# BEFORE THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO. ) 89-294A REVISING THE FY 1989-90 ) BUDGET AND APPROPRIATIONS SCHEDULE ) FOR THE PURPOSE MEETING INCREASED ) WORKLOADS IN THE ACCOUNTING AND ) DATA PROCESSING SECTIONS OF THE ) FINANCE AND ADMINISTRATION ) DEPARTMENT ) ORDINANCE NO. 90-338A

Introduced by Rena Cusma, Executive Officer

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to modify the FY 1989-90 Budget; and

WHEREAS, The need for a modified budget plan has been justified; and

WHEREAS, Adequate funds exist for identified needs; now, therefore,

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in Exhibits A and B to this Ordinance for the purpose of transferring funds from Contingency and establishing new positions to meet the increased workload in the Accounting and Data Processing sections of the Finance and Administration Department.

2. The Pay and Classification Plan is amended to add the classifications described in Exhibits C, D and E.

Tanya Collier, Presiding Officer

ATTEST: Dwen Ware - Barret Clerk of the Counc

Clerk of the Council

kr:ord89-90:f&a:orda Revised 3/30/90

# FINANCE COMMITTEE REPORT

ORDINANCE NO. 90-338A, REVISING THE FY 1989-90 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF MEETING INCREASED WORK LOADS IN THE ACCOUNTING AND DATA PROCESSING SECTIONS OF THE FINANCE AND ADMINISTRATION DEPARTMENT

Date: April 9, 1990 Presented by: Councilor Van Bergen

<u>COMMITTEE RECOMMENDATIONS</u>: At the March 19, 1990 meeting, the Committee on a vote of 3 to 1 recommended that the Council adopt Ordinance No. 90-338A. Voting in favor were Councilors Collier, Gardner and Van Bergen. Councilor Devlin voted against the motion and served notice of possibly of filing a minority report. Councilor Wyers was excused.

<u>COMMITTEE DISCUSSION/ISSUES</u>: The staff report was presented by Acting Finance and Administration Director Neil Saling; Jennifer Sims, Financial Services Manager; Don Cox, Accounting Manager; and LeRoy Nollette, Data Processing Manager. The request was to amend the Budgets and Appropriations schedules for a total expenditure increase of \$157,475. The breakdown by major category of expenditure and fund was as follows:

CATEGORY	GENERAL 	MERC <u>FUND</u>	BUILDING FUND	<u>TOTAL</u>
Personal Services Materials & Services Capital Outlay	\$36,677 19,041 <u>13,050</u>	\$36,252 4,538 <u>5,750</u>	\$ 0 5,250 <u>36,917</u>	\$ 72,929 28,829 <u>55,717</u>
TOTAL	\$68,768	\$46,540	\$42,167	\$157,475

The request included adding the following new positions to the Finance and Administration Department, plus related Materials and Services and Capital Outlay costs (includes funds for building space renovation):

DESCRIPTION	FTE
Accounting Clerk 3 Accounting Clerk 2 Accounting Clerk 1 Office Assistant Data Processing Systems Analyst Computer Programmer Computer Operator Computer Specialist	1.0 1.0 2.5 1.0 1.0 1.0 1.0 1.0
TOTAL	9.5

To pay for these added costs, the request included transfer from Fund Contingencies to the appropriate fund line items as follows: FINANCE COMMITTEE REPORT April 9, 1990 Page 2

General Fund, \$68,768; MERC Fund, \$46,540; and Building Fund, \$42,167.

Council staff presented an alternate proposal for Committee consideration (see Carlson memo dated March 19, 1990 - Attachment 1 to this report). The alternate proposal suggested that three positions be added to the Accounting Division (Clerk 3, Clerk 2 and Clerk 1) and two positions be added to the Data Processing Division (Systems Analyst and Computer Operator), plus related Materials and Services costs. The attached recommendations did not address the Building Fund costs. The Council staff recommendation added expenditure authority in the amount of \$49,018 as follows:

		GENERAL FUND	
CATEGORY	ACCOUNTING	DATA PROCESSING	TOTAL
Personal Services Materials & Services Capital Outlay	\$15,144 6,500 _20,300	\$10,988 3,336 <u>(7,250)</u>	\$26,132 9,836 <u>13,050</u>
TOTAL	\$41,944	\$ 7,074	\$49,018

To pay for these costs, Council staff recommended that the Election Expense line item in the Finance and Administration budget be reduced by \$25,000 (balance remaining of \$65,529) and that \$24,018 be transferred from the General Fund Contingency (remaining balance of \$63,068).

The Committee undertook considerable discussion with the Finance and Administration Department staff regarding Council staff recommendations and the Department's need for additional resources. Based on the discussions, the Committee amended the Ordinance to include the following summary expenditure authorization:

•		GENERAI	FUND		
CATEGORY	ACCT'G	MGM'T SVC'S	DATA PROCESSING	TOTAL	BUILDING FUND
Personal Services Materials & Services Capital Outlay	\$25,799 8,235 _20,300	\$  0 3,750 	\$ 7,318 9,624 0	\$33,117 21,609 <u>20,300</u>	\$ 0 5,250 <u>36,917</u>
TOTAL	\$54,334	\$ 3,750	\$16,942	\$75,026	\$42,167

The recommended new positions include four in the Accounting Division (Clerk 3, Clerk 2, Clerk 1 and Office Assistant) and one in the Data Processing Division (Computer Operator). FINANCE COMMITTEE REPORT April 9, 1990 Page 3

To pay for these costs the recommendation includes the following reductions:

Election Expense	\$25 <b>,</b> 000
Data Processing Capital Outlay	\$ 9,500
General Fund Category	<b>\$40,526</b>
Building Fund Contingency	\$42,167

The details of the Budget and Appropriations changes are shown on Exhibits A and B of Ordinance No. 90-338A.

Ordinance No. 90-338A also amends the Pay and Classification Plan to add classification descriptions for the Computer Operator (Exhibit C); Technical Specialist (Exhibit D); and Computer Programer (Exhibit E).

DEC:aeb Attachments

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ACCOUNT #	DESCRIPTION						JDGET
		FTE	AHOUNT	FTE	Amount	FTE	AHOUNT
GENERAL FUND	):Accounting				*********		
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.16	9,949			0.16	9,949
	Hanagers (Finan., Const.)	0.25	14,745			0.25	14,745
	Chief Accountant	1.00	52,454			1.00	52,454
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk		0	0.25	6,786	0.25	6,786
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.75	12,842			0.75	12,842
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3		0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474		4,035		42,509
	Accounting Clerk 1		0	0.50	7,150		7,150
	Office Assistant		0	0.50	6,535	0.50	6,535
511400	OVERTIME		1,512				1,512
512000	FRINGE		81,653		7,213		88,866
·	Total Personal Services	9.16	355,179	1.50	30,482	10.66	385,661
	Materials & Services						
521100	Office Supplies		6,767		9,300		16,067
521110	Computer Software		1,695		795		2,490
521310	Subscriptions		443				443
521320	Dues		1,065				1,065
524110	Accounting & Auditing Services		31,000				31,000
526500	Travel		2,464				2,464
526700	Temporary Help Services		1,020				1,020
526800	Training, Tuition, Conferences		4,560				4,560
526900	Misc Other Purchased Services		12,500			1.5	12,500
529800	Miscellaneous		1,150			、 ·	1,150
	Total Materials & Services		62,664		10,095		72,759
	Capital Outlay		1 A.				•
571500	Purchases-Office Furniture & Equipment		12,185		20,300		32,485
	Total Capital Outlay		12,185		20,300		32,485
]	OTAL EXPENDITURES	9.16	430,028	1.50	60,877	10.66	490,905

	FISCAL YEAR 1989-90		URR <b>ENT</b> UDGET	RE	REVISION		)POSED IDGE <b>T</b>
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUNI	D:Management Services						
	Total Personal Services	8.42	314,795			8.42	314,795
	Materials & Services						
521100	Office Supplies		14,185				14,185
521240	Graphics/Reprographic Supplies		500				500
521260	Printing Supplies						
521290			33,637			•	33,637
	Other Supplies		400				400
521310	Subscriptions		124				124
521320	Dues Tuele t tubuicente		440				440
521400	Fuels & Lubricants		5,200		• • • •		5,200
524190	Misc. Professional Services		15,983		3,000		18,983
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		48,679				48,679
525710	Equipment Rental		2,240				2,240
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		1,000				1,000
526310	Printing Services		2,085			• *	2,085
526410	Telephone		33,045				33,045
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		800				800
526700	Temporary Help Services		2,592				2,592
526800	Training, Tuition, Conferences		3,750				3,750
528100	License, Permits, Payments to Other Agencies	5	7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		700		••••		700
529800	Hiscellaneous		50		750		800
531100	Capital Lease Payments-Furniture & Equipmen	t	85,563				85,563
	Total Materials & Services		414,277		(21,250)		393,027
	Capital Outlay				•.		
571500	Purchases-Office Furniture & Equipment		8,800				8,800
•	Total Capital Outlay		8,800				8,800
1	TOTAL EXPENDITURES	8.42	737,872	0.00	(21,250)	8.42	716,622

	FISCAL YEAR 1989-90		URRENT UDGET	REV	ISION		OPOSED Udget
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUN	D:Data Processing						
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)				• •		
	Directors	0.17	10,531			0.17	10,531
	Managers (Pinan., Const.)	0.25	14,688			0.25	
	Data Processing Administrator	1.00	45,088		÷.,	1.00	45,088
	D.P. Systems Analyst	2.00	75,006			2.00	75,008
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Computer Operator		0	0.25	5,586		5,586
	D.P. Technical Specialist		. 0	0.25	6,463	0.25	6,463
511221	WAGES-REGULAR EMPLOYEES (full time)		•		1 100		• • • • • • •
	Secretary	0.25	4,495			0.25	4,495
512000	FRINGE		57,539		3,735	0.25	61,274
	Total Personal Services	4.67	249,334	0.50	15,784	5.17	265,118
	Materials & Services						
521100	Office Supplies		23,632		2,000		25,632
521110	Computer Software		25,052		700		70(
521240	Graphics/Reprographic Supplies	ан А	200		100	•	200
521290	Other Supplies		800				. 800
521310	Subscriptions		2,200				2,200
524190	Nisc. Professional Services		11,500			•	11,500
525640	Maintenance & Repairs Services-Equipment		54,181		863		
525710	Equipment Rental				003		55,044
526200	Ads & Legal Notices		1,200 300		÷		1,200
526410	Telephone						300
526500	Travel		3,136				3,13
526700			11,400				11,400
526800	Temporary Help Services Training, Tuition, Conferences		340		500		34(
529500	Heating, fullion, conferences Neetings		12,840		500		13,340
529800	Niscellaneous		300				30(
531100	Capital Lease Payments-Furniture & Equipme		500		C 011		500
221100	capital bease rajments-ruinitule a Equipme		158,598		6,911		165,509
	Total Materials & Services		281,127		10,974		292,101
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		27,010		(6,000)		21,010
	Total Capital Outlay		27,010		(6,000)		21,010
1	TOTAL EXPENDITURES	4.67	557,471	0.50	20,758	 5.17	578,229

	FISCAL YEAR 1989-90		CURRENT BUDGET	REV	ISION		ROPOSED BUDGE <b>t</b>
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	fte	AMOUNT	FTE	Anount
GENERAL FUN	D:Finance & Administration						
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	1.00	62,142			1.00	62,142
	Managers (Pinan., Const.)	2.00	115,114	· .		2.00	115,114
	Personnel Manager	1.00	48,642			1.00	48,642
	Data Processing Administrator	1.00	45,088			1.00	45,088
	Chief Accountant	1.00	52,454			1.00	52,454
	Sr. Management Analyst	1.50	50,528			1.50	50,528
	Assoc. Management Analyst	4.00	131,754			4.00	131,754
	Support Services Supervisor	0.50	20,182			0.50	20,182
	D.P. Systems Analyst	2.00	75,006		. *	2.00	75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk	0.00	0	0.25	6,786	0.25	6,786
	Computer Operator	0.00	0	0.25	5,586	0.25	5,586
	D.P. Techincal Specialist		0	0.25	6,463		
511221	WAGES-REGULAR EMPLOYEES (full time)	•					
	Administrative Secretary	2.75	60,981			2.75	60,981
	Secretary	1.00	17,337			1.00	17,337
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Receptionist	1.00	19,237			1.00	19,237
	Reproduction Clerk	1.00	23,519			1.00	23,519
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3	0.00	0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.50	7,150	0.50	7,150
• • •	Building Operations Worker	0.50	9,437			0.50	9,437
	Office Assistant		0	0.50	6,535	0.50	6,535
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	1.25	25,337			1.25	25,337
511400	OVERTIME		4,246				4,246
512000	FRINCE		294,939		10,948		305,887
•	Total Personal Services	29.50		2.00	46,266	31.50	

