,027
Joerg, Brian	Event Manager II	Expo Center	42,500	50,027	0.90	45,210	2,710
Jones, Darryl K	Set-up Supervisor	OCC Operations	45,837	50,027	0.97	48,760	2,923
Kowalis, John M	Operations Coordinator	PCPA Operations	39,624	45,327	0.98	44,301	4,677
Krecklow, Pam L	Construction/Capital Project Assitant Manager	MERC Administration	40,542	50,027	1.00	50,027	9,485
LaFond, Philip E	Assistant Operations Manager	PCPA Operations	53,483	50,027	0.93	46,742	0
Lawrence, Patricia E	Secretary II	OCC Event Coordination	26,374	30,042	0.88	26,380	6
Leyba-Kramer, Loretta L	Sales & Ticket Services Manager	PCPA Marketing & Sales	54,888	60,533	0.96	58,044	3,156
Marty, Elizabeth Robin	Accountant	MERC Administration	39,330	45,479	0.88	39,947	617
McKinney, Bruce C	Senior Event Manager	OCC Event Manager	49,398	55,030	1.00	55,030	5,632
McLean, Marie E	Event Manager I	OCC Event Coordination	32,102	45,479	0.92	41,767	9,665
McNeeley, Daniel L	Event Manager II	Expo Center	43,884	50,027	0.93	46,683	2,799
Miles, Michael P	Event Manager II	OCC Event Coordination	46,882	50,027	1.00	49,872	2,990
Miller, Dennis A	Assistant Operations Manager-Housekeeping & Setup	OCC Operations	54,548	55,030	1.00	55,030	482
Miner, Leann S	Admissions Staffing Manager	PCPA Event Coordination	44,027	45,479	0.98	44,717	690
Muir, John M	Set-up Supervisor	OCC Operations	42,618	50,027	0.91	45,336	2,718
Parish, Stephanie K	Administrative Assistant I	PCPA Operations	26,374	37,097	0.88	32,575	6,201
Perry, Richard C	Operations Coordinator	PCPA Operations	39,645	45,327	0.98	44,324	4,679
Pizzuti, Robert M	Sales & Marketing Manager	OCC Marketing/Sales	60,105	66,586	1.00	66,586	6,481
Rankin, Michael R	Administrative Assistant I	OCC Marketing/Sales	35,901	37,097	0.93	34,483	0
Reed, Julie K	Marketing & Communication Manager	MERC Administration	57,242	58,000	1.00	58,000	758
Rotchford, Matthew P	Sales & Events Manager	Expo Center Event Coordination	52,500	60,533	0.96	58,260	5,760
Sanders, Ron J	Ticket Services Supervisor	PCPA Marketing & Sales	39,330	50,027	0.88	43,941	4,611
Scorby, Donald L	Operations Manager II	PCPA Operations	62,041	73,245	0.98	71,996	9,955
Siemssen, Judy A	Booking Coordinator	PCPA Marketing & Sales	44,024	50,027	0.98	49,186	5,162
Smith, Jon O	Multi Media Services Supervisor	OCC Marketing/Sales	45,000	45,479	0.96	43,518	0
Smith, Karen M	Administrative Assistant II	MERC Administration	37,024	38,860	0.96	37,252	228
Spier, Robert M	Operations Manager II	OCC Operations	63,117	73,245	1.00	73,245	10,128
Stanley, Paul J	Set-up Supervisor	OCC Operations	46,165	50,027	0.98	49,109	2,944

