

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE)
CLASSIFICATION AND COMPENSATION)
PLANS FOR NON-REPRESENTED)
EMPLOYEES, AND AWARDING A 4%)
GENERAL MARKET ADJUSTMENT FOR)
NON-REPRESENTED EMPLOYEES, IN)
LIEU OF A COST OF LIVING)
ADJUSTMENT)

ORDINANCE NO. 93-489A
Introduced by Rena Cusma,
Executive Officer

WHEREAS, Metro Code 2.02.115 governs the establishment and maintenance of a position classification plan to be adopted and amended to provide an equitable and logical arrangement of job classifications to facilitate the identification, compensation and filling of positions; and

WHEREAS, Metro Code 2.02.145 governs the establishment of a pay plan which provides a range of pay for each classification which shall equitably reflect the difference in duties and responsibilities, and shall be related to compensation for comparable positions within the same job market; and

WHEREAS, Metro Code 2.02.150 governs that the pay plan be studied to cover such items as changes in the Consumer Price Index and salaries and benefits received by employees in the labor market; and

WHEREAS, the Metro Council approved such a study for non-represented employees in the FY 92-93 budget, and the Kenny Consulting Group, Inc. provided the study; and

WHEREAS, Metro Code 2.02.130 provides that new classifications are authorized by the Council; and

WHEREAS, Metro Code 2.02.160 (11) provides that upon reclassification to a higher maximum salary rate, an employee shall be placed on the beginning step of the new classification or receive a 5% adjustment, whichever is greater; and

WHEREAS, the Council wishes to waive application of Metro Code 2.02.160 (11) solely for the implementation of this specific Classification and Salary Administration Plan, so that automatic salary increases will not occur; now therefore,

THE METRO COUNCIL HEREBY ORDAINS:

The recommended Classification And Salary Administration Plan For Non-Represented Positions of Metro, dated February 1993 and proposed by the Kenny Consulting Group, Inc. (Exhibit A), the recommended classification specifications (Exhibit B), the final recommended

classification allocations (Exhibit C), and the requisite pay plan reflecting the recommendations (Exhibit D) are adopted and subject to the following implementation:

1. A general market adjustment of four percent (4%), in lieu of a cost of living adjustment, will be applied to non-represented salary ranges effective July 1, 1993.

2. The salary ranges for classifications in salary grades 23 and above will be advanced by one salary grade (5%) to reflect survey market findings for positions at that level, as reflected in the pay plan (Exhibit C).

3. Notwithstanding Metro Code 2.02.160(d)(11), for the implementation of this specific Classification and Salary Administration Plan, salary increases that would otherwise occur under 2.02.160(d)(11) and merit based increases for non-represented employees as provided under Metro Code 2.02.160 (a), (d) (5) (6) (9) and (10) are suspended until July 1, 1994. Thereafter, Metro Code 2.02.160 (a), (d), (5) (6) (9) (10) and (11) shall remain in effect.

4. The rates of pay for incumbents in positions reclassified downward as a part of the non-represented class study, shall be continued and no change in salary shall occur until the annual adjustments to the pay plan bring the employees' rates within the new range as provided under Metro Code 2.02.140.

5. Metro Code sub-sections 2.02.160 (d) (4) and 2.02.160 (e) providing for an Incentive Salary Rate are hereby repealed and all remaining sub-sections shall be renumbered accordingly.

6. This ordinance being necessary for the public health, safety or welfare, for the reason of orderly administration of the Classification and Salary Plan at the beginning of the fiscal year, an emergency is declared to exist, and this Ordinance takes effect on July 1, 1993.

ADOPTED by the Metro Council this 27th day of May, 1993.



Judy Wyers, Presiding Officer

ATTEST:



Clerk of the Council

**NON-REPRESENTED EMPLOYEE CLASSIFICATION STUDY
FINAL CLASSIFICATION ALLOCATIONS**

Employee Name	Department	Current Classification Title	Current Range	Proposed Classification Title	Proposed Range
Carlson, Don	Council	Council Administrator	25	Administrator	28
Houser, John	Council	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Ryder, Gail	Council	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Short, Kenneth (Casey)	Council	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Shioishi, Judy	Council	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Allen, Paulette	Council	Clerk of the Council	11	Associate Service Supervisor	11
Engstrom, Dick	Exec Mgmt	Deputy Executive Ofcr	25	Administrator	28
Rocks, Don	Exec Mgmt	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Bergstein, Betsy	Exec Mgmt	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Gervais, Ken	Exec Mgmt	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
St. Helen, Lisa	Exec Mgmt	Admin Asst	10	Admin Support Asst D	10
Worley, Unette	Exec Mgmt	Admin Secretary	8	Admin Support Asst C	8
Sims, Jennifer	FMI	Dir of Finance & Mgmt Info	25	Senior Director	28
Cox, Don	FMI	Chief Accountant	22	Senior Manager	23
Prosser, Craig	FMI	Administrative Manager	22	Senior Manager	23
Clem, Ann	FMI	Data Processing Administrator	20	Manager	22
Moss, Ryan (Scott)	FMI	Risk Manager	23	Manager	22
Booth, Jeff	FMI	Sr Mgmt Analyst	18	Senior Program Supervisor	20
Gross, Joe	FMI	Sr Mgmt Analyst	18	Senior Program Supervisor	20
Rutkowski, Kathy	FMI	Sr Mgmt Analyst	18	Principal Admin Serv Analyst	19
Smith, Sylvia	FMI	Mgmt Analyst Supv	20	Program Supervisor	19
Ricks, Robert	FMI	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Feher, Karen	FMI	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Hansen, Howard	FMI	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Williams, Cameron	FMI	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Juett, Pamela	FMI	Management Tech	12	Associate Service Supervisor	11
Cooper, Dan	Gen'l Counsel	General Counsel	26	Administrator	28
Sadlo, Timothy (Todd)	Gen'l Counsel	Sr Asst Counsel	22	Sr Asst Counsel	23
Shaw, Lawrence	Gen'l Counsel	Sr Asst Counsel	22	Sr Asst Counsel	23
Williams, Mark	Gen'l Counsel	Sr Asst Counsel	22	Sr Asst Counsel	23
Logan, Gloria	Gen'l Counsel	Legal Secretary	10	Legal Secretary	10
Snell, Diane	Gen'l Counsel	Admin Secretary	8	Admin Support Asst C	8
Paris, Paula	Personnel	Personnel Manager	23	Director	25
Vacant (LR Ofcr)	Personnel	Sr Mgmt Analyst	18	Principal Admin Serv Analyst	19
Keele, Sarah	Personnel	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Meyer, Nancy	Personnel	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Cline, Michelle	Personnel	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Phillips, Joann	Personnel	Asst Mgmt Analyst	14	Asst Admin Serv Analyst	14
Larson, Karen	Personnel	Admin Secretary	8	Admin Support Asst C	8

**NON-REPRESENTED EMPLOYEE CLASSIFICATION STUDY
FINAL CLASSIFICATION ALLOCATIONS**

Employee Name	Department	Current Classification Title	Current Range	Proposed Classification Title	Proposed Range
Hamby-Holmes, Taryn	Personnel	Secretary	5	Admin Support Asst B	5
Springer, Sheila	Personnel	Secretary	5	Admin Support Asst B	5
Cotugno, Andy	Planning	Director of Transportation	26	Senior Director	28
Brandman, Richard	Planning	Transportation Plng Manager	23	Assistant Director	24
Lawton, Keith	Planning	Transportation Technical Mgr	23	Assistant Director	24
Bolen, Richard	Planning	Data Resource Ctr Supervisor	21	Manager	22
Fregonese, John	Planning	Regional Plng Supervisor	20	Manager	22
Hoglund, Michael	Planning	Transportation Plng Supervisor	20	Manager	22
Lee, Patrick	Planning	Regional Plng Supervisor	20	Manager	22
Skiles, Leon	Planning	Transportation Plng Supervisor	20	Manager	22
Walker, Richard	Planning	Transportation Plng Supervisor	20	Manager	22
Sprecher, Larry	Planning	Sr Mgmt Analyst	18	Program Supervisor	19
Mayer, David	Planning	Asst Mgmt Analyst	14	Assistant Admin Serv Analyst	14
Rocker, Vickie	Public Affairs	Dir of Public Affairs	25	Director	25
Nelson, A. Marie	Public Affairs	Public Info Supv	20	Senior Program Supervisor	20
Larson, Janice	Public Affairs	Public Info Supv	20	Program Supervisor	19
Saling, Neil	Reg'l Fac	Dir of Regional Facilities	25	Director	25
Erickson, Pam	Reg'l Fac	Construction Manager	23	Manager	22
Taylor, Glenn	Reg'l Fac	Construction Manager	23	Manager	22
Wiley, Rich	Reg'l Fac	Procurement Officer	23	Manager	22
Stevenson, Berit	Reg'l Fac	Sr Mgmt Analyst	18	Principal Admin Serv Analyst	19
Matias, Flor	Reg'l Fac	Facilities Supervisor	18	Associate Program Supervisor	17
Martin, Bob	Solid Waste	Dir of Solid Waste	28	Senior Director	28
Chandler, Sammy	Solid Waste	SW Facilities Manager	23	Senior Manager	23
Carter, Roosevelt	Solid Waste	SW Budget & Finance Mgr	22	Manager	22
Gorham, Debbie	Solid Waste	Waste Reduction Manager	22	Manager	22
Mandt, Judith	Solid Waste	Administrative Manager	22	Manager	22
Petersen, Terry	Solid Waste	Administrative Manager	22	Manager	22
Watkins, James	Solid Waste	Engineering/Analysis Manager	23	Manager	22
Hillmann, Peter	Solid Waste	Construction Coordinator	20	Construction Coordinator	20
Kraten, Steve	Solid Waste	Solid Waste Plng Supv	21	Senior Program Supervisor	20
Zimmerman, Leigh	Solid Waste	Solid Waste Plng Supv	21	Senior Program Supervisor	20
Heaton, Carrie	Solid Waste	Fac Mgmt Project Coordinator	17	Associate Program Supervisor	17
Koch, Sarah (Sally)	Solid Waste	Fac Mgmt Project Coordinator	17	Associate Program Supervisor	17
Quinn, James	Solid Waste	Fac Mgmt Project Coordinator	17	Associate Program Supervisor	17
Erickson, Penny	Solid Waste	Sr Site Supervisor	16	Senior Service Supervisor	16
Davis, Janell	Solid Waste	Site Supervisor	15	Service Supervisor	15
Keathley, Annette	Solid Waste	Site Supervisor	15	Service Supervisor	15