\*1=1313

FISCAL YEAR 1989-90			CURRENT BUDGET	REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AHOUNT	FTE	AMOUNT	FTE	AMOUN
GENERAL FUNI	D:Finance & Administration (cont'd)						
	Materials & Services						
521100	Office Supplies		47,365		11,300		58,66
521110	Computer Software		1,695		1,495		3,19
521240	Graphics/Reprographic Supplies		700	·	·		70
521260	Printing Supplies		33,637				33,63
521290	Other Supplies		1,200	· .			1,20
521310	Subscriptions		3,544				3,54
521320	Dues		2,458				2,45
521400	Fuels & Lubricants		5,200				5,20
524110	Accounting & Auditing Services		31,000				31,00
524190	Nisc. Professional Services		43,215		3,000		46,21
525630	Maintenance & Repairs Services-Vehicles		3,575		0,000		3,57
525640	Maintenance & Repairs Services-Equipment		102,860		863		103,72
525710	Equipment Rental		3,640	1	005		3,64
525732	Operating Lease Payments-Vehicles		15,780				15,78
526200	Ads & Legal Notices		18,442				
526310	÷						18,44
	Printing Services		4,585				4,58
526410	Telephone		36,181		•		36,18
526420	Postage		45,580			· .	45,58
526440	Delivery Services		200	•			20
526500	Travel		17,041				17,04
526700	Temporary Help Services		3,952				3,95
526800	Training, Tuition, Conferences		27,076		500		27,57
526900	Misc. Other Purchased Services		12,500				12,50
528100	License, Permits, Payments to Other Agencie	25	7,640				7,64
528200	Election Expense		90,529		(25,000)		65,52
529500	Heetings		1,400				1,40
529800	Miscellaneous		1,700		750		2,45
531100	. Capital Lease Payments-Furniture & Equipmen	nt	244,161		6,911		251,07
	Total Haterials & Services		806,856		(181)		806,67
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		62,575		14,300		76,87
	Total Capital Outlay		62,575		14,300		76,87
1	TOTAL EXPENDITURES	29.50	2,149,385	2.00	60,385	31.50	2,209,770

	FISCAL YEAR 1989-90		CURRENT BUDGET	RE	VISION		ROPOSED BUDGET
ACCOUNT #	DESCRIPTION	PTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FU	ND:General Expenses						
	Interfund Transfers						
581513 581615 582140	Trans. Indirect Costs to Bldg. Fund Trans. Indirect Costs to Insurance Fund Trans. Resources to Plan. Fund		210,760 33,733 37,612				210,760 33,733 37,612
	Total Interfund Transfers Contingency and Unappropriated Balance		282,105		0	•	282,105
599999	Contingency		87,086		(60,385)		26,701
	Total Contingency and Unappropriated Balance		87,086		(60,385)		26,701
	TOTAL EXPENDITURES	60.65	4,313,357	2.00	0	62.65	4,313,357

FISCAL YEAR 1989-90			JRRENT JDGET	REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AHOUNT	PTE	AMOUNT	FTE	AMOUNT
BUILDING MAI	IAGENENT					• • • • • • • • • • • • • • • • • • •	
	Total Personal Services	1.83	73,109			1.83	73,109
	Materials & Services					· ·	
521100	Office Supplies		650				65(
521220	Custodial Supplies		10,520				10,520
521240	Graphics/Reprographic Supplies		500				50(
521290	Other Supplies		600				60(
521292	Small Tools		750				750
521310	Subscriptions		75				7!
521320	Dues		175				17
521510	Maintenance & Repairs Supplies-Building		2,000	•			2,000
524190	Misc. Professional Services		2,619		2,500		5,119
525110	Otilities-Electricity		85,416		2,000		85,410
525120	Utilities-Water & Sewer		3,415				3,41
525130	Otilities-Natural Gas		24,945				24,94
525190	Dtilities-Other		4,156				4,15
525200	Cleaning Services		37,924				37,92
525610	Maintenance & Repairs Services-Building		24,689		2,750		27,43
525620	Maintenance & Repairs Services Grounds		3,408		2,150		3,40
525731	Operating Lease Payments-Building		234,388				234,388
526200	Ads & Legal Notices		1,050				
526440	Delivery Services		1,030				1,050 100
526500	Travel		420				420
526500	Temporary Help Services						
526800	Training, Tuition, Conferences		1,884		*		1,884
			1,000				1,000
528100	License, Permits, Payments to Other Agencies	5	4,550				4,550
528310	Real Property Taxes		16,600				16,600
529500	Neetings		300				300
529800	Miscellaneous		1,300				1,300
	Total Materials & Services		463,434		5,250		468,684
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		6,800				6,800
574570	Construction Work/Materials-Leasehold Imp.		19,500		36,917		56,417
	Total Capital Outlay		26,300		36,917		63,217
	Contingency and Unappropriated Balance						*
F A A A A					/		-
599999	Contingency		42,167		(42,167)		
	Unappropriated Balance		75,000				75,000
	Total Contingency and Unappropriated Balance		117,167		(42,167)		.75,00
•	TOTAL EXPENDITURES	1.83	680,010		0	1.83	680,01

# EXHIBIT B ORDINANCE NO. 90-338A SCHEDULE OF APPROPRIATIONS FY 1989-90 Revised 4/6/90 Minority Report Recommendations

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
NERAL FUND			·
Council			
Personal Services	319,762	0	319,762
Materials & Services:	157,884	0	157,884
Capital Outlay:	4,700	0	4,700
Subtotal	482,346	0	482,346
General Counsel			
Personal Services	253,022	0	253,022
Materials & Services	24,839	0	24,839
Capital Outlay:	612	0	612
Subtotal	278,473	0	278,473
Executive Hanagement			
Personal Services	463,529	0	463,529
Materials & Services:	69,549	0	69,549
Capital Outlay:	5,330	· · O	5,330
Subtotal	538,408	0	538,408
Finance & Administration	:		
Personal Services	1,279,954	46,266	1,326,220
Materials & Services:	806,856	(181)	806,675
Capital Outlay:	62,575	14,300	76,875
Subtotal	2,149,385	60,385	2,209,770
Public Affairs	: •		
Personal Services	422,207	0	422,207
Materials & Services:	68,817	0	68,817
Capital Outlay:	4,530	0	4,530
Subtotal	495,554	0	495,554
General Expense		* .	
Contingency	87,086	(60,385)	26,701
Transfers	282,105	0	282,105
Subtotal	369,191	(60,385)	308,806
Unappropriated Balance	0	0	0
otal General Fund Requirements	4,313,357	0	4,313,357

# EXHIBIT B ORDINANCE NO. 90-338A SCHEDULE OF APPROPRIATIONS FY 1989-90 Revised 4/6/90 Minority Report Recommendations

· •	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
BUILDING MANAGEMENT FUND			
Personal Services	73,109	. 0	73,109
Materials & Services:	463,434	5,250	468,684
Capital Outlay:	26,300	36,917	63,217
Contingency	42,167	(42,167)	0
Unappropriated Balance	75,000	Û Û	75,000
otal Building Management Fund Requirements	680,010	0	680,010

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

CONTRACT EXHIBIT C

Metro Class No. 634 Title: Data Processing Operator Established Mar. 1990 Revised EEO AA

Salary Grade: 11 (Subject to Negotiation)

# GENERAL STATEMENT OF DUTIES

Provides operator services and technical support for centralized computer operations systems to ensure the timely delivery of automated information to users. Position is responsible for monitoring the system, maintenance of system logs, running special projects and ensuring that system supplies are available as needed.

### SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

# SUPERVISION EXERCISED

None

# EXAMPLES OF PRINCIPAL DUTIES

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

1. Schedules computer activities to ensure that adequate computing capacity and capability are available to meet identified needs.

2. Performs system backup functions and related tasks including maintenance of tape library and offsite storage facility.

3. Insures that all standards, procedures and policies related to data processing operations are implemented and followed.

4. Communicate with system users to provide troubleshooting services and assistance.

5. Identifies system problems and proposes solutions.

6. Maintains records of all operational activities in system log including corrections and modifications. Communicates changes to users.

7. Monitors inventory or computer supplies; orders as needed.

8. Performs other related duties as assigned.

# <u>RECRUITING REQUIREMENTS;</u> <u>KNOWLEDGE, SKILL, ABILITY</u>

- Knowledge of data processing operations, equipment, procedures and applications

- Knowledge of automated management information systems

- Ability to document data processing operations concepts and communicate such concepts to a variety of people including nontechnical personnel

- Ability to follow oral and written instructions and interpret technical procedural information

- Ability to remain current on technical data processing operations skills

- Ability to work independently or as a member of a team

- Ability to communicate effectively orally and in writing

- Skill in communicating effectively orally and in writing

#### EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related discipline, and a minimum of two years experience in a commercial environment with A series computer using MCP operating system; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job. Metro Class No. 637 Title: Technical Specialist Established March 1990 Revised EEO AA

Salary Grade: 14 (Subject to negotiation)

### GENERAL STATEMENT OF DUTIES

Provides technical support to PC users throughout the organization assisting with hardware, software and communication problems including installing software programs and providing training on the use of such programs.

#### SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

#### SUPERVISION EXERCISED

None

### EXAMPLES OF PRINCIPAL DUTIES

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

1. Provides technical assistance and troubleshooting to PC users.

2. Assists in the purchase and installation of new computer (PC) systems.

3. Installs software packages and modems.

4. Provides training in the use of software packages.

5. Pulls communication cables for mainframe

6. Maintains inventory of PC supplies and purchases supplies as needed.

7. Maintains library of technical materials for PCs including technical manuals and software documentation.

8. Serves as backup to A-4 operator.

9. Performs other related duties as assigned.

# RECRUITING REQUIREMENTS KNOWLEDGE, SKILL, ABILITY

- Extensive knowledge of PCs and other related equipment (printers, modems, networks) and of software (operating systems and applications).

- Some knowledge of mainframe computers

- Knowledge of effective documentation and record keeping methods

- Knowledge of electronic devices (volt/ohm meters)

- Ability to identify computer problems, their sources and solutions and communicate with users to develop effective solutions

- Ability to provide technical training to non-technical staff

- Ability to work independently and as a member of a team

- Ability to communicate effectively orally and in writing

# EXPERIENCE AND TRAINING

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> Associate degree in computer technology and a minimum of two years experience working with PC users in a non-technical environment; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job.

MetroEstablished March 1990Class No. 638RevisedTitle:Programmer AnalystEEO<br/>AASalary Grade:16 (Subject to Negotiation)

# GENERAL STATEMENT OF DUTIES:

Creates and maintains computer applications in standard high level language, fourth generation languages, and non-procedural packages. Responsibilities cover the entire scope of program development; ie. analysis, program design, coding, testing, installation, user training, documentation and maintenance.

#### SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

# SUPERVISION EXERCISED

None

# EXAMPLES OF PRINCIPAL DUTIES:

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

1. Oversees applications on all agency computers including: A-4F, Personal Computers, UNIX systems and VAX.

2. Works cooperatively with other data processing staff and users to develop and maintain computerized application systems.

3. Participates in peer reviews.

4. Attends and contributes to departmental and divisional staff meetings.

5. Interviews users to determine system requirements, review program design and provide instruction in utilization of computer systems.

6. Implements and maintains computer applications identified in the long range Data Processing Plan and annual plan review.

7. Performs other related duties as assigned.

# RECRUITING REQUIREMENTS: KNOWLEDGE, SKILL, ABILITY

- Considerable knowledge of modern computer equipment and software, particularly third and fourth generation languages.

- Considerable knowledge of non-procedural computing tools such as spreadsheets and databases.

- Knowledge of industry trends and developments

- Knowledge of effective documentation and record keeping requirements.

- Ability to analyze needs, perform program design, coding, testing, installation, documentation and maintenance functions within the scope of a long range department plan.