**METROPOLITAN EXPOSITION-RECREATION COMMISSION
COSTING ANALYSIS
FULL-TIME EMPLOYEES**

Employee Name	Position Title	Department	Annual Salary	Comp Study	Compa-Ratio	100%	Amount of Change
Stoner, Amy M	Multi Media Assistant	OCC Media Services	17,185	18,025	0.95	17,189	4
Stratton, William G	Telephone System Coordinator	OCC Operations	47,029	48,953	1.00	48,954	1,925
Switzer, Stephen C	EXPO Utility Lead	Expo Center Operations	29,890	30,042	0.97	29,149	0
Thorpe, Becky J	Accounting Supervisor	MERC Administration	44,777	50,027	1.00	50,027	5,250
Uding, Jeanne	Administrative Technician - Accounting	MERC Administration	28,184	31,137	0.89	27,688	0
Wilhelm, Rose M	EXPO Utility Lead	Expo Center Operations	29,869	30,042	0.97	29,129	0
Williams, Mark L	Event Services Manager	OCC Event Coordination	51,084	60,533	0.89	54,021	2,937
Williams, Robyn L	PCPA Executive Director	PCPA Administration	92,904	95,498	0.98	93,255	351
							\$288,562

* Note: Ausbun is grandfathered in a frozen range of \$42,093 -- \$47,912 -- \$53,731, which is higher than the classification's range indicated on this report