3/12/93

**NON-REPRESENTED EMPLOYEE CLASSIFICATION STUDY
FINAL CLASSIFICATION ALLOCATIONS**

Employee Name	Department	Current Classification Title	Current Range	Proposed Classification Title	Proposed Range
Sheng, Y. Sherry	Zoo	Zoo Director	28	Senior Director	28
Rich, A.M.	Zoo	Asst Zoo Director	24	Assistant Director	24
Metke, Teresa	Zoo	Visitor Services Manager	20	Manager	22
Munro, Judy	Zoo	Zoo Facilities Manager	21	Manager	22
Pate, Dennis	Zoo	Curator	21	Manager	22
Hartline, Jane	Zoo	Zoo Marketing Manager	19	Senior Program Supervisor	20
Mask, David	Zoo	Education Services Manager	20	Senior Program Supervisor	20
Argyle, Bert	Zoo	Facilities Supervisor	18	Program Supervisor	19
Keele, Michael	Zoo	Asst Curator	18	Program Supervisor	19
Rudd, Robert	Zoo	Zoo Development Officer	19	Principal Admin Serv Analyst	19
Schmidt, Michael	Zoo	Veterinarian	19	Veterinarian	19
Mellen, Jill	Zoo	Research Coordinator	17	Research Coordinator	18
Mueggler, Patricia	Zoo	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Agnew, Jennifer	Zoo	Graphics Coordinator	16	Associate Program Supervisor	17
Moeller, James	Zoo	Fac Mgmt Project Coordinator	17	Fac Mgmt Project Coordinator	17
Yerke, Roger	Zoo	Education Services Specialist	16	Associate Program Supervisor	17
Dillon, Mark	Zoo	Retail Supervisor	15	Senior Service Supervisor	16
Wright, Deanna	Zoo	Food Service Supervisor	17	Senior Service Supervisor	16
Dill-Simpson, Terri	Zoo	Safety/Security Supervisor	14	Service Supervisor	15
Jackson, Richard	Zoo	Site Supervisor	15	Service Supervisor	15
Guinn, Russell	Zoo	Asst Mgmt Analyst	14	Events Technician	14
Sword, Philip	Zoo	Food Service/Retail Coord	10	Catering Coordinator	12
Ashton, Lisa	Zoo	Food Service/Retail Coord	10	Associate Service Supervisor	11
Brooks, Wayne	Zoo	Food Service/Retail Coord	10	Associate Service Supervisor	11
Dreis, Timothy	Zoo	Food Service/Retail Coord	10	Associate Service Supervisor	11
Ratcliff, Ivan	Zoo	Storekeeper	10	Associate Service Supervisor	11
Schmidt, Anne	Zoo	Veterinarian Technician	11	Associate Service Supervisor	11
Withrow, Franklin	Zoo	Food Service/Retail Coord	10	Associate Service Supervisor	11
Barker, Janette	Zoo	Admin Secretary	8	Admin Support Asst C	8
Brodie, Kathie	Zoo	Admin Secretary	8	Admin Support Asst C	8
Roberts, Cathie	Zoo	Admin Secretary	8	Admin Support Asst C	8
Shepherdson, David	Zoo	Management Intern	5	Management Intern	5
Weston, Elizabeth	Zoo	Animal Hospital Attendant	4	Animal Hospital Attendant	4

6A5.6.93



METRO

DATE: May 6, 1993
TO: Governmental Affairs Committee
FROM: Casey Short *CS*
RE: Analysis of Ordinance No. 93-489 - Classification & Compensation Plan for Non-Represented Employees

Ordinance No 93-489 is before you today for your consideration. Chair Gates has requested that today's session be a work session only; he expects to have the Committee consider forwarding the ordinance to Council at your next meeting on May 20, for Council consideration on May 27.

Background

Ordinance No. 93-489 is the result of a study commissioned by the Personnel Department, following Council's approval to do so in the 1992-93 budget. The goals of the study were to reduce the number of job classifications, create a classification system for non-represented employees that distinguished these positions from represented positions, and to "bring the non-represented classification and compensation plans back into alignment with internal equity and the job market."