- Ability to communicate effectively orally and in writing

- Ability to work independently and as part of a team



METRO

2000 S.W. First Avenue Portland, OR 97201-5398 503/221-1646

# Memorandum

DATE: April 9, 1990

TO: Metro Council

FROM: Donald E. Carlson, Council Administrator

RE: COMMITTEE REPORT AND MINORITY REPORT FOR ORDINANCE NO. 90-338

Please find attached the Finance Committee report and Councilor Devlin's Minority Report on Ordinance No. 90-338. These reports will be considered by the Council at its April 12, 1990, meeting under Agenda Item No. 6.1.

# ATTACHMENT 1 (Fin. Commm. Report) Ord. 90-338A





2000 S.W. First Avenue Portland, OR 97201-5398 503/221-1646

METRO

- DATE: March 19, 1990
- TO: Finance Committee

FROM: Donald E. Carlson, Council Administrator

RE: Ordinance No. 90-338 Amending the FY 1989-90 Budget and Appropriations Schedule to Authorize Additional Positions and Related Materials and Services and Capital Outlay Expenses for the Accounting and Data Processing Divisions

The purpose of this memo is to provide an alternate proposal to the budget request included in Ordinance No. 90-338. Based on the need to "gear up" to handle additional work anticipated as a result of merger of the MERC systems into the Metro accounting and data processing systems, Council staff supports the request, but at a reduced level.

Staff recommends that three positions be added to the Accounting Division (Accounting Clerk III, Accounting Clerk II and Accounting Clerk I) and that the Lead Accounting Clerk position be upgraded from a Non-Exempt Wages position to an exempt Salaried position. These recommendations are somewhat in line with the Draft Phase I findings of the Performance Auditors who indicate that approximately 2.25 FTE positions were provided by the City of Portland to the ERC for accounting type functions. In addition to the staffing level recommendation, we recommend that \$6,500 be added to the Accounting Office Supplies line item (three desks at \$1,200/each and three computer terminals at \$800/ each) and \$20,300 be added for Capital Outlay (one PC and divider panels).

Regarding the Data Processing Division request, staff recommends that two positions be added; a Data Processing Systems Analyst and a Computer Operator. The Systems Analyst appears to be necessary to meet increased work for the MERC VAX computer system and the Computer Operator was a need identified in the last Financial Audit Management Letter. Staff recommends that the requested \$3,336 in Materials and Services requests be approved as well as the \$7,250 reduction in Capital Outlay.

Attached as Exhibit A is a detailed listing of the recommended changes. It shows that these recommendations would add \$41,944 in expenditure authority for Accounting and \$7,074 for Data Processing. The total for the Finance and Administration Department is \$49,018.

FINANCE COMMITTEE March 19, 1990 Page Two

To pay for these costs staff recommends that \$25,000 be reduced from the election expense line item in the Finance and Administration Department budget (this would leave a balance of \$65,529) and \$24,018 be transferred from the General Fund Contingency Category (this would leave a balance of \$63,068).

The Ordinance also requests an amendment to the Building Management Fund to transfer funds from Contingency to the Capital Outlay category for office space improvements. Staff has no reaction at this point since we have not discussed office space plans with Finance and Administration management.

DEC:aeb A:\FIN0319.MEM

# ACCOUNTING DIVISION

# PERSONNEL SERVICES

	Analyst (400 hrs. Computer Operator		\$ 6,308 \$11.70) <u>4,680</u>
	Subtotal		\$10,988

# MATERIALS & SERVICES

Office Supplies	\$	961
Computer Software	1	1,225
Ads & Legal		300
Training & Tuition	-	850
-		

Subtotal \$ 3,336

# CAPITAL OUTLAY

Office Furniture	(\$ 7,250)
Subtotal	(\$ 7,250)
TOTAL ACCOUNTING	\$ 7,074

# FINANCE AND ADMINISTRATION DEPARTMENT TOTAL

PERSONAL SERVICES	\$26,132
MATERIALS & SERVICES	9,836
CAPITAL OUTLAY	_13,050
TOTAL	\$49,018

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# ACCOUNTING DIVISION

# PERSONNEL SERVICES

Accounting Clerk	III (400 hrs. x \$11.20) II (400 hrs. x \$9.26) I (400 hrs. x \$7.63)	\$ 4,524 4,480 3,704 3,052 ( 4,200)
Subtotal Fringe @ 31%		\$11,560 <u>3,584</u>
Subtotal	Personnel Services	\$15,144
<u>MATERIALS &amp; SERVIC</u> Office Supplies	<u>ES</u>	<u> </u>
Subtotal		\$ 6,500
CAPITAL OUTLAY		
Office Furniture		20,300
Subtotal		\$20,300
TOTAL ACCOUNTING		\$41,944

# EXHIBIT B ORDINANCE NO. 90-338A SCHEDULE OF APPROPRIATIONS FY 1989-90 Revised 3/30/90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION	
ENERAL PUND				
Council				
Personal Services	319,762	0	319,762	
Materials & Services:	157,884	Ő	157,884	
Capital Outlay:	4,700	Û	4,700	
Subtotal	482,346	0	482,346	
General Counsel				
Personal Services	253,022	0	253,022	
Materials & Services	24,839	Ō	24,839	
Capital Outlay:	612	Û	612	
Subtotal	278,473	0	278,473	
Executive Management				
Personal Services	463,529	0	462 530	
Naterials & Services:	69,549	0	463,529 69,549	
Capital Outlay:	5,330	0		
capital outlay.		V 	5,330	
Subtotal	538,408	0	538,408	
Finance & Administration				
Personal Services	1,279,954	33,117	1,313,071	
Materials & Services:	806,856	(3,391)	803,465	
Capital Outlay:	62,575	10,800	73,375	
Subtotal	2,149,385	40,526	2,189,911	
Public Affairs				
Personal Services	422,207	0	422,207	
Materials & Services:	68,817	0	68,817	
Capital Outlay:	4,530	0	4,530	
Subtotal	495,554	0	495,554	
General Expense				
Contingency	87,086	(40,526)	46,560	
Transfers	282,105	0	282,105	
Subtotal	369,191	(40,526)	328,665	
Unappropriated Balance	0	0	0	
otal General Fund Reguirements	4,313,357	0	4,313,357	

# EXHIBIT B ORDINANCE NO. 90-338A SCHEDULE OF APPROPRIATIONS FY 1989-90 Revised 3/30/90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
BUILDING MANAGEMENT FUND			
Personal Services	73,109	0	73,109
Materials & Services:	463,434	5,250	468,684
Capital Outlay:	26,300	36,917	63,217
Contingency	42,167	(42,167)	. 0
Unappropriated Balance	75,000	Û Û	75,000
Fotal Building Management Fund Requirements	680,010	0	680,010

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ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

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Metro Class No. 634 Title: Data Processing Operator Established Mar. 1990 Revised EEO AA

Salary Grade: 11 (Subject to Negotiation)

#### GENERAL STATEMENT OF DUTIES

Provides operator services and technical support for centralized computer operations systems to ensure the timely delivery of automated information to users. Position is responsible for monitoring the system, maintenance of system logs, running special projects and ensuring that system supplies are available as needed.

#### SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

#### SUPERVISION\_EXERCISED

None

#### EXAMPLES OF PRINCIPAL DUTIES

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

1. Schedules computer activities to ensure that adequate computing capacity and capability are available to meet identified needs.

2. Performs system backup functions and related tasks including maintenance of tape library and offsite storage facility.

3. Insures that all standards, procedures and policies related to data processing operations are implemented and followed.

4. Communicate with system users to provide troubleshooting services and assistance.

5. Identifies system problems and proposes solutions.

6. Maintains records of all operational activities in system log including corrections and modifications. Communicates changes to users.

7. Monitors inventory or computer supplies; orders as needed.

8. Performs other related duties as assigned.

# <u>RECRUITING REOUIREMENTS;</u> <u>KNOWLEDGE, SKILL, ABILITY</u>

- Knowledge of data processing operations, equipment, procedures and applications

- Knowledge of automated management information systems

- Ability to document data processing operations concepts and communicate such concepts to a variety of people including nontechnical personnel

- Ability to follow oral and written instructions and interpret technical procedural information

- Ability to remain current on technical data processing operations skills

- Ability to work independently or as a member of a team

- Ability to communicate effectively orally and in writing

- Skill in communicating effectively orally and in writing

### EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related discipline, and a minimum of two years experience in a commercial environment with A series computer using MCP operating system; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job. Metro Class No. 637 Title: Technical Specialist Established March 1990 Revised EEO AA

Salary Grade: 14 (Subject to negotiation)

#### GENERAL STATEMENT OF DUTIES

Provides technical support to PC users throughout the organization assisting with hardware, software and communication problems including installing software programs and providing training on the use of such programs.

### SUPERVISION\_RECEIVED

Supervision is received from the Data Processing Administrator

SUPERVISION EXERCISED

None

#### EXAMPLES OF PRINCIPAL DUTIES

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

1. Provides technical assistance and troubleshooting to PC users.

2. Assists in the purchase and installation of new computer (PC) systems.

3. Installs software packages and modems.

4. Provides training in the use of software packages.

5. Pulls communication cables for mainframe

6. Maintains inventory of PC supplies and purchases supplies as needed.

7. Maintains library of technical materials for PCs including technical manuals and software documentation.

8. Serves as backup to A-4 operator.

9. Performs other related duties as assigned.

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# RECRUITING REQUIREMENTS KNOWLEDGE, SKILL, ABILITY

- Extensive knowledge of PCs and other related equipment (printers, modems, networks) and of software (operating systems and applications).

- Some knowledge of mainframe computers

- Knowledge of effective documentation and record keeping methods

- Knowledge of electronic devices (volt/ohm meters)

- Ability to identify computer problems, their sources and solutions and communicate with users to develop effective solutions

- Ability to provide technical training to non-technical staff

- Ability to work independently and as a member of a team

- Ability to communicate effectively orally and in writing

# EXPERIENCE AND TRAINING

Associate degree in computer technology and a minimum of two years experience working with PC users in a non-technical environment; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job. Metro Class No. 638 Title: Programmer Analyst Established March 1990 Revised EEO AA

Salary Grade: 16 (Subject to Negotiation)

# GENERAL STATEMENT OF DUTIES:

Creates and maintains computer applications in standard high level language, fourth generation languages, and non-procedural packages. Responsibilities cover the entire scope of program development; ie. analysis, program design, coding, testing, installation, user training, documentation and maintenance.

# SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

# SUPERVISION EXERCISED

None

#### EXAMPLES OF PRINCIPAL DUTIES:

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

1. Oversees applications on all agency computers including: A-4F, Personal Computers, UNIX systems and VAX.

2. Works cooperatively with other data processing staff and users to develop and maintain computerized application systems.

3. Participates in peer reviews.

4. Attends and contributes to departmental and divisional staff meetings.

5. Interviews users to determine system requirements, review program design and provide instruction in utilization of computer systems.

6. Implements and maintains computer applications identified in the long range Data Processing Plan and annual plan review.

7. Performs other related duties as assigned.

# RECRUITING REOUIREMENTS:

# KNOWLEDGE, SKILL, ABILITY

- Considerable knowledge of modern computer equipment and software, particularly third and fourth generation languages.

- Considerable knowledge of non-procedural computing tools such as spreadsheets and databases.

- Knowledge of industry trends and developments

- Knowledge of effective documentation and record keeping requirements.

- Ability to analyze needs, perform program design, coding, testing, installation, documentation and maintenance functions within the scope of a long range department plan.