Exhibit 17

Costing Analysis Part-time Employees

METROPOLITAN EXPOSITION-RECREATION COMMISSION
COSTING ANALYSIS
PART-TIME EMPLOYEES

Employee Name	Position Title	Department	Current Hourly Salary	Entry	6 months	1 year	Compa- Ratio	100%	Amount of Change
Bishop, Diana M	Medical Specialist - PT	OCC Special Services	16.07	12.59	13.22	13.88	1.04	13.88	0.00
Black, Nancy L	Checkroom Attendant-PT	PCPA Event Coordination	9.47	8.59	9.02	9.47	1.04	9.47	0.00
Blackburn, Cynthia M	Medical Specialist - PT	OCC Special Services	16.88	12.59	13.22	13.88	1.10	13.88	0.00
Blair, Steven J	Medical Specialist - PT	OCC Special Services	13.88	12.59	13.22	13.88	0.90	13.88	0.00
Blocker, Michael D	Operations Event Custodian	Expo Center Operations	10.49	9.51	9.99	10.49	1.06	10.49	0.00
Brenes-Morua, Kathleen	Ticket Services Supervisor 2-PT	PCPA Ticket Services	14.24	12.91	13.56	14.24	0.90	14.24	0.00
Brown, Gene F	Stagedoor/Watchperson	PCPA Operations	10.84	9.83	10.32	10.84	0.90	9.83	0.00
Carlile, Dana E	Stagedoor/Watchperson	PCPA Operations	11.38	9.83	10.32	10.84	0.95	10.84	0.00
Carlton, Daniel L	Medical Specialist - PT	OCC Special Services	14.58	12.59	13.22	13.88	0.95	13.88	0.00
Carrick, Alice L	Secretary I	OCC Event Coordination	9.80	8.20	8.61	9.04	0.99	9.04	0.00
Carter, Heather K	Promotional Materials Coordinator-PT	PCPA Marketing	16.32	14.80	15.54	16.32		16.32	0.00
Cole, Jason P	Checkroom Attendant-PT	PCPA Event Coordination	9.20	8.59	9.02	9.47	1.01	9.02	0.00
Cox, Jennifer L	Checkroom Attendant-PT	PCPA Event Coordination	9.20	8.59	9.02	9.47	1.01	9.02	0.00
Cox, Teresa A	Operations Event Custodian	Expo Center Operations	10.49	9.51	9.99	10.49	1.06	9.51	0.00
Davee, Edward P	A/V Production/Receiving Person	OCC Operations	11.12	10.09	10.59	11.12	0.90	11.12	0.00
Doonan, Angel K I	Operations Event Custodian	Expo Center Operations	10.49	9.51	9.99	10.49	1.06	9.51	0.00
Eason, Andrew L	Stagedoor/Watchperson	PCPA Operations	10.84	9.83	10.32	10.84	0.90	9.83	0.00
Elliott, David W	Stagedoor/Watchperson	PCPA Operations	11.38	9.83	10.32	10.84	0.95	10.32	0.00
Emard, Kerry A	Ticket Services Supervisor 2-PT	OCC Ticket Services	14.24	12.91	13.56	14.24	0.90	14.24	0.00
Estey, Larry M	Stagedoor/Watchperson-PT	PCPA Operations	13.19	9.83	10.32	10.84	1.10	10.84	0.00
Fitzgerald, John P	A/V Production/Receiving Person	OCC Operations	11.32	10.09	10.59	11.12	0.92	11.12	0.00
Garfield, Amber R	Operations Event Custodian	Expo Center Operations	10.49	9.51	9.99	10.49	1.06	9.51	0.00
Geist, Tami S	Medical Specialist - PT	OCC Special Services	13.88	12.59	13.22	13.88	0.90	13.22	0.00
Goldade, Michael E	Stagedoor/Watchperson-PT	PCPA Operations	11.38	9.83	10.32	10.84	0.95	10.84	0.00
Green, Kenneth W	Medical Specialist - PT	OCC Special Services	13.88	12.59	13.22	13.88	0.90	13.22	0.00
Harris, Allen R	Stagedoor/Watchperson-PT	PCPA Operations	12.25	9.83	10.32	10.84	1.02	10.84	0.00
Harris, Joseph L	Shuttle Van Driver	OCC Administration	10.00	8.59	9.02	9.47	1.05	9.47	0.00
Hemingway, Bruce	A/V Production/Receiving Person	OCC Operations	11.12	10.09	10.59	11.12	0.90	11.12	0.00
Hendrix, Shanda L	Ticket Services Supervisor 2-PT	OCC Ticket Services	14.24	12.91	13.56	14.24	0.90	14.24	0.00
Herman, Jeffrey J	Medical Specialist - PT	OCC Special Services	13.88	12.59	13.22	13.88	0.90	13.22	0.00
Herring, Christopher S	A/V Production/Receiving Person	OCC Operations	11.12	10.09	10.59	11.12	0.90	11.12	0.00
Hicks, Brian E	Medical Specialist - PT	OCC Special Services	14.25	12.59	13.22	13.88	0.93	13.88	0.00
Hodge, Linda K	Ticket Services Supervisor 2-PT	OCC Ticket Services	17.30	12.91	13.56	14.24	1.10	14.24	0.00
Hodges, Robyn L	House Manager - PT	PCPA Event Coordination	16.96	15.38	16.15	16.96	0.88	16.96	0.00
Hoffman, Christine M	Ticket Services Supervisor 2-PT	Expo Center Ticket Services	14.24	12.91	13.56	14.24	0.90	14.24	0.00
Hopkins, Charlene R	Secretary I	Expo Event Coordination	8.89	8.20	8.61	9.04	0.90	9.04	0.15
Hortsch, Stephanie J	Ticket Services Supervisor 2-PT	PCPA Ticket Services	17.30	12.91	13.56	14.24	1.10	14.24	0.00
Hyatt, Martha G	Checkroom Attendant-PT	PCPA Event Coordination	9.47	8.59	9.02	9.47	1.04	9.47	0.00
Jackson, Gregory	Operations Event Custodian	Expo Center Operations	10.49	9.51	9.99	10.49	1.06	10.49	0.00
Jarvis, Sharron B	Volunteer Coordinator-P/T	OCC Marketing	13.60	12.33	12.95	13.60		13.60	0.00
Kasprzak, Joel C	Medical Specialist - PT	OCC Special Services	16.88	12.59	13.22	13.88	1.10	13.88	0.00