The new plan retains the basic elements of Metro's current system, which is a merit-based system for non-represented employees. This means that pay increases (other than cost of living adjustments) are based on performance, and are not automatic based on longevity. It also continues to provide for pay ranges with just under 50% variance between the minimum and maximum levels.

Analysis

- Conformance with stated goals

The recommendations in the study do accomplish the specific goals outlined in the staff report which accompanies the ordinance. The new plan would reduce the number of non-represented job classifications from 73 to 34, creating a more "generic" plan. For budget and payroll purposes, most classifications that previously applied to only one or two individuals will be

included in a broader, more inclusive job class; people will still be able to use their more specific job titles in day-to-day reference to their positions, but their classifications will be more generic for administrative purposes.

The plan also eliminates the duplication of classifications that are common to both represented and non-represented employees. The purpose of this is to clarify administration and potential labor relations issues that could arise from having some represented and some non-represented employees sharing a classification title (Senior Management Analyst is an example that comes readily to mind).

The final goal, of bringing salaries in line with the internal and external job markets, is somewhat subjective. Determining proper compensation levels for employees is not an exact science, and any revisions to an existing system are going to call into question the objectivity and the validity of the study. My view of this is that any major revision to a classification and compensation system is going to generate some negative reaction as employees compare the recommended changes for positions with which they are familiar. Such objection is generally more anecdotal than empirical; the ultimate issue in this regard is whether the recommendations can be justified empirically.

As noted above, this sort of work is not wholly scientific. The professionals who prepare the plan must make value judgments and assumptions based on their expertise. The issue, then, of determining whether this particular plan is as accurate as possible - reflecting internal and external market factors in making its recommendations - must also be done somewhat subjectively. My own review of the proposed classifications raises some minor questions about the relative value of certain positions, based on my own knowledge of the agency, but these concerns certainly don't warrant revisiting the report's conclusions.

- Effects of the ordinance's directives

The ordinance does five things:

1. Adopts the plan.

The ordinance would adopt the plan as submitted, with exceptions to be discussed below. This would establish the classification/compensation plan as Metro policy; approve and implement the new classification system, to include the new classifications and their job specifications; and adopt the pay plan. The latter item is consistent with the pay plan included in the 1993-94 budget. If the Council were to change the plan

through its action on this ordinance, it would also have to amend the budget when it comes back to you in June for final adoption.

2. Provides for a 4% salary increase for all non-represented employees (except those covered by the provision discussed under #5, below), "in lieu of COLA." This action would commit the Council to awarding the annual cost of living adjustment at the 4% rate for non-represented employees. An issue to be considered is whether to tie this adjustment to inflation, which is past practice and is the continuing practice for represented employees. The formula used to calculate the annual COLA for represented employees is 85% of the change in the appropriate Consumer Price Index (CPI). That CPI number is 4.2%, so the COLA will be 3.6%.

3. To put this as simply as I can, the ordinance would raise all senior level management positions one step above the plan's basic recommendations. It calls for all positions in salary range 23 and above to be placed in the next range, so range 23 positions would be in range 24, etc. This is done in the budget, which replaces the former ranges 23-28 with ranges 24-29. There are sixteen people affected by this item. These people will all receive the same 4% increase to their current salaries as other non-represented employees, but the maximum salary in the pay range will increase by 5%.

4. Waives a provision of the Metro Code that calls for employees who are reclassified to a higher position to receive a pay increase of at least 5%. This provision applies only to implementation of this plan.

5. Freezes the pay rate for employees whose positions are reduced to a lower salary range, if their current pay exceeds the maximum in the new range. Adjustments to those pay rates will start again when their actual pay falls within the new range.

Issues

1. Budget Impact

The 1993-94 Proposed Budget presumes the adoption of this plan. It includes the new classifications, as well as a pay plan that reflects the salary ranges and classifications proposed. Any changes made to this ordinance would have to be included in the final budget ordinance when it comes to Council for adoption in June.

2. Cost of Living Adjustment

As noted above, the ordinance calls for a 4% increase for

non-represented employees as their annual cost of living adjustment. The policy question is whether this is the appropriate COLA amount to be awarded, in light of past practice that has limited such adjustments to 85% of CPI.

It should be noted, as well, that this ordinance does not address the issue of a freeze on merit increases for next fiscal year. The Executive Officer, under her authority, has declared such a freeze, but she has done so in an action separate from this ordinance.

3. Senior Level Managers

The issue to be noted here is the recommendation that senior level managers be moved up a range in the pay plan. I am not recommending against this proposal, but I raise the issue here to ensure it receives proper consideration prior to implementation.

4. Incentive Salary Rate

As noted in Paula Paris' response to Don Carlson's questions, several senior-level managers have received "incentive" increases of up to 3%, effective for one year only. With the revisions to the compensation plan contained in this ordinance, I would recommend the Council consider deleting the Code provision that authorizes this incentive rate. This recommendation is based on the fact that almost all of the affected employees will move to higher salary ranges, and the need for this "incentive" will thus be eliminated.