- Ability to communicate effectively orally and in writing

- Ability to work independently and as part of a team

	FISCAL YEAR 1989-90	В	URRENT UDGET	REV	ISION		)POSED JDGET
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AHOUNT	PTE	AMOUNT
GENERAL PUN	D:Accounting						
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.16	9,949			0.16	9,949
	Managers (Finan., Const.)	0.25	14,745			0.25	14,745
	Chief Accountant	1.00	52,454			1.00	52,454
	Senior Accountant	3.00	98,526			3.00	98,526
	Lead Accounting Clerk		0	0.25	6,786	0.25	6,786
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.75	12,842			0.75	12,842
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3		0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.25	3,575	0.25	3,575
	Office Assistant		0	0.50	6,535	0.50	6,535
511400	OVERTIME		1,512				1,512
512000	PRINGE		81,653		6,105		87,758
	Total Personal Services	9.16		1.25		10.41	380,978
	Materials & Services						
521100	Office Supplies		6,767		7,440	-	14,207
521110	Computer Software		1,695		795		2,490
521310	Subscriptions		443				443
521320	Dues		1,065				1,065
524110	Accounting & Auditing Services		31,000				31,000
526500	Travel		2,464				2,464
526700	Temporary Help Services		1,020				1,020
526800	Training, Tuition, Conferences		4,560				4,560
526900	Misc Other Purchased Services		12,500				12,500
529800	Miscellaneous		1,150				1,150
	Total Materials & Services		62,664		8,235		70,899
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		12,185		20,300		32,485
	Total Capital Outlay		12,185		20,300		32,485
!	TOTAL EXPENDITURES	9.16	430,028	1.25	54,334	10.41	484,362

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	FISCAL YEAR 1989-90		URRENT UDGET	RE	VISION		OPOSED UDGET
ACCOUNT #	DESCRIPTION	FTE	AHOUNT	FTE	AMOUNT	FTE	AHOUNT
GENERAL FUN	ID:Management Services						
	Total Personal Services	8.42	314,795			8.42	314,795
	Waterials & Services						
521100	Office Supplies		14,185				14,185
521240	Graphics/Reprographic Supplies		500				500
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		400				400
521310	Subscriptions		124				124
521320	Dues		440				440
521400	Fuels & Lubricants		5,200				5,200
524190	Misc. Professional Services		15,983		3,000		
525630	Maintenance & Repairs Services-Vehicles		3,575		5,000		18,983
525640	Haintenance & Repairs Services-Venicles						3,575
525710	Rquipment Rental		48,679				48,679
525732			2,240				2,240
	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		1,000				1,000
526310	Printing Services		2,085				2,085
526410	Telephone		33,045				33,045
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		800				800
526700	Temporary Help Services		2,592				2,592
526800	Training, Tuition, Conferences		3,750				3,750
528100	License, Permits, Payments to Other Agencies	5	7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		700		••••		700
529800	Miscellaneous		- 50		750		800
- 531100	Capital Lease Payments-Furniture & Equipment		85,563				85,563
	Total Materials & Services		414,277		(21,250)		393,027
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		8,800				8,800
	Total Capital Outlay		8,800				8,800
	TOTAL EXPENDITURES	8.42	737,872	0.00	(21,250)	8.42	716,622

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	FISCAL YEAR 1989-90		URRENT UDGET	REV	ISION		)POSED JDGET
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNI
GENERAL FUN	D:Data Processing						
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.17	10,531			0.17	10,531
	Hanagers (Finan., Const.)	0.25	14,688			0.25	14,688
	Data Processing Administrator	1.00	45,088			1.00	45,08
	D.P. Systems Analyst	2.00	75,006			2.00	
	D.P. Operations Analyst	1.00	41,987			1.00	41,98
	Computer Operator		0	0.25	5,586	0.25	5,58
511221	WAGES-REGULAR EMPLOYEES (full time)				-		·
	Secretary	0.25	4,495			0.25	4,49
512000	FRINGE		57,539		1,732		59,27
	Total Personal Services	4.67	249,334	0.25	7,318	4.92	256,65
	Materials & Services						
521100	Office Supplies		23,632		1,000		24,63
521110	Computer Software		0		350		35
521240	Graphics/Reprographic Supplies		200				20
521290	Other Supplies		800				80
521310	Subscriptions		2,200				2,20
524190	Misc. Professional Services		11,500				11,50
525640	Maintenance & Repairs Services-Equipment		54,181		863		55,04
525710	Equipment Rental		1,200				1,20
526200	Ads & Legal Notices		300				30
526410	Telephone		3,136				3,13
526500	Travel		11,400				11,40
526700	Temporary Help Services		340				34
526800	Training, Tuition, Conferences		12,840		500		13,34
529500	Meetings		300				30
529800	Kiscellaneous		500				50
531100	Capital Lease Payments-Furniture & Equipme	,	158,598		6,911		165,50
	Total Materials & Services		281,127		9,624		290,75
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		27,010		(9,500)		17,51
	Total Capital Outlay		27,010		(9,500)		17,51
	TOTAL EXPENDITURES	4.67	557,471	0.25	7,442	4.92	564,91

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FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AHOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUN	D:Finance & Administration						
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
·.	Directors	1.00	62,142			1.00	62,142
	Managers (Pinan., Const.)	2.00				2.00	
	Personnel Manager	1.00	48,642			1.00	48,642
	Data Processing Administrator	1.00	45,088			1.00	45,088
	Chief Accountant	1.00	52,454			1.00	52,454
	Sr. Management Analyst	1.50	50,528			1.50	50,528
	Assoc. Management Analyst	4.00	131,754			4.00	131,754
	Support Services Supervisor	0.50	20,182			0.50	20,182
	D.P. Systems Analyst	2.00	75,006			2.00	75,00
	D.P. Operations Analyst	1.00	41,987			1.00	41,98
	Senior Accountant	3.00				3.00	98,52
	Lead Accounting Clerk	0.00	0	0.25	6,786		6,78
	Computer Operator	0.00	0	0.25	5,586		
511221	WAGES-REGULAR EMPLOYEES (full time)				•		
	Administrative Secretary	2.75	60,981			2.75	60,98
	Secretary	1.00	17,337			1.00	17,33
	Lead Accounting Clerk	1.00	•	(0.25)	(6,300)		18,90
	Receptionist	1.00	19,237	1	( ) ) ) ) )	1.00	19,23
	Reproduction Clerk	1.00	23,519			1.00	23,51
	Payroll Clerk	1.00				1.00	19,82
	Accounting Clerk 3	0.00	0	0.25	5,063	0.25	5,063
	Accounting Clerk 2	2.00	38,474	0.25		2.25	42,50
	Accounting Clerk 1		0	0.25		0.25	3,57
	Building Operations Worker	0.50	9,437			0.50	9,43
	Office Assistant		0	0.50	6,535	0.50	6,53
511235	WAGES-TEMPORARY EMPLOYEES (part time)						•
	Temporary Administrative Support	1.25	25,337			1.25	25,33
511400	OVERTINE		4,246				4,24
512000	FRINGE		294,939		7,837		302,770
	Total Personal Services	29.50	1,279,954	1.50	33,117	31.00	1,313,071

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	FISCAL YEAR 1989-90	1	CURRENT BUDGET	RE	VISION		ROPOSED BUDGET
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AHOUNT
GENERAL FON	D:Finance & Administration (cont'd)				*		
	Materials & Services						
521100	Office Supplies		47,365		8,440		55,805
521110	Computer Software		1,695		1,145		2,840
521240	Graphics/Reprographic Supplies		700				700
521260	Printing Supplies		33,637				33,637
521290	Other Supplies		1,200				1,200
521310	Subscriptions		3,544				3,544
521320	Dues		2,458				2,458
521400	Fuels & Lubricants		5,200				5,200
524110	Accounting & Auditing Services		31,000			•	31,000
524190	Misc. Professional Services		43,215		3,000		46,215
525630	Maintenance & Repairs Services-Vehicles		3,575		5,000		3,575
525640	Maintenance & Repairs Services-Equipment		102,860		863		103,723
525710	Equipment Rental		3,640		003		
525732	Operating Lease Payments-Vehicles		15,780				3,640
526200	Ads & Legal Notices						15,780
526310	Printing Services		18,442				18,442
526410	Telephone		4,585				4,585
526410			36,181				36,181
	Postage		45,580				45,580
526440	Delivery Services		200				200
526500	Travel		17,041				17,041
526700	Temporary Help Services		3,952		•••		3,952
526800	Training, Tuition, Conferences		27,076		500		27,576
526900	Misc. Other Purchased Services		12,500				12,500
528100	License, Permits, Payments to Other Agenci	es	7,640		/		7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Heetings		1,400				1,400
529800	Miscellaneous		1,700		750		2,450
531100	Capital Lease Payments-Furniture & Equipme	nt	244,161		6,911		251,072
	Total Materials & Services		806,856		(3,391)		803,465
	Capital Outlay						
571500	Purchases-Office Purniture & Equipment		62,575		10,800		73,375
	Total Capital Outlay		62,575		10,800		73,375
	TOTAL EXPENDITURES	29.50	2,149,385	1.50	40,526	31.00	2,189,911

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	FISCAL YEAR 1989-90		URRENT SUDGET	RE	VISION		ROPOSED BUDGET
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL PU	ND:General Expenses				*		
	Interfund Transfers						
581513 581615 582140	Trans. Indirect Costs to Bldg. Pund Trans. Indirect Costs to Insurance Fund Trans. Resources to Plan. Fund		210,760 33,733 37,612				210,760 33,733 37,612
	Total Interfund Transfers		282,105		0		282,105
	Contingency and Unappropriated Balance						
599999	Contingency		87,086		(40,526)		46,560
	Total Contingency and Unappropriated Balance		87,086		(40,526)		46,560
	TOTAL EXPENDITURES	60.65	4,313,357	1.50	0	62.15	4,313,357

	FISCAL YEAR 1989-90	1	CURRENT BUDGET	RE	VISION		)POSED IDGET
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AHOUNT	FTE	AMOUNI
BUILDING MAN	IAGEMENT						
	Total Personal Services	1.83	73,109			1.83	73,109
	Materials & Services						
521100	Office Supplies		650				650
521220	Custodial Supplies		10,520				10,520
521240	Graphics/Reprographic Supplies		500				50(
521290	Other Supplies		600				60(
521292	Small Tools		750				750
521310	Subscriptions		75				75
521320	Dues		175				17
521510	Kaintenance & Repairs Supplies-Building		2,000				2,000
524190	Misc. Professional Services		2,619		2,500		5,119
525110	Otilities-Electricity		85,416		2,000		85,410
525120	Utilities-Water & Sewer		3,415				3,41
525130	Utilities-Natural Gas		24,945				24,94
525190	Utilities-Other		4,156				4,15
525200	Cleaning Services		37,924				37,92
525610	Maintenance & Repairs Services-Building		24,689		2,750		27,43
525620	Maintenance & Repairs Services-Grounds		3,408		2,150		3,40
525731	Operating Lease Payments-Building		234,388				234,38
526200	Ads & Legal Notices		1,050				1,050
526440	Delivery Services		100				1,030
526500	Travel		420				420
526700	Temporary Help Services		1,884				1,884
526800	Training, Tuition, Conferences		1,004				1,000
528100	License, Permits, Payments to Other Agencie:		4,550				4,550
528310	Real Property Taxes	5	16,600				16,600
529500	Neetings		300				30(
529800	Hiscellaneous		1,300				1,300
525000			********		•••••		1,500
	Total Materials & Services		463,434		5,250		468,68
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		6,800				6,800
574570	Construction Work/Materials-Leasehold Imp.		19,500		36,917		56,417
	Total Capital Outlay		26,300		36,917		63,217
	Contingency and Unappropriated Balance						
599999	Contingency		42,167		(42,167)		(
	Unappropriated Balance		75,000		(12)101)		75,000
	Total Contingency and Unappropriated Balance		117,167		(42,167)		75,000
1	OTAL EXPENDITURES	1.83	680,010	*****	0	1.83	680,010

# METRO



2000 S.W. First Avenue Portland, OR 97201-5398 503/221-1646 Memorandum

DATE: March 30, 1990

TO: Don Carlson, Council Administrator

FROM: Neil Saling, Acting Finance & Administration Director

REGARDING: REVISED EXHIBITS-ORDINANCE NO. 90-338A

Attached are the revised exhibits for Ordinance No. 90-338A. These exhibits reflect the Council Finance Committee's recommendations of March 19, 1990. In addition, the Ordinance has been modified to include the necessary amendment to the Pay and Classification Plan. Exhibits C, D and E have been included in this packet.

NS/KR/kr Attachment

cc: Jennifer Sims

kr:ord89-90:f&a:exh.mmo

### BEFORE THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT

)

AN ORDINANCE AMENDING ORDINANCE NO. ) 89-294A REVISING THE FY 1989-90 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE MEETING INCREASED ) WORKLOADS IN THE ACCOUNTING AND DATA PROCESSING SECTIONS OF THE FINANCE AND ADMINISTRATION DEPARTMENT

ORDINANCE NO. 90-338A

Introduced by Rena Cusma, Executive Officer

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to modify the FY 1989-90 Budget; and

WHEREAS, The need for a modified budget plan has been justified; and

WHEREAS, Adequate funds exist for identified needs; now, therefore,

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in Exhibits A and B to this Ordinance for the purpose of transferring funds from Contingency and establishing new positions to meet the increased workload in the Accounting and Data Processing sections of the Finance and Administration Department.