**METROPOLITAN EXPOSITION-RECREATION COMMISSION
COSTING ANALYSIS
PART-TIME EMPLOYEES**

Employee Name	Position Title	Department	Current Hourly Salary	Entry	6 months	1 year	Compa- Ratio	100%	Amount of Change
Kum, Charlotte L	House Manager - PT	PCPA Event Coordination	18.17	15.38	16.15	16.96	0.94	16.96	0.00
Lee-Marshall, Leila S	Secretary I	OCC Event Coordination	10.29	8.20	8.61	9.04	1.04	9.04	0.00
Lyman, David R	Operations Event Custodian	Expo Center Operations	10.49	9.51	9.99	10.49	1.06	9.51	0.00
Marble, Abigail	Promotional Materials Coordinator-PT	PCPA Marketing	16.32	14.80	15.54	16.32		16.32	0.00
McAllister, Charles D	Shuttle Van Driver	OCC Administration	10.00	8.59	9.02	9.47	1.05	9.47	0.00
McDonald, Louise I	Ticket Services Supervisor 2-PT	Expo Center Ticket Services	15.77	12.91	13.56	14.24	1.00	14.24	0.00
McDonald, Susan L	Secretary I	OCC Event Coordination	8.89	8.20	8.61	9.04	0.90	9.04	0.15
McFaul, Arline L	Secretary I	OCC Event Coordination	10.29	8.20	8.61	9.04	1.04	9.04	0.00
McKinney, Eileen	Secretary II - PT	OCC Administration	12.68	11.50	12.08	12.68		12.68	0.00
Mitchell, William J	Stagedoor/Watchperson-PT	PCPA Operations	12.25	9.83	10.32	10.84	1.02	10.32	0.00
Moore, Sandy L	Shuttle Van Driver	OCC Administration	10.00	8.59	9.02	9.47	1.05	9.47	0.00
Muxen, Pamela J	Operations Event Custodian	Expo Center Operations	10.49	9.51	9.99	10.49	1.06	9.99	0.00
Newell, Cathy D	Operations Event Custodian	Expo Center Operations	10.49	9.51	9.99	10.49	1.06	10.49	0.00
Overton, Teyonda A	Operations Event Custodian	Expo Center Operations	10.49	9.51	9.99	10.49	1.06	9.51	0.00
Parker, Rebecca A	House Manager - PT	PCPA Event Coordination	16.96	15.38	16.15	16.96	0.88	16.15	0.00
Peck, Theodore E	Stagedoor/Watchperson-PT	PCPA Operations	10.84	9.83	10.32	10.84	0.90	10.84	0.00
Perlman, Lee	Secretary I	OCC Event Coordination	9.34	8.20	8.61	9.04	0.95	9.04	0.00
Pomeroy, Kathleen R	Secretary I	Expo Event Coordination	10.29	8.20	8.61	9.04	1.04	9.04	0.00
Reyes, Claudio B	Operations Event Custodian	Expo Center Operations	10.49	9.51	9.99	10.49	1.06	10.49	0.00
Rinker, Robert F	House Manager - PT	PCPA Event Coordination	16.96	15.38	16.15	16.96	0.88	16.96	0.00
Ryles, Clara V	Secretary I	OCC Event Coordination	9.80	8.20	8.61	9.04	0.99	9.04	0.00
Scheidt, Eric	Checkroom Attendant-PT	PCPA Event Coordination	9.47	8.59	9.02	9.47	1.04	9.47	0.00
Scott, Emerson B	House Manager - PT	PCPA Event Coordination	16.96	15.38	16.15	16.96	0.88	16.96	0.00
Shaeffer, Peggy J	Ticket Services Supervisor 2-PT	Expo Center Ticket Services	15.77	12.91	13.56	14.24	1.00	14.24	0.00
Simmons, Franklin D	Medical Specialist - PT	OCC Special Services	13.88	12.59	13.22	13.88	0.90	13.88	0.00
Simpson, Scott C	A/V Production/Receiving Person	OCC Operations	11.32	10.09	10.59	11.12	0.92	11.12	0.00
Stephens, Steven	Medical Specialist - PT	OCC Special Services	13.88	12.59	13.22	13.88	0.90	13.88	0.00
Straus, Brian J	A/V Production/Receiving Person	OCC Operations	11.12	10.09	10.59	11.12	0.90	11.12	0.00
Stuart, Joshua	A/V Production/Receiving Person	OCC Operations	11.12	10.09	10.59	11.12	0.90	11.12	0.00
Thompson, Richard C	Stagedoor/Watchperson-PT	PCPA Operations	10.84	9.83	10.32	10.84	0.90	10.84	0.00
Vasnik, Emily M	Secretary I	OCC Event Coordination	10.29	8.20	8.61	9.04	1.04	9.04	0.00
Vickery, Kimball P	Medical Specialist - PT	OCC Special Services	14.21	12.59	13.22	13.88	0.92	13.88	0.00
Vigas Dias, Stephanie M	Ticket Services Supervisor 2-PT	PCPA Ticket Services	14.24	12.91	13.56	14.24	0.90	14.24	0.00
Vinje, Adler H	Stagedoor/Watchperson-PT	PCPA Operations	13.22	9.83	10.32	10.84	1.10	10.84	0.00
Vitale, Michael B	Stagedoor/Watchperson-PT	PCPA Operations	10.84	9.83	10.32	10.84	0.90	9.83	0.00
Waller, Stephanie	Secretary II - PT	OCC Administration	12.68	11.50	12.08	12.68		12.68	0.00
Warner, Robert L	Stagedoor/Watchperson-PT	PCPA Operations	10.84	9.83	10.32	10.84	0.90	10.84	0.00
Waters, Curtis W	Operations Event Custodian	Expo Center Operations	10.49	9.51	9.99	10.49	1.06	9.51	0.00
Weaver, Kim D	Medical Specialist - PT	OCC Special Services	14.58	12.59	13.22	13.88	0.95	13.88	0.00
Williams, Myles A	Stagedoor/Watchperson-PT	PCPA Operations	10.84	9.83	10.32	10.84	0.90	10.32	0.00
Wilson, John B	Stagedoor/Watchperson-PT	PCPA Operations	10.84	9.83	10.32	10.84	0.90	10.32	0.00