If you choose to move toward eliminating the incentive salary rate provision, you could do so by amending this ordinance or adopting a separate ordinance; the latter could be in a major Personnel Code revision the Personnel Director plans to present to the Executive and Council early in the coming fiscal year.

GA 5.6.93



METRO

Date: May 4, 1993
To: Governmental Affairs Committee
From: Paula Paris, Personnel Manager
Re: Non-Represented Classification/Compensation Study

Responses to Councilor's questions during the April 1 Governmental Affairs Committee meeting:

1. **Question:** Councilor Moore asked - How many classifications currently cross over in both the represented and non-represented class/comp plans? And how many non-represented employees are in those classifications?

Answer: There are currently 10 classifications which exist in both the represented and non-represented class/comp plans. There are thirty-one non-represented employees (30% of the non-rep employee group) in these cross-over classes.

2. **Question:** Councilor Devlin asked - What monetary impact would anniversary dates for merit increases have on a sampling of employees going up in range?
Councilor Wyers asked - What is the future cost impact if the proposed plan is implemented this year?

Answer: Because these two questions deal with future fiscal impact, we have addressed both questions in the attached *Three Year Cost Comparisons By Fund - Non-Represented Employees Class & Compensation Study* (Table 1). We used each non-represented employee's actual anniversary date along with the assumptions listed on Table 1 to determine the cost projections of the proposed Plan.

3. **Question:** Councilor Gardner asked - What are the turnover rates for non-represented employees?

Answer: The turnover rates are reflected in the attached *Turnover Rates of Non-Represented Positions* (Graph 1). We compared Metro's non-rep turnover rates to the average turnover rate of management employees in Oregon public sector positions as reported by the State of Oregon, Executive Department for 1990 and 1992.

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4. **Question:** Councilor Gates asked - Why is it an advantage to reduce the number of classes and have a more generic system?

Answer: A more generic system with fewer individual classes: creates a more appropriate overall structure of grouping jobs with like or similar levels of duties, responsibilities, and requirements; provides alignment of positions for internal equity; enables career development by providing logical career paths for employees; creates a more manageable system for position tracking and system maintenance; and ensures internal equity by maintaining comparable jobs (responsibilities/duties/authority) at the same pay range. Keeping a system of primarily individual classifications and pay ranges tends to encourage "kingdom" building because individuals become protective of their specific classes and it is easier to politically maneuver upgrades of individuals versus upgrades of generic classes consisting of several people.

5. **Question:** Councilor Hansen asked - Isn't it misleading to continue the current class and comp plans for non-reps if employees are not generally hired at the beginning rates?

Answer: Although this was more of a rhetorical question, a valid point is raised. Since 1988 the entry pay levels for non-rep employees have consistently risen within salary ranges as indicated in the attached *Average Entry Pay Levels For Non-Represented Positions By Year and By Job Type* (Graphs 2(a) and 2(b)). This rise in entry pay levels indicates an increase in the relative market value of recruitment and retention activity for these positions which is addressed and adjusted in the proposed Plan.

6. **Question:** Councilors Gates, Monroe, and Kvistad asked - Why don't we compare Metro salaries to the private sector as well as the public sector?

Answer: Private sector cost of living and inflation statistics are inherent in the annual cost of living adjustments (COLAs) to Metro salaries based on the Consumer Price Index (CPI). The Portland area CPI-W (Consumer Price Index - Urban Wage Earners) that we use to determine Metro COLAs and which is reported by the U.S. Department of Labor, Bureau of Labor & Statistics, includes adjustments to the cost of living for wage earners in the Portland area working in both the private sector and the public sector. After the establishment of appropriate classes and salary ranges as proposed by the Kenny Plan, annual salary adjustments do include both private and public sector statistics and correlations.

Table 1

Three Year Cost Comparison by Fund
Non-Represented Employees Class and Compensation Study

	Implementation of Proposed Non-Represented Class and Comp Study			Retention of Current Class and Comp Study			Projected Cost Difference		
	FY 1993-94	FY 1994-95	FY 1995-96	FY 1993-94	FY 1994-95	FY 1995-96	FY 1993-94	FY 1994-95	FY 1995-96
Total General Fund	\$648,933	\$692,721	\$744,926	\$648,933	\$686,185	\$727,693	\$0	\$6,536	\$17,232
Total Zoo Operating Fund	\$1,809,572	\$1,944,032	\$2,087,796	\$1,811,937	\$1,925,065	\$2,061,131	(\$2,365)	\$18,966	\$26,665
Total Planning Fund	\$841,514	\$908,212	\$984,894	\$841,512	\$885,140	\$929,740	\$2	\$23,072	\$55,154
Total Solid Waste Fund	\$957,193	\$1,017,803	\$1,093,132	\$958,085	\$1,016,118	\$1,091,533	(\$892)	\$1,684	\$1,598
Total Support Services, Bldg and Risk Mgmt Funds	\$2,282,209	\$2,422,495	\$2,594,596	\$2,293,414	\$2,425,828	\$2,569,076	(\$11,205)	(\$3,333)	\$25,520
TOTAL NON-REPRESENTED PERSONAL SERVICES	\$6,539,421	\$6,985,262	\$7,505,342	\$6,553,881	\$6,938,336	\$7,379,173	(\$14,460)	\$46,925	\$126,169
				Estimated Excise Tax Funded Cost			(\$1,680)	\$9,497	\$29,333