2. The Pay and Classification Plan is amended to add the classifications described in Exhibits C, D and E.

ADOPTED by the Council of the Metropolitan Service District this \_\_\_\_\_ day of \_\_\_\_\_, 1990.

Tanya Collier, Presiding Officer

ATTEST:

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Clerk of the Council

kr:ord89-90:f&a:orda Revised 3/30/90

	PISCAL YEAR 1989-90		CURRENT BUDGET	RE	VISION		OPOSED UDGET
ACCOUNT #	DESCRIPTION	PTE	AMOUNT	PTE	ANOUNT	FTE	AMOUN
GENERAL PON	D:Accounting						
	Personal Services		•				
511121	SALARIES-RECOLAR EMPLOYEES (full time)		•				
	Directors	0.16	9,949			0.16	. 9,94
	Managers (Pinan., Const.)	0.25	14,745			0.25	14,74
	Chief Accountant	1.00	52,454			1.00	52,45
	Senior Accountant	3.00	98,526			3.00	98,52
	Lead Accounting Clerk		0	0.25	6,786	0.25	6,78
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Secretary	0.75	12,842			0.75	12,84
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,90
	Payroll Clerk	1.00	19,824			1.00	19,82
	Accounting Clerk 3		. 0	0.25	5,063	0.25	5,06
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,50
	Accounting Clerk 1		. 0	0.25	3,575	0.25	3,57
	Office Assistant	-	0	0.50	6,535		6,53
511400	OVERTIME		1,512				1,51
512000	PRINGE		81,653	•	6,105		87,75
	Total Personal Services	9.16	355,179	1.25	25,799	10.41	380,978
	Materials & Services						
521100	Office Supplies		6,767		7 440		. 14 90
521110	Computer Software		1,695		7,440 795		14,201
521310	Subscriptions		443		133		2,490
521320	Dues		1,065			•	1,06
524110	Accounting & Auditing Services		31,000				31,00
526500	Travel		2,464				2,46
526700	Tenporary Help Services		1,020				1,020
526800	Training, Tuition, Conferences		4,560				4,56
526900	Misc Other Purchased Services		12,500				12,500
529800	Hiscellaneous		1,150				1,15
	Total Materials & Services		62,664		8,235		70,89
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		12,185		20,300		32,485
	Total Capital Outlay		12,185		20,300	•	32,48
T	DTAL EXPENDITURES	9.16	430,028	1.25	54,334	10.41	484,362

	FISCAL YEAR 1989-90		CURRENT BUDGET	RE	VISION		OPOSED IUDGET
ACCOUNT #	DESCRIPTION	PTE		FTE	AHOUNT -	PTE	AHOUNT
GENERAL PUN	D:Hanagement Services						
	Total Personal Services	8.42	314,795			8.42	314,795
	Materials & Services						
521100	Office Supplies		14,185				14 105
521240	Graphics/Reprographic Supplies		500				14,185
521260	Printing Supplies		33,637				500
521290	Other Supplies	· .	400				33,637
521310	Subscriptions		100				400
521320	Dues		440				440
521400	Puels & Lubricants		5,200		5. A.		•
524190.	Nisc. Professional Services		15,983		3,000		5,200
525630	Maintenance & Repairs Services-Vehicles		3,575		5,000		18,983
525640	Maintenance & Repairs Services-Equipment		48,679				3,575
525710	Equipment Rental		2,240				48,679
525732	Operating Lease Payments-Vehicles						2,240
526200	Ads & Legal Notices		15,780				15,780
526310	Printing Services		1,000				1,000
526410	Telephone		2,085				2,085
526420	Postage		33,045				33,045
526440	Delivery Services		45,580				45,580
526500	Travel		200		· .		200
526700	Temporary Help Services		800				800
526800	Training, Tuition, Conferences		2,592				2,592
528100	License, Permits, Payments to Other Agencies		3,750				3,750
528200	Election Expense	5	7,640		( A.F	- •	7,640
529500	Neetings		90,529		(25,000)		65,529
529800	Hiscellaneous		700				. 700
531100	· · · · · · · ·		50		750		800
JJ1100	Capital Lease Payments-Purniture & Equipment	•	85,563				85,563
	Total Materials & Services		414,277		(21,250)	•	393,027
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		8,800				8,800
	Total Capital Outlay		8,800				8,800
Ŧ	OTAL EXPENDITURES	8.42	737,872	0.00	(21,250)	8.42	716,622

	FISCAL YEAR 1989-90		CURRENT Budget	REV	ISION		OPOSED UDGET
ACCOUNT :	DESCRIPTION	PTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUN	ID:Data Processing						
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.17	10,531			0.17	10,531
			14,688				14,688
	Data Processing Administrator		45,088				45,088
			75,006				75,006
	D.P. Operations Analyst		41,987				41,987
	Computer Operator			0.25	5,586		5,586
511221	WAGES-REGULAR EMPLOYEES (full time)						.,
	Secretary	0.25	4,495			0.25	4,495
512000	PRINGE		57,539		1,732		59,271
	Total Personal Services	4.67	249,334		7,318		256,652
	Materials & Services						
521100	Office Supplies		23,632		1,000		24 632
521110	Computer Software		0		350		350
521240	Graphics/Reprographic Supplies		200				200
521290	Other Supplies		800				800
521310	Subscriptions		2,200				2,200
524190	Misc. Professional Services		11,500				11,500
525640	Maintenance & Repairs Services-Equipment		54,181		863		55,044
525710	Equipment Rental		1,200				1,200
526200	Ads & Legal Notices		300				300
526410	Telephone		3,136				3,136
526500	Travel		11,400				11,400
526700	Temporary Help Services		340				340
526800	Training, Tuition, Conferences		12,840		500		13,340
529500	Meetings		300				300
529800	Miscellaneous		500				500
531100	Capital Lease Pa <b>ym</b> ents-Purniture & Equipme		158,598		6,911		165,509
	Total Materials & Services		281,127		9,624		290,751
	Capital Outlay						
571500	Purchases-Office Purniture & Equipment		27,010		(9,500)		17,510
	Total Capital Outlay		27,010		(9,500)		17,510
ī	OTAL EXPENDITURES	4.67	557,471	0.25			564,913

	PISCAL YEAR 1989-90		CURRENT BUDGET	RE	ISION	-	ROPOSED BUDGET
ACCOUNT #	DESCRIPTION	PTE	AHOUNT	PTE	ANOUNT	FTE	AKOUN
GENERAL FUN	D:Pinance & Administration	*****	*******			••••	
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						•
	Directors	1.00	62,142			1.00	62,142
	Hanagers (Pinan., Const.)	2.00	115,114			2.00	
	Personnel Manager	1.00	48,642			1.00	48,642
	Data Processing Administrator	1.00				1.00	45,08
	Chief Accountant	1.00	•			1.00	-
	Sr. Management Analyst	1.50	50,528			1.50	
	Assoc. Management Analyst	4.00				4.00	
	Support Services Supervisor	0.50	20,182			0.50	
	D.P. Systems Analyst	2.00	75,006			2.00	•
	D.P. Operations Analyst	1.00	41,987			1.00	41,98
	Senior Accountant	3.00	98,526			3.00	
	Lead Accounting Clerk	0.00	-	0.25	6.786	0.25	•
	Computer Operator	0.00				0.25	5,58
511221	WAGES-REGULAR EMPLOYEES (full time)		·		5,550	0.25	5,50
	Administrative Secretary	2.75	60,981			2.75	60,98
	Secretary	1.00	17,337			1.00	
	Lead Accounting Clerk	1.00	•	(0.25)	(6,300)	•	•
	Receptionist	1.00	19,237	(****)	(0,000)	1.00	19,23
	Reproduction Clerk	1.00	23,519			1.00	23,51
	Payroll Clerk	1.00	19,824			1.00	
	Accounting Clerk 3	0.00		0.25		0.25	
	Accounting Clerk 2	2.00		0.25	4,035		
	Accounting Clerk 1		0	0.25		0.25	3,57
	Building Operations Worker	0.50	9,437		0,010	0.50	9,43
	Office Assistant			0.50	6.535	0.50	
511235	WAGES-TEMPORARY EMPLOYEES (part time)	. •	-		.,		.,
	Temporary Administrative Support	1.25	25,337			1.25	25,337
511400	OVERTINE		4,246				4,24
512000	FRINGE		294,939		7,837		302,776
	Total Personal Services	29.50	1,279,954	1.50	33,117	31.00	1,313,071

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EXEIBIT & ORDINANCE NO. 90-338& Revised 3/30/90

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	FISCAL YEAR 1989-90		CURRENT BUDGET	RE	VISION		ROPOSED Bodget
ACCOUNT ;	DESCRIPTION	FTE	AMOUNT	PTE	AMOUNT	FTE	AHOUN
	:Pinance & Administration (cont'd)						
	Materials & Services						
521100	Office Supplies		47,365		8,440		55,80
521110	Computer Software		1,695		1,145		2,84
521240	Graphics/Reprographic Supplies		700				70
521260	Printing Supplies		33,637				33,63
521290	Other Supplies		1,200				1,20
521310	Subscriptions		3,544				3,54
521320	Dues		2,458				2,45
521400	Fuels & Lubricants		5,200				5,20
	Accounting & Auditing Services		31,000				31,00
524190	Misc. Professional Services		43,215		3,000		46,21
525630	Maintenance & Repairs Services-Vehicles		3,575		0,000		3,57
525640	Maintenance & Repairs Services-Equipment		102,860		863		103,72
525710	Equipment Rental		3,640		005		3,64
525732	Operating Lease Payments-Vehicles		15,780				15,78
526200	Ads & Legal Notices		18,442				18,44
526310	Printing Services		4,585				4,58
526410	Telephone		36,181				36,18
526420	Postage		45,580				45,58
526440	Delivery Services		200				20
526500	Travel		17,041				17,04
526700	Temporary Help Services		3,952				3,95
526800	Training, Tuition, Conferences		27,076		500		27,51
526900	Misc. Other Purchased Services		12,500		500		12,50
528100	License, Permits, Payments to Other Agencies		7,640				7,64
528200	Election Expense		90,529		(25,000)		65,52
529500	Meetings		1,400		(10,000)		1,40
529800	Miscellaneous		1,700		750		2,45
531100	Capital Lease Payments-Furniture \$ Equipment		244,161		6,911		251,07
	Total Materials & Services		806,856		(3,391)		803,46
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		62,575		10,800		73,37
	Total Capital Outlay		62,575		10,800		73,37
TO	TAL EXPENDITURES 2	9.50	2,149,385		40,526	31.00	2,189,91

	PISCAL YEAR 1989-90	•	CURRENT BUDGET	RE	EVISION		ROPOSED BUDGET
ACCOUNT	DESCRIPTION	FTE	ANOUNT	FTE	AHOUNT	PTE	AHOUNT
GENERAL PO	ND:General Expenses						******
	Interfund Transfers	•					
581513 581615 582140	Trans. Indirect Costs to Bldg. Pund Trans. Indirect Costs to Insurance Pund Trans. Resources to Plan. Pund		210,760 33,733 37,612				210,760 33,733 37,612
·	Total Interfund Transfers Contingency and Unappropriated Balance		282,105		0		282,105
599999	Contingency		87,086		(40,526)		46,560
	Total Contingency and Unappropriated Balance		87,086		(40,526)		46,560
	TOTAL EXPENDITURES	60.65	4,313,357	1.50	.0	62.15	4,313,357