METROPOLITAN EXPOSITION-RECREATION COMMISSION
 COSTING ANALYSIS
 PART-TIME EMPLOYEES

Employee Name	Position Title	Department	Current Hourly Salary	Entry	6 months	1 year	Compa- Ratio	100%	Amount of Change
Wood, Carl E	Shuttle Van Driver	OCC Administration	10.00	8.59	9.02	9.47	1.05	9.47	0.00
Woodard, Leisha M	Secretary I	OCC Event Coordination	10.29	8.20	8.61	9.04	1.04	9.04	0.00
									\$0.30

Exhibit 18

Appeals Process Information & Forms

July 29, 2002

To:

From: Tanya Collier, Human Resource Manager

Regarding: Implementation of Classification/Compensation Study

The MERC Commission approved the implementation of the Classification/Compensation study results for non-represented employees.

Enclosed you will find a packet of information that contains:

- Memo informing you of the allocation of your position (Pink)
- Your Position Description (White)
- New MERC Pay Plans (White)
- Appeal Process (Yellow)
- Employee Appeal Form (Lilac)
- Memo to Supervisor/Manager regarding Appeals Process (Salmon)
- Form Supervisor/Manager must complete if their employee appeals (Ivory)

As part of the implementation, the MERC Commission approved that employees will maintain their current relationship in the new pay schedule. Therefore, if your previous salary was at the mid-point of the previous pay range for your position, you will be placed at the mid-point of the new pay range to which your position has been allocated. Another example, if you were previously 5% below the mid-point of your previous pay range, you will be moved to 5% below the mid-point of your new pay range. However, if your current wage is above the mid-point of the new pay range, you will remain at your current salary until such time as the mid-point of your new range catches up with your salary. If your current wage is above the mid-point of your new pay range but below the maximum, you will still be eligible for a Pay for Performance bonus.

Please read the documents carefully especially if you think you will request an appeal. There are steps you must take and deadlines you must meet in order for your appeal to be considered.

Thank you for your patience

July 29, 2002

To: «Name»
 «Dept»

From: Tanya Collier, Human Resource Manager

Regarding: **Notice of Position Allocation and Appeals Opportunity**
 Non-Represented Classification/Compensation Study

Your Current Position Allocation: «Current_Classification»

Your Position Allocation Determination: «Classification_Determination»

This memorandum is to inform you of the determination made for your position and to provide you information about your opportunity to appeal the allocation of your position, if you choose to do so.