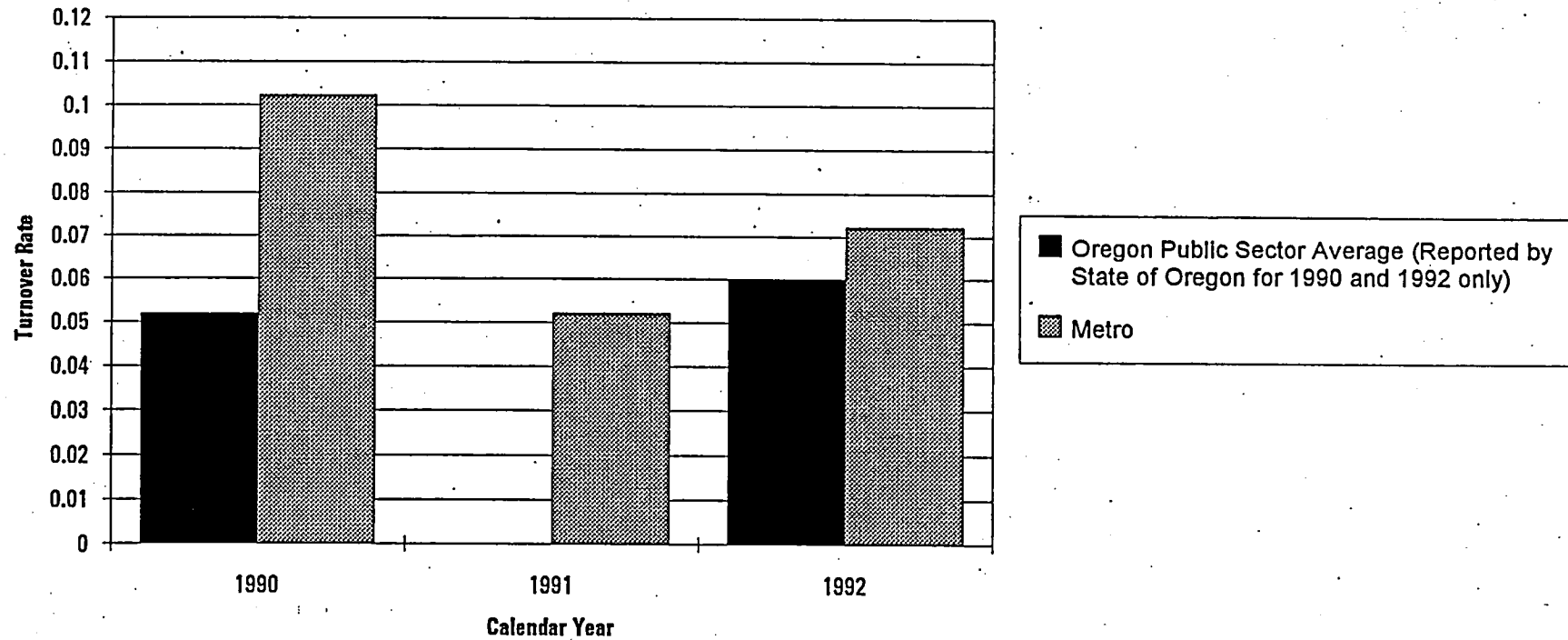
Assumptions

- 1) 4.0% COLA each year
- 2) 5.0% merit adjustment up to maximum of range per employee on anniversary date each year except FY 1993-94
- 3) 26.0% Variable fringe rate
- 4) No assumption for turnover has been made in the analysis

TURNOVER RATES OF NON-REPRESENTED POSITIONS

Graph 1

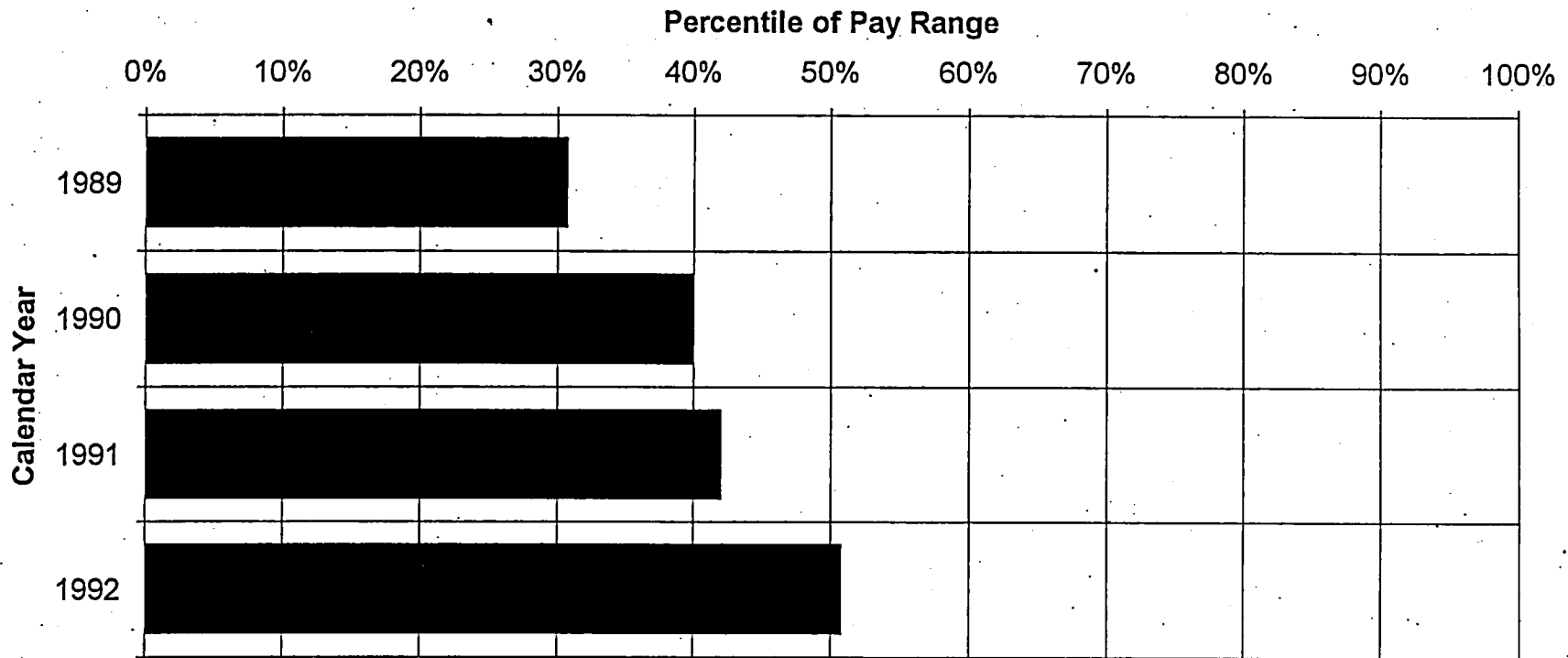
Although turnover has decreased since 1991 as a result of changes in the job market, turnover of non-represented positions at Metro has continued to exceed the average turnover rate of management positions in the Oregon public sector.



AVERAGE ENTRY PAY LEVELS FOR NON-REPRESENTED POSITIONS BY YEAR

Graph 2 (a)

Non-represented employees have typically been hired above the beginning rate during the past four years. The graph below reflects how the average percentile point at which employees are hired has increased since 1989.

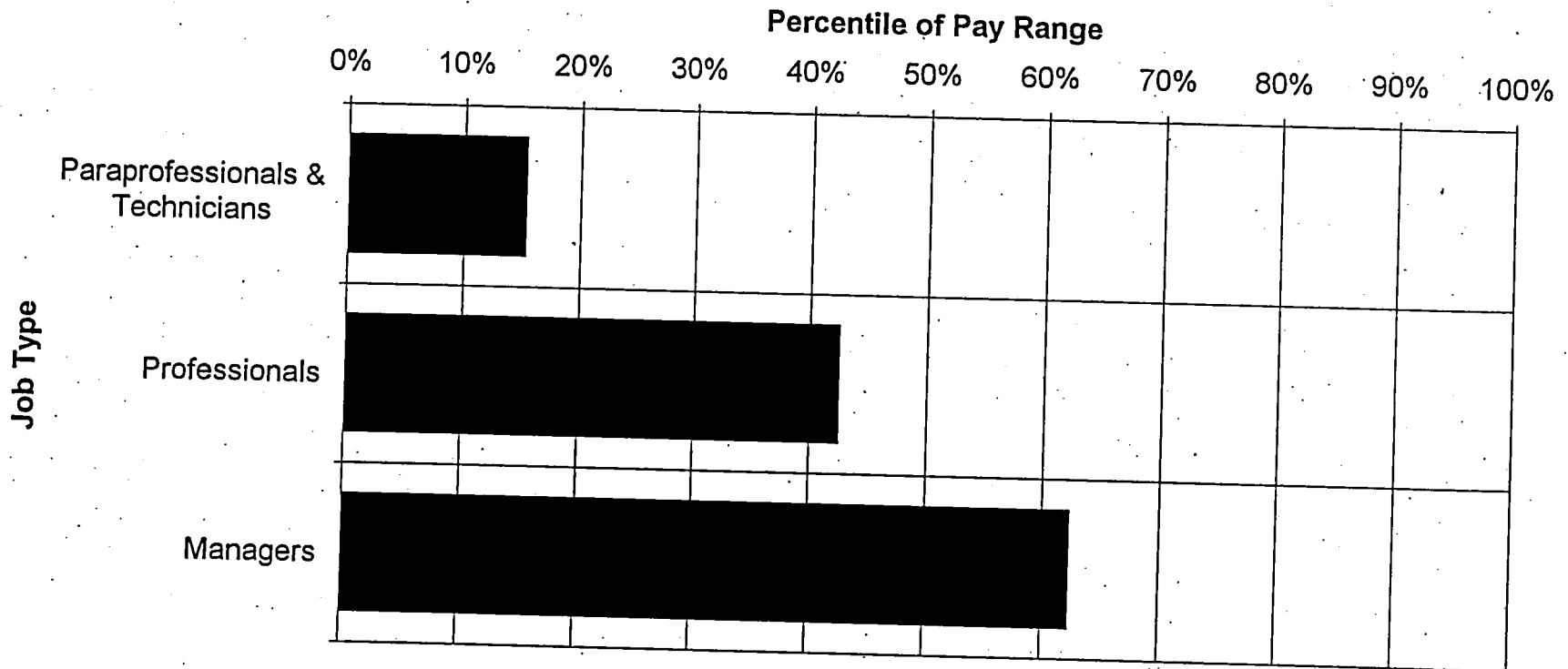


NOTE: Each year's data is based on the actual pay plan in effect for the year.

AVERAGE ENTRY PAY LEVELS FOR NON-REPRESENTED POSITIONS BY JOB TYPE

Graph 2 (b)

The actual entry pay rates of non-represented employees hired in the past four years has typically been above the beginning of the pay range. The graph below reflects the average entry pay percentile within the range for employees hired during 1989-1992.



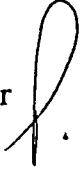


METRO

2000 SW First Ave.
Portland, OR 97201-5398
(503) 221-1646

Memorandum

Date: April 1, 1993

To: Don Carlson, Council Administrator 

From: Paula Paris, Personnel Manager

Re: Response to Questions on Proposed Changes to the Non-Represented Classification Plan

Attached is the response to question #2 that you asked relative to the non-rep class/comp study: A list of the existing non-represented positions which are within 3% of the Maximum Merit salary in the existing pay plan, along with the year in which the position came within 3% of the top of the salary range.

The response to question #3 - a list of those positions which have received the Incentive Merit payment for 1991 and 1992 which is authorized by the Metro Code - is as follows:

Richard Brandman	Transportation Planning Manager	Planning
Roosevelt Carter	Budget & Finance Manager	Solid Waste
Dan Cooper	General Counsel	General Counsel
Andy Cotugno	Planning Director	Planning
Gloria Logan	Legal Secretary	General Counsel
Vickie Rocker	Public Affairs Director	Public Affairs
Don Rocks	Executive Assistant	Executive Office
Neil Saling	Regional Facilities Director	Regional Facilities
Larry Shaw	Senior Assistant Counsel	General Counsel
Sherry Sheng	Zoo Director	Zoo
Jennifer Sims	FMI Director	FMI

As previously agreed by those in attendance at our meeting on March 30, there will be no forthcoming response to question #1.

If you have any questions about the information provided, please feel free to contact me.

cc: Rena Cusma
Dick Engstrom
Governmental Affairs Committee

RESPONSE TO DON CARLSON'S QUESTION #2

NAME	DEPARTMENT	TITLE	YEAR CAME WITHIN 3%	HOURLY	ANNUAL
Donald Carlson	Council	Council Administrator	1989	\$32.36	\$67,567.68
Daniel Cooper	Office of General Counsel	General Counsel	1987	\$34.72	\$72,495.36
Gloria Logan	Office of General Counsel	Legal Secretary	1989	\$15.91	\$33,090.25
Lawrence Shaw	Office of General Counsel	Senior Assistant Counsel	1990	\$28.58	\$56,675.04
Richard Engstrom	Executive Office	Deputy Executive Officer	1991	\$32.18	\$67,191.84
Donald Rocks	Executive Office	Senior Management Analyst	1989	\$23.51	\$49,088.88
Donald Cox	Finance & Mgt. Information	Chief Accountant	1991	\$28.58	\$59,675.04
Craig Prosser	Finance & Mgt. Information	Administrative Manager	1993	\$28.58	\$59,675.04
Jennifer Sims	Finance & Mgt. Information	Dir. of Finance & Mgt. Information	1989	\$33.07	\$69,050.16
Vickie Rocker	Public Affairs	Dir. of Public Affairs	1990	\$33.07	\$69,050.16
Pamela Erickson	Regional Facilities	Construction Manager	1992	\$29.19	\$60,948.72
Glenn Taylor	Regional Facilities	Construction Manager	1992	\$30.00	\$62,640.00
Neil Saling	Regional Facilities	Dir. of Regional Facilities	1990	\$33.07	\$69,050.16
Flor Matias	Regional Facilities	Facilities Supervisor	1992	\$23.36	\$48,775.68
Nancy Meyer	Personnel