	PISCAL YEAR 1989-90		CURRENT BUDGET	REV	ISION		ROPOSED Budget
ACCOUNT #	DESCRIPTION	PTE	AHOUNT	PTE ·	AMOUNT	PTE	AHOUNT
BUILDING M	NAGEMENT					••••••	
	Total Personal Services	1.83	73,109			1.83	73,109
	Materials & Services .						
521100	Office Supplies				•		
521220	Custodial Supplies		650				650
521240	Graphics/Reprographic Supplies		10,520				10,520
521290			500		· ·		500
521292	Other Supplies		600				600
521310	Small Tools		750				750
	Subscriptions		75				75
521320	Dues		175				175
521510	Maintenance & Repairs Supplies-Building		2,000				2,000
524190	Misc. Professional Services		2,619		2,500		5,119
525110	Otilities-Electricity		• 85,416				85,416
525120	Utilities-Water & Sewer		3,415				3,415
525130	Otilities-Natural Gas		24,945				24,945
525190	<b>Dtilities-Other</b>		4,156				4,156
525200	Cleaning Services		37,924				37,924
525610	<ul> <li>Maintenance &amp; Repairs Services-Building</li> </ul>		24,689		2,750		27,439
525620	Maintenance & Repairs Services-Grounds		3,408		-,		3,408
525731	Operating Lease Payments-Building		234,388				234,388
526200	Ads & Legal Notices		1,050		•		1,050
526440	Delivery Services		100				1,050
526500	Travel		420				420
526700	Temporary Help Services		1,884				
526800	Training, Tuition, Conferences		1,000				1,884
528100	License, Permits, Payments to Other Agencie	~		· .			1,000
528310	Real Property Taxes	2	4,550				4,550
529500	Keetings		16,600				16,600
529800	Hiscellaneous		300				300
525000	RISCEITALEOUS		1,300				1,300
	Total Materials & Services		463,434		5,250		468,684
	Capital Outlay						•
571500	Durahanan Affina Bun-Store & Walter a		,				<b>,</b>
574570	Purchases-Office Furniture & Equipment		6,800				6,800
314310	Construction Work/Materials-Leasehold Imp.		19,500		36,917		56,417
	Total Capital Outlay		26,300		36,917		63,217
	Contingency and Unappropriated Balance						
599999	Contingonou		10 1 1 1		110		, _
72222	Contingency		42,167		(42,167)		0
•	Unappropriated Balance		75,000				75,000
	Robal Carbinance 1 Provide 1 - 1				********		
•	Total Contingency and Unappropriated Balance		117,167		(42,167)		75,000
T	OTAL EXPENDITURES	1.83	680,010		0	1.83	680,010

# EXHIBIT E ORDINANCE NO. 90-338A SCHEDULE OF APPROPRIATIONS FT 1989-90 Revised 3/30/90

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	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
GENERAL PUND			
Council			
Personal Services	319,762	0	319,762
Materials & Services:	157,884	0	157,884
Capital Outlay:	4,700	0	4,700
Subtotal	482,346	0	482,346
General Counsel			
Personal Services	253,022	0	253,022
Materials & Services	24,839	0	24,839
Capital Outlay:	612	ů 0	612
Subtotal	278,473	0	278,473
Executive Management			
Personal Services	463,529	0	462 500
Materials & Services:	69,549	-	463,529
Capital Outlay:		0	69,549
capital Outlay.	5,330	0	5,330
Subtotal	538,408	0	538,408
Finance & Administration			
Personal Services	1,279,954	33,117	1,313,071
Materials & Services:	806,856	(3,391)	
Capital Outlay:	62,575	10,800	73,375
Subtotal	2,149,385	40,526	2,189,911
Public Affairs			
Personal Services	422,207	0	422,207
Materials & Services:	68,817	0	68,817
Capital Outlay:	4,530	0	4,530
Subtotal	495,554	0	495,554
General Expense			
Contingency	87,086	(40,526)	46,560
Transfers	282,105	0	282,105
Subtotal	369,191	(40,526)	328,665
Unappropriated Balance	0	0	. 0
otal General Fund Requirements	4,313,357	0	4,313,357

# EXEIBIT B ORDINANCE NO. 90-338A SCHEDULE OF APPROPRIATIONS FI 1989-90 Revised 3/30/90

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATION
BUILDING MANAGEMENT FUND			
Personal Services	72 100	•	
Materials & Services:	73,109	U 0	73,109
Capital Outlay:	463,434	5,250	468,684
	26,300	36,917	63,217
Contingency	42,167	(42,167)	0
Unappropriated Balance	75,000	0	75,000
otal Building Management Fund Requirements	680,010	 0	680,010

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

Metro Class No. 634 Title: Data Processing Operator Established Mar. 1990 Revised EEO AA

Salary Grade: 11 (Subject to Negotiation)

#### GENERAL STATEMENT OF DUTIES

Provides operator services and technical support for centralized computer operations systems to ensure the timely delivery of automated information to users. Position is responsible for monitoring the system, maintenance of system logs, running special projects and ensuring that system supplies are available as needed.

#### SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

#### SUPERVISION\_EXERCISED

None

#### EXAMPLES OF PRINCIPAL DUTIES

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

1. Schedules computer activities to ensure that adequate computing capacity and capability are available to meet identified needs.

2. Performs system backup functions and related tasks including maintenance of tape library and offsite storage facility.

3. Insures that all standards, procedures and policies related to data processing operations are implemented and followed.

4. Communicate with system users to provide troubleshooting services and assistance.

5. Identifies system problems and proposes solutions.

6. Maintains records of all operational activities in system log including corrections and modifications. Communicates changes to users.

7. Monitors inventory or computer supplies; orders as needed.

8. Performs other related duties as assigned.

#### <u>RECRUITING REOUIREMENTS;</u> <u>KNOWLEDGE, SKILL, ABILITY</u>

- Knowledge of data processing operations, equipment, procedures and applications

- Knowledge of automated management information systems

- Ability to document data processing operations concepts and communicate such concepts to a variety of people including non-technical personnel

- Ability to follow oral and written instructions and interpret technical procedural information

- Ability to remain current on technical data processing operations skills

- Ability to work independently or as a member of a team

- Ability to communicate effectively orally and in writing

- Skill in communicating effectively orally and in writing

### EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related discipline, and a minimum of two years experience in a commercial environment with A series computer using MCP operating system; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job. Metro Class No. 637 Title: Technical Specialist Established March 1990 Revised EEO AA

Salary Grade: 14 (Subject to negotiation)

#### GENERAL STATEMENT OF DUTIES

Provides technical support to PC users throughout the organization assisting with hardware, software and communication problems including installing software programs and providing training on the use of such programs.

#### SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

### SUPERVISION EXERCISED

None

#### EXAMPLES OF PRINCIPAL DUTIES

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

1. Provides technical assistance and troubleshooting to PC users.

2. Assists in the purchase and installation of new computer (PC) systems.

3. Installs software packages and modems.

4. Provides training in the use of software packages.

5. Pulls communication cables for mainframe

6. Maintains inventory of PC supplies and purchases supplies as needed.

7. Maintains library of technical materials for PCs including technical manuals and software documentation.

8. Serves as backup to A-4 operator.

9. Performs other related duties as assigned.

#### RECRUITING REQUIREMENTS

# KNOWLEDGE, SKILL, ABILITY

- Extensive knowledge of PCs and other related equipment (printers, modems, networks) and of software (operating systems and applications).

- Some knowledge of mainframe computers

- Knowledge of effective documentation and record keeping methods

- Knowledge of electronic devices (volt/ohm meters)

- Ability to identify computer problems, their sources and solutions and communicate with users to develop effective solutions

- Ability to provide technical training to non-technical staff

- Ability to work independently and as a member of a team

- Ability to communicate effectively orally and in writing

### EXPERIENCE AND TRAINING

Associate degree in computer technology and a minimum of two years experience working with PC users in a non-technical environment; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job. Metro Class No. 638 Title: Programmer Analyst

Established March 1990 Revised EEO AA

Salary Grade: 16 (Subject to Negotiation)

### GENERAL STATEMENT OF DUTIES:

Creates and maintains computer applications in standard high level language, fourth generation languages, and non-procedural packages. Responsibilities cover the entire scope of program development; ie. analysis, program design, coding, testing, installation, user training, documentation and maintenance.

#### SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

#### SUPERVISION EXERCISED

None

#### EXAMPLES OF PRINCIPAL DUTIES:

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

1. Oversees applications on all agency computers including: A-4F, Personal Computers, UNIX systems and VAX.

2. Works cooperatively with other data processing staff and users to develop and maintain computerized application systems.

3. Participates in peer reviews.

4. Attends and contributes to departmental and divisional staff meetings.

5. Interviews users to determine system requirements, review program design and provide instruction in utilization of computer systems.

6. Implements and maintains computer applications identified in the long range Data Processing Plan and annual plan review.

7. Performs other related duties as assigned.

# RECRUITING REQUIREMENTS: KNOWLEDGE, SKILL, ABILITY

- Considerable knowledge of modern computer equipment and software, particularly third and fourth generation languages.

- Considerable knowledge of non-procedural computing tools such as spreadsheets and databases.

- Knowledge of industry trends and developments

- Knowledge of effective documentation and record keeping requirements.

- Ability to analyze needs, perform program design, coding, testing, installation, documentation and maintenance functions within the scope of a long range department plan.

- Ability to communicate effectively orally and in writing

- Ability to work independently and as part of a team

#### MINORITY REPORT

ORDINANCE NO. 90-338, REVISING THE FY 1989-90 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF MEETING INCREASED WORKLOADS IN THE ACCOUNTING AND DATA PROCESSING SECTIONS OF THE FINANCE AND ADMINISTRATION DEPARTMENT

# Date: April 9, 1990 Presented by: Councilor Devlin

Attached for Council consideration is Ordinance No. 90-338B. This Ordinance is the same as the Ordinance recommended by the Finance Committee except that it includes two additional positions in the budget request. I propose to add an additional Clerk 1 position in the Accounting Division and a Technical Specialist position for the Data Processing Division.

My reason for adding these two positions is that there appears to be substantial evidence at the Budget Committee meetings that these positions will be funded in the FY 1990-91 budget. Adding these positions at this time will enable the Finance and Administration Department to commence the recruitment and selection process and get the people on board as soon as possible.

If Ordinance No. 90-338B is adopted, the summary of added expenditures is as follows:

		GENERAI	L FUND		
CATEGORY	ACCT'G	MGM'T SVC'S	DATA PROCESSING	TOTAL	BUILDING FUND
Personal Services Materials & Services Capital Outlay	\$30,482 10,095 <u>20,300</u>	\$ 0 3,750 0	\$15,784 10,974 0	\$46,266 24,819 20,300	\$ 0 5,250 <u>36,917</u>
TOTAL	\$60 <b>,</b> 877	\$ 3,750	\$26 <b>,</b> 758	\$91 <b>,</b> 385	\$42,167

To pay for these costs, my recommendation includes the following reductions:

Election Expense (F&A: Mgm't Svcs)	\$25,000
Data Processing Capital Outlay	6,000
General Fund Contingency	\$60,385
Building Fund Contingency	\$42,167

The details of the Budget and Appropriations changes are shown in Exhibits A and B of Ordinance No. 90-338B.

RD:DEC:aeb Attachments

A:\M-R0409.RD

#### BEFORE THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO. ) 89-294A REVISING THE FY 1989-90 ) BUDGET AND APPROPRIATIONS SCHEDULE ) FOR THE PURPOSE MEETING INCREASED ) WORKLOADS IN THE ACCOUNTING AND ) DATA PROCESSING SECTIONS OF THE ) FINANCE AND ADMINISTRATION ) DEPARTMENT ) ORDINANCE NO. 90-338B

Introduced by Rena Cusma, Executive Officer

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to modify the FY 1989-90 Budget; and

WHEREAS, The need for a modified budget plan has been justified; and

WHEREAS, Adequate funds exist for identified needs; now, therefore,

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in Exhibits A and B to this Ordinance for the purpose of transferring funds from Contingency and establishing new positions to meet the increased workload in the Accounting and Data Processing sections of the Finance and Administration Department.

2. The Pay and Classification Plan is amended to add the classifications described in Exhibits C, D and E.

ADOPTED by the Council of the Metropolitan Service District this

\_\_\_\_ day of \_\_\_\_\_, 1990.