If you concur with your position's allocation, you are not required to take any further action. If you do not concur with your position's allocation then you may submit an appeal. Please note the appeal must be based on your belief that your job duties have changed significantly since you filled out the Job Information Questionnaire or significant duties were not represented in the Job Information Questionnaire you completed for the study. The appeals process is not intended nor will it address issues related to wages, internal equity (perceived similarity to other positions), or volume of work. All of these issues have been taken into consideration by the consultants in their work throughout the course of the study. Additionally, length of service and job performance have not been a consideration in the study and will not be addressed in the appeals process.

A copy of the Appeals Procedure and an appeal submittal form is attached to this memorandum. Please note you will need to fill out the appeals form and provide a copy of your appeal to your supervisor. Your supervisor will also be provided an opportunity to provide input on your appeal. It is important that you provide sufficient explanation and/or information you believe is relevant in considering your appeal.

The effective date of your allocation is July 1, 2002.

The deadline for submitting an appeal of your position allocation is Friday, August 16, 2002. Please read through the enclosed materials carefully prior to preparing and submitting an appeal.

Thank you for your patience throughout this process. If you have questions or need clarification regarding this step in the process please contact Tanya Collier at (503) 731-7844.

POSITION DESCRIPTION GOES HERE

PAY PLANS GO HERE

MERC Classification/Compensation Study for Non- Represented Employees

Position Appeal Process

Purpose

The purpose of the appeal process is to provide an opportunity for employees to request a reconsideration of their position's allocation that was arrived at as a result of the Classification/Compensation Study completed in June 2002.

An employee may appeal their position's allocation if their duties have changed significantly since they completed the Job Information Questionnaire (JIQ) for the study or if they believe significant job duties were not represented in the JIQ they completed for the study. The appeals process is not intended nor will it address issues related to wages, internal equity (perceived similarity to other positions), or volume of work. All of these issues have been taken into consideration by the consultants in their work throughout the course of the study. Additionally, length of service and job performance have not been a consideration in the study and will not be addressed in the appeals process.

Appeals Committee

The Appeals Committee is comprised of: Lisa Brown, Dennis Miller, Mark L. Williams, Jim Benson, Lori Leyba Kramer, and Ken Barton (members of the Classification/Compensation Advisory Committee). Tanya Collier will act as facilitator. The Appeals Committee will consider each appeal, reach a decision and issue a final determination. In the event the committee is unable to reach a decision, Tanya Collier will make the determination.

An employee will have an opportunity to make a presentation to the Appeals Committee. This presentation will be scheduled to not exceed fifteen (15) minutes in length. If the employee makes a presentation, the employee's supervisor or other department management personnel will also be provided the opportunity to make a presentation, not to exceed fifteen (15) minutes.

Appeals Procedures

Employee Appeal Submittal

1. Employees requesting an appeal must fill out the appeal submittal form included in this packet and forward it to the Human Resource Department. The employee's explanation should be no longer than two pages in length. An employee may provide additional documentation if they believe it is appropriate and warrants consideration.
2. The employee is required to provide a copy of his/her appeal to their immediate supervisor.
3. **An employee appeal must be submitted no later than Friday, August 16, 2002.** Any appeal submitted after that date will not be accepted.

OVER

Supervisor/Management Response

1. An employee's immediate supervisor is expected to prepare a response to the employee's appeal using the response form included in this packet.
2. The employee's immediate supervisor shall process his/her response up through the respective department's management chain of command and submit it to the Human Resource Department within 7 working days of receiving the employee's appeal.

Appeal Committee Review and Consideration

1. The Human Resource Department will forward all documents to the Appeals Committee and schedule fifteen (15) minute appointments for those employees who indicate they want an in-person meeting.
2. If an in-person meeting is not requested the committee will consider the documentation obtained through the Classification Study and the appeal information submitted by the employee and his/her respective management.
3. The committee will prepare a written determination.
4. If the committee cannot reach a conclusion, they will prepare a written explanation and forward it to the Human Resource Manager for final determination.