### Tanya Collier, Presiding Officer

ATTEST:

Clerk of the Council

kr:ord89-90:f&a:orda Revised 3/30/90

	FISCAL YEAR 1989-90	В	URRENT	REV	ISION		POSED Idget
ACCOUNT #		FTE	AMOUNT	FTE	AMOUNT	FTE	AHOUN
	ND:Accounting						
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.16	9,949			0.16	9,94
	Managers (Finan., Const.)	0.25	14,745			0.25	14,74
	Chief Accountant	1.00	52,454			1.00	
	Senior Accountant	3.00	98,526			3.00	
	Lead Accounting Clerk		0	0.25	6,786	0.25	6,78
511221	WAGES-REGULAR EMPLOYEES (full time)		•		•,.••		.,
	Secretary	0.75	12,842			0.75	12,84
	Lead Accounting Clerk	1.00	· · · · · · · · · · · · · · · · · · ·	(0.25)	(6 300)		18,90
	Payroll Clerk	1.00	19,824	(0.25)	(0,000)	1.00	19,82
	Accounting Clerk 3	1.00	15,024	0.25	5 062		5,06
	Accounting Clerk 2	2.00			4,035		
		2.00	38,474				
	Accounting Clerk 1		0		7,150		7,15
	Office Assistant		0	0.50	6,535	0.50	6,53
511400	OVERTIME		1,512	¢ .			1,51
512000	FRINGE		81,653		7,213		88,86
	Total Personal Services	9.16	355,179	1.50			385,66
a standard and a	Materials & Services		(g) (mg)	i ja grada sa	and the second	And Street	
521100	Office Supplies		6.767		9.300		16.06
521100 521110	Office Supplies		6,767		9,300		
521110	Office Supplies Computer Software		1,695		9,300 795		2,49
521110 521310	Office Supplies Computer Software Subscriptions		1,695				2,49
521110 521310 521320	Office Supplies Computer Software Subscriptions Dues		1,695 443 1,065				2,49 44 1,06
521110 521310 521320 524110	Office Supplies Computer Software Subscriptions Dues Accounting & Auditing Services		1,695 443 1,065 31,000				2,49 44 1,06 31,00
521110 521310 521320 524110 526500	Office Supplies Computer Software Subscriptions Dues Accounting & Auditing Services Travel		1,695 443 1,065 31,000 2,464				2,49 44 1,06 31,00 2,46
521110 521310 521320 524110 526500 526700	Office Supplies Computer Software Subscriptions Dues Accounting & Auditing Services Travel Temporary Help Services		1,695 443 1,065 31,000 2,464 1,020				2,49 44 1,06 31,00 2,46 1,02
521110 521310 521320 524110 526500 526700 526800	Office Supplies Computer Software Subscriptions Dues Accounting & Auditing Services Travel Temporary Help Services Training, Tuition, Conferences		1,695 443 1,065 31,000 2,464 1,020 4,560				2,49 44 1,06 31,00 2,46 1,02 4,56
521110 521310 521320 524110 526500 526700 526800 526900	Office Supplies Computer Software Subscriptions Dues Accounting & Auditing Services Travel Temporary Help Services Training, Tuition, Conferences Misc Other Purchased Services		1,695 443 1,065 31,000 2,464 1,020 4,560 12,500				2,49 44 1,06 31,00 2,46 1,02 4,56 12,50
521110 521310 521320 524110 526500 526700 526800	Office Supplies Computer Software Subscriptions Dues Accounting & Auditing Services Travel Temporary Help Services Training, Tuition, Conferences		1,695 443 1,065 31,000 2,464 1,020 4,560				16,06 2,49 44 1,06 31,00 2,46 1,02 4,56 12,50 1,15
521110 521310 521320 524110 526500 526700 526800 526900	Office Supplies Computer Software Subscriptions Dues Accounting & Auditing Services Travel Temporary Help Services Training, Tuition, Conferences Misc Other Purchased Services		1,695 443 1,065 31,000 2,464 1,020 4,560 12,500 1,150		795		2,49 44 1,06 31,00 2,46 1,02 4,56 12,50 1,15
521110 521310 521320 524110 526500 526700 526800 526900	Office Supplies Computer Software Subscriptions Dues Accounting & Auditing Services Travel Temporary Help Services Training, Tuition, Conferences Misc Other Purchased Services Miscellaneous		1,695 443 1,065 31,000 2,464 1,020 4,560 12,500 1,150		795		2,49 44 1,06 31,00 2,46 1,02 4,56 12,50 1,15
521110 521310 521320 524110 526500 526700 526800 526900	Office Supplies Computer Software Subscriptions Dues Accounting & Auditing Services Travel Temporary Help Services Training, Tuition, Conferences Misc Other Purchased Services Miscellaneous Total Materials & Services		1,695 443 1,065 31,000 2,464 1,020 4,560 12,500 1,150 62,664		795		2,49 44 1,06 31,00 2,46 1,02 4,56 12,50 1,15 72,75
521110 521310 521320 524110 526500 526700 526800 526900 529800	Office Supplies Computer Software Subscriptions Dues Accounting & Auditing Services Travel Temporary Help Services Training, Tuition, Conferences Misc Other Purchased Services Miscellaneous Total Materials & Services Capital Outlay		1,695 443 1,065 31,000 2,464 1,020 4,560 12,500 1,150 62,664		795		2,49 44 1,06 31,00 2,46 1,02 4,56 12,50 1,15

### EXHIBIT A ORDINANCE NO. 90-3388 Revised 4/6/90 Minority Report Recommendation

# EXHIBIT A ORDINANCE NO. 90-338 Revised 4/6/90 Minority Report Recommendation

	FISCAL YEAR 1989-90		CURRENT BUDGET	REV	ISION		DPOSED JDGET
ACCOUNT #		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUNI	):Management Services						
	Total Personal Services	8.42	314,795			8.42	314,795
	Materials & Services						
521100			14 105				14 105
521100	Office Supplies		14,185				14,185
521240	Graphics/Reprographic Supplies		500				500
521260	Printing Supplies		33,637				33,637
521290	Other Supplies	÷	400				400
521310	Subscriptions		124				124
521320	Dues		440				440
521400	Fuels & Lubricants		5,200				5,200
524190	Misc. Professional Services		15,983		3,000		18,983
525630	Maintenance & Repairs Services-Vehicles		3,575				3,575
525640	Maintenance & Repairs Services-Equipment		48,679				48,679
525710	Equipment Rental		2,240				2,240
525732	Operating Lease Payments-Vehicles		15,780				15,780
526200	Ads & Legal Notices		1,000				1,000
526310	Printing Services		2,085	1			2,085
526410	Telephone		33,045				33,045
526420	Postage		45,580				45,580
526440	Delivery Services		200				200
	Travel	2011 Jul -				to Anda	
526700	Temporary Help Services		2,592				2,592
526800	Training, Tuition, Conferences		3,750				3,750
528100	License, Permits, Payments to Other Agencie	24	7,640				7,640
528200	Election Expense		90,529		(25,000)		65,529
529500	Meetings		700		(25,000)		700
529800	Miscellaneous		50		750		800
531100	Capital Lease Payments-Purniture & Equipmen	.+			750		85,563
551100	capital bease rajments futnitule a squipmen	11	05,505				05,505
	Total Materials & Services		414,277		(21,250)		393,027
	Capital Outlay						
571500	Purchases-Office Purniture & Equipment		8,800				8,800
	Total Capital Outlay		8,800				8,800
,	OTAL EXPENDITURES	8.42	737,872	0.00	(21,250)		716,622

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# EXHIBIT A ORDINANCE NO. 90-338**B** Revised 4/6/90 Minority Report Recommendation

	FISCAL YEAR 1989-90	B	URRENT UDGET	REV	ISION		DPOSED JDGET
ACCOUNT #		FTE	AMOUNT	FTE	AMOUNT	PTE	AMOUNT
GENERAL FU	ND:Data Processing						
	Personal Services						
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	0.17	10,531			0.17	10,531
	Managers (Finan., Const.)		14,688			0.25	
	Data Processing Administrator	1.00	45,088			1.00	the second s
	D.P. Systems Analyst		75,006			2.00	75,006
	D.P. Operations Analyst		41,987			1.00	
	Computer Operator	1.00		0.25	5 586	0.25	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	D.P. Technical Specialist		õ	0.25			6,463
511221	WAGES-REGULAR EMPLOYEES (full time)		v	0.25	0,405	0.25	0,405
VIIIII	Secretary	0 25	4,495			0.25	201 1
512000	FRINGE	0.25	57,539		2 725	0.25	4,495
512000	PATROE		51,555		3,735		61,274
	Total Personal Services	4.67			15,784		265,118
	Materials & Services			-			
641100							
521100	Office Supplies		23,632		2,000		25,632
	Computer Software		0		700		700
521240	Graphics/Reprographic Supplies		200				200
521290	Other Supplies	142.00					
521310			2,200				2,200
524190			11,500				11,500
525640			54,181		863		55,044
525710			1,200				1,200
526200	Ads & Legal Notices		300				300
526410	Telephone		3,136				3,136
526500	Travel		11,400				11,400
526700	Temporary Help Services		340				340
526800	Training, Tuition, Conferences		12,840		500		13,340
529500	Meetings		300				300
529800	Miscellaneous		500				500
531100	Capital Lease Payments-Furniture & Equipme		158,598		6,911		165,509
	Total Materials & Services		281,127		10,974		292,101
	Capital Outlay		*				
571500	Purchases-Office Furniture & Equipment		27,010		(6,000)		21,010
	Total Capital Outlay		27,010		(6,000)		21,010
	TOTAL EXPENDITURES	4.67	557,471		20,758		578.229
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# EXHIBIT A ORDINANCE NO. 90-3388 Revised 4/6/90 Minority Report Recommendation

	FISCAL YEAR 1989-90		CURRENT	REV	ISION		ROPOSED BUDGET
ACCOUNT #	DESCRIPTION	FTE		FTE	AMOUNT	FTE	AMOUNT
GENERAL FUNI	D:Finance & Administration						
	Personal Services	ς					
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	1.00	62,142			1.00	62,142
	Managers (Finan., Const.)		115,114			2.00	
	Personnel Manager		48,642				48,642
	Data Processing Administrator		45,088				45,088
	Chief Accountant		52,454				52,454
	Sr. Management Analyst	1.50	50.528			1.50	50,528
	Assoc. Management Analyst	4.00	131,754			4.00	50,528 131,754
	Support Services Supervisor		20,182				20,182
	D.P. Systems Analyst		75,006				75,006
	D.P. Operations Analyst	1.00	41,987			1.00	41,987
	Senior Accountant	3.00				3.00	41,987 98,526
	Lead Accounting Clerk	0.00	0	0.25			6,786
	Computer Operator	0.00		0.25			5,586
	D.P. Techincal Specialist		0	0:25			6,463
511221	WAGES-REGULAR EMPLOYEES (full time)			с.			
	Administrative Secretary	2.75	60,981			2.75	60,981
	Secretary	1.00	17,337			1.00	17,337
	Lead Accounting Clerk	1.00	25,200	(0.25)	(6,300)	0.75	18,900
Sec. Barriel P	Receptionist	1.00	19,237	Sec.	- 45 8 9	1.00	19,237
	Reproduction Clerk	1.00	23,519			1.00	23,519
	Payroll Clerk	1.00	19,824			1.00	19,824
	Accounting Clerk 3	0.00	0	0.25	5,063	0.25	5.063
	Accounting Clerk 2	2.00	38,474	0.25	4,035	2.25	42,509
	Accounting Clerk 1		0	0.50	7,150	0.50	7,150
	Building Operations Worker	0.50	9,437			0.50	9,437
	Office Assistant		-0	0.50	6,535	0.50	6,535
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	1.25	25,337			1.25	25,337
511400	OVERTIME		4,246				4,246
512000	FRINGE		294,939		10,948		305,887
	Total Personal Services	29.50	1,279,954				1,326,220

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	FISCAL YEAR 1989-90	B	CURRENT	RE	RVISION		OPOSED Udget	
ACCOUNT #		848	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	
GENERAL FUNI	Finance & Administration (cont'd)							
	Materials & Services							
521100	Office Supplies		47,365		11,300		58,665	
521110	Computer Software		1,695		1,495		3,190	
521240	Graphics/Reprographic Supplies		700		-/		700	
521260	Printing Supplies		33,637				33,637	
521290	Other Supplies		1,200		¥		1,200	
521310	Subscriptions		3,544				3,544	
521320	Dues	· ·	2,458				2,458	
521400	Fuels & Lubricants		5,200				5,200	
524110	Accounting & Auditing Services		31,000				31,000	
524190	Misc. Professional Services		43,215		3,000		46,215	
525630	Maintenance & Repairs Services-Vehicles		3,575		0,000		3,575	
525640	Maintenance & Repairs Services-Equipment		102,860		863		103,723	
525710	Equipment Rental		3,640		005		3,640	
525732	Operating Lease Payments-Vehicles		15,780				15,780	
526200	Ads & Legal Notices		18,442	-			18,442	
526310	Printing Services		4,585	\$			4,585	
526410	Telephone		36,181				36,181	
526420	Postage		45,580				45,580	
526440	Delivery Services		200				200	
526500								
526700	Temporary Help Services			Sec. and			3,952	
526800	Training, Tuition, Conferences		27,076		500		· · · · · · · · · · · · · · · · · · ·	
526900	Misc. Other Purchased Services		12,500		500		27,576	
528100	License, Permits, Payments to Other Agencies		7,640				12,500	
528200	Election Expense	9			(25 000)		7,640	
529500	Meetings		90,529		(25,000)		65,529	
529800	Miscellaneous		1,400		754		1,400	
531100	Capital Lease Payments-Furniture & Equipment		1,700		750		2,450	
551100	capital Lease Payments-Furniture & Equipment		244,161		6,911		251,072	
	Total Materials & Services		806,856		(181)		806,675	
	Capital Outlay							
571500	Purchases-Office Furniture & Equipment		62,575		14,300		76,875	
	Total Capital Outlay		62,575		14,300		76,875	
1	OTAL EXPENDITURES 2	9.50	2,149,385	2.00	60,385 3		2,209,770	

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# EXHIBIT A ORDINANCE NO. 90-338 Revised 4/6/90 Minority Report Recommendation

	FISCAL YEAR 1989-90		CURRENT	RE	VISION		ROPOSED BUDGET
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	PTE	AMOUNT	PTE	AMOUNT
GENERAL FUN	VD:General Expenses						
	Interfund Transfers						
581513 581615 582140	Trans. Indirect Costs to Bldg. Fund Trans. Indirect Costs to Insurance Fund Trans. Resources to Plan. Fund		210,760 33,733 37,612				210,760 33,733 37,612
	Total Interfund Transfers Contingency and Unappropriated Balance		282,105		0		282,105
599999	Contingency		87,086		(60,385)		26,701
	Total Contingency and Unappropriated Balance		87,086		(60,385)		26,701
	TOTAL EXPENDITURES	60.65	4,313,357	2.00	0	62.65	4,313,357

### EXHIBIT A ORDINANCE NO. 90-338B Revised 4/6/90 Minority Report Recommendation

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# EXHIBIT A ORDINANCE NO. 90-338 Revised 4/6/90 Minority Report Recommendations

	FISCAL YEAR 1989-90	1	CURRENT BUDGET	REV	ISION		DPOSED Idget
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
BUILDING MA							
	Total Personal Services	1.83	73,109			1.83	73,109
	Materials & Services						
521100	Office Supplies		650		*		650
521220	Custodial Supplies		10,520				10,520
521240	Graphics/Reprographic Supplies		500				500
521290	Other Supplies		600				600
521292	Small Tools		750				750
521310	Subscriptions		75				75
521320	Dues		175				175
521510	Maintenance & Repairs Supplies-Building		2,000				2,000
524190	Misc. Professional Services		2,619		2,500		
525110					2,500		5,119
	Otilities-Electricity		85,416				85,416
525120	Utilities-Water & Sewer		3,415				3,415
525130	Otilities-Natural Gas		24,945				24,945
525190	Utilities-Other		4,156	· `			4,156
525200	Cleaning Services		37,924	-			37,924
525610	Maintenance & Repairs Services-Building		24,689		2,750		27,439
525620	Maintenance & Repairs Services-Grounds		3,408				3,408
525731	Operating Lease Payments-Building		234,388				234,388
526200	Ads & Legal Notices			han ber			
526440	Delivery Services		100	NAME AND ADDRESS OF ADDRESS OF ADDRESS			100
526500	Travel		420				420
526700	Temporary Help Services						
			1,884				1,884
526800	Training, Tuition, Conferences		1,000				1,000
528100	License, Permits, Payments to Other Agencies	5	4,550				4,550
528310	Real Property Taxes		16,600				16,600
529500	Meetings		300				300
529800	Miscellaneous		1,300				1,300
	Total Materials & Services		463,434		5,250		468,684
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		6,800				6,800
574570	Construction Work/Materials-Leasehold Imp.		19,500		36,917		56,417
	Total Capital Outlay		26,300		36,917		63,217
	Contingency and Unappropriated Balance						
500000	Castinganan		12 167		(43 167)		
599999	Contingency		42,167		(42,167)		0
	Unappropriated Balance		75,000				75,000
	Total Contingency and Unappropriated Balance		117,167		(42,167)		75,000
	TOTAL EXPENDITURES	1.83	680,010		0	1.83	680,010
							,

# EXHIBIT B ORDINANCE NO. 90-338 SCHEDULE OF APPROPRIATIONS FY 1989-90 Revised 4/6/90 Minority Report Recommendations

	,	CURRENT		PROPOSED
		APPROPRIATION	REVISION	APPROPRIATION
GENER	AL PUND			
	ncil			
	rsonal Services	319,762	0	319,762
	terials & Services:	157,884	0	157,884
Ca	pital Outlay:	4,700	0	4,700
S	ubtotal	482,346	0	482,346
	eral Counsel			
	rsonal Services	253,022	0	253,022
	terials & Services	24,839	0	24,839
Ca	pital Outlay:	612	0	612
S	ubtotal	278,473	0	278,473
Eze	cutive Management			
	rsonal Services	463,529	0	463,529
	terials & Services:	69,549	0	69,549
	pital Outlay:	5,330	- 0	5,330
S	ubtotal	538,408	0	538,408
Fin	ance & Administration			
	rsonal Services	1.279.954	46.266	1,326,220
	terials & Services:	806,856	(181)	806,675
	pital Outlay:	62,575	14,300	76,875
S	ubtotal	2,149,385	60,385	2,209,770
Pub	lic Affairs			
	rsonal Services	422,207	0	422,207
	terials & Services:	68,817	0	68,817
	pital Outlay:	4,530	0	4,530
S	ubtotal	495,554	0	495,554
Gen	eral Expense			
	ntingency	87,086	(60,385)	26,701
	ansfers	282,105	0	282,105
S	ubtotal	369,191	(60,385)	308,806
Una	ppropriated Balance	0	0	0
Total	General Fund Requirements	4,313,357	0	4,313,357

# EXHIBIT B ORDINANCE NO. 90-338**B** SCHEDULE OF APPROPRIATIONS FY 1989-90 Revised 4/6/90 Minority Report Recommendations

		CURRENT *	REVISION	PROPOSED APPROPRIATION
BUILDING MANAGEMENT FUND	. ·		· · · · · · · · · · · · · · · · · · ·	
Personal Services		73,109	0	73,109
Materials & Services: Capital Outlay:	. •	463,434 26,300	5,250 36,917	468,684 63,217
Contingency		42,167	(42,167)	0
Unappropriated Balance		75,000	0	75,000
Total Building Management Fund Requirements		680,010	0	680,010
ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUS	LY ADOPTED	•		

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Metro Class No. 634 Title: Data Processing Operator

Established Mar. 1990 Revised EEO

AA

Salary Grade: 11 (Subject to Negotiation)

# GENERAL STATEMENT OF DUTIES

Provides operator services and technical support for centralized computer operations systems to ensure the timely delivery of automated information to users. Position is responsible for monitoring the system, maintenance of system logs, running special projects and ensuring that system supplies are available as needed.

SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

#### SUPERVISION EXERCISED

None

#### EXAMPLES OF PRINCIPAL DUTIES

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

1. Schedules computer activities to ensure that adequate computing capacity and capability are available to meet identified needs.

2. Performs system backup functions and related tasks including maintenance of tape library and offsite storage facility.

3. Insures that all standards, procedures and policies related to data processing operations are implemented and followed.

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4. Communicate with system users to provide troubleshooting services and assistance.

5. Identifies system problems and proposes solutions.

6. Maintains records of all operational activities in system log including corrections and modifications. Communicates changes to users.

7. Monitors inventory or computer supplies; orders as needed.

8. Performs other related duties as assigned.

### RECRUITING REQUIREMENTS; KNOWLEDGE, SKILL, ABILITY

 Knowledge of data processing operations, equipment, procedures and applications

- Knowledge of automated management information systems

- Ability to document data processing operations concepts and communicate such concepts to a variety of people including nontechnical personnel

- Ability to follow oral and written instructions and interpret technical procedural information

- Ability to remain current on technical data processing operations skills

- Ability to work independently or as a member of a team

- Ability to communicate effectively orally and in writing

- Skill in communicating effectively orally and in writing

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EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related discipline, and a minimum of two years experience in a commercial environment with A series computer using MCP operating system; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job. Metro Class No. 637 Title: Technical Specialist

Established March 1990 Revised EEO AA

Salary Grade: 14 (Subject to negotiation)

#### GENERAL STATEMENT OF DUTIES

Provides technical support to PC users throughout the organization assisting with hardware, software and communication problems including installing software programs and providing training on the use of such programs.

#### SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

#### SUPERVISION EXERCISED

None

## EXAMPLES OF PRINCIPAL DUTIES

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

1. Provides technical assistance and troubleshooting to PC users.

2. Assists in the purchase and installation of new computer (PC) systems.

3. Installs software packages and modems.

4. Provides training in the use of software packages.

5. Pulls communication cables for mainframe

6. Maintains inventory of PC supplies and purchases supplies as needed.

7. Maintains library of technical materials for PCs including technical manuals and software documentation.

8. Serves as backup to A-4 operator.

9. Performs other related duties as assigned.

# RECRUITING REQUIREMENTS

# KNOWLEDGE, SKILL, ABILITY

- Extensive knowledge of PCs and other related equipment (printers, modems, networks) and of software (operating systems and applications).

- Some knowledge of mainframe computers

- Knowledge of effective documentation and record keeping methods

- Knowledge of electronic devices (volt/ohm meters)

- Ability to identify computer problems, their sources and solutions and communicate with users to develop effective solutions

- Ability to provide technical training to non-technical staff

- Ability to work independently and as a member of a team

- Ability to communicate effectively orally and in writing

#### EXPERIENCE AND TRAINING

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Associate degree in computer technology and a minimum of two years experience working with PC users in a non-technical environment; or any combination of education and experience which provides the applicant with the knowledge, skill and ability required to perform the job. MetroEstablished March 1990Class No. 638RevisedTitle:Programmer AnalystEEOAAAA

Salary Grade: 16 (Subject to Negotiation)

#### GENERAL STATEMENT OF DUTIES:

Creates and maintains computer applications in standard high level language, fourth generation languages, and non-procedural packages. Responsibilities cover the entire scope of program development; ie. analysis, program design, coding, testing, installation, user training, documentation and maintenance.

## SUPERVISION RECEIVED

Supervision is received from the Data Processing Administrator

#### SUPERVISION EXERCISED

None

## EXAMPLES OF PRINCIPAL DUTIES:

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

1. Oversees applications on all agency computers including: A-4F, Personal Computers, UNIX systems and VAX.

2. Works cooperatively with other data processing staff and users to develop and maintain computerized application systems.

3. Participates in peer reviews.

4. Attends and contributes to departmental and divisional staff meetings.

5. Interviews users to determine system requirements, review program design and provide instruction in utilization of computer systems.

6. Implements and maintains computer applications identified in the long range Data Processing Plan and annual plan review.

7. Performs other related duties as assigned.

# RECRUITING REQUIREMENTS: <u>KNOWLEDGE, SKILL, ABILITY</u>

- Considerable knowledge of modern computer equipment and software, particularly third and fourth generation languages.

- Considerable knowledge of non-procedural computing tools such as spreadsheets and databases.

- Knowledge of industry trends and developments

- Knowledge of effective documentation and record keeping requirements.

- Ability to analyze needs, perform program design, coding, testing, installation, documentation and maintenance functions within the scope of a long range department plan.

- Ability to communicate effectively orally and in writing

- Ability to work independently and as part of a team

METRO

Memorandum



2000 S.W. First Avenue Portland, OR 97201-5398 503/221-1646

Date: April 17, 1990

To:

Rena Cusma, Executive Officer mouro

Gwen Ware-Barrett, Clerk of the Council From:

Regarding: TRANSMITTAL OF ORDINANCE NO. 90-338A

Attached for your consideration is a true copy of Ordinance No. 90-338A adopted by the Council on April 17, 1990.

If you wish to veto this ordinance, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, April 19, 1990. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, this ordinance will be considered finally adopted.

I,

\_\_, received this memo and a true copy of Ordinance No. 90-338A from the Council Clerk on April 17, 1990.

Dated: 4-17-90

GWPB:1c \MEM.ORD