Appeal Response to Employee

1. Within fifteen days of hearing an appeal, the Appeals Committee will notify employees and supervisors in writing of the results of the appeal and the final classification allocation decision.

THE DECISION OF THE COMMITTEE IS FINAL

MERC Position Allocation

Employee's Appeal Form

Date: _____

Employee Name: _____
(Print) (Signature)

Department: _____ Supervisor Name: _____

Current Position: _____

Position Recommended by Study: _____

Position you think you belong in: _____

Please check one of the following boxes:

I would like to present my appeal before the appeal committee.

I do not need to present my appeal before the appeal committee.
Consideration of my written response is sufficient:

Reason for appeal and requested position determination. (Please limit your response to no more than two pages. Attach any information you believe may be relevant to your appeal.)

The appeals process is not intended nor will it address issues related to wages, internal equity (perceived similarity to other positions), or volume of work. All of these issues have been taken into consideration by the consultants in their work throughout the course of the study. Additionally, length of service and job performance have not been a consideration in the study and will not be addressed in the appeals process.

REMEMBER: PROVIDE A COPY OF THIS COMPLETED APPEAL FORM AND ANY SUPPORTING EXPLANATION OR DOCUMENTS TO YOUR SUPERVISOR.

July 29, 2002

To: Supervisors/Managers

**From: Tanya Collier
Human Resource Manager**

**Regarding: Notice of the Appeals Process for MERC non-represented
classification/compensation study results**

The MERC Commission approved and adopted the new positions recommended as a result of the Classification/Compensation Study. Human Resource will notify employees about their position's allocation and employees will have an opportunity to appeal their allocation.

Under the appeals process, managers/supervisors will be asked to complete a response to any appeal submitted by their staff. This will be management's opportunity to provide information for the committee's consideration. Without your input, the record will contain only the information in the file that was obtained during the Classification Study review of job information questionnaires, interview information if available, and the appeal presented by the employee.

Attached is a copy of the appeals process and the form supervisors/managers will need to complete. The appeals process document provides the following information:

- Purpose of the appeals opportunity and what can and cannot be considered in an appeal.
- What an employee needs to submit and to whom.
- What the Appeals Committee will need from a manager/supervisor in response to your employee's appeal.
- The role of the Appeals Committee in reviewing and considering an appeal.

If you have a vacant position and you do not agree with the position allocation, you may submit an appeal. In this situation, you should complete and submit both the appeal form and the supervisor response form.

It is important that the Appeals Committee receives a response from you on any appeal submitted by one of your employees.

Employees will have until **Friday, August 16, 2002** to submit an appeal. You must provide a management response within seven (7) days of receiving the copy of an employee's appeal.

Human Resource will use the date an employee's appeal is received and the following seven days as the timeframe for forwarding and/or scheduling appeals with the committee including management's response. If you have any questions regarding this step in completing the Classification/Compensation Study please contact Tanya Collier at 731-7844.

MERC Position Allocation
Supervisor Response Form to Employee Appeal

Date: _____

Supervisor Name: _____
(Print)

(Signature)

Employee Name: _____

Department: _____

Current Position: _____

Position Recommended by Study: _____

Position **Employee** thinks they belong in: _____

REMEMBER: The appeals process is not intended nor will it address issues related to wages, internal equity (perceived similarity to other positions), or volume of work. All of these issues have been taken into consideration by the consultants in their work throughout the course of the study. Additionally, length of service and job performance have not been a consideration in the study and will not be addressed in the appeals process.

Please check one of the following boxes:

In concur with Employee's Requested Allocation

I do not concur with Employee's Requested Allocation

Explanation: (Attach any information you believe may be relevant in considering your employee's appeal.)

Manager Signature Review, if applicable: _____

Director Signature Review: _____

(Note: Manager and/or Director may provide additional explanation by memorandum if necessary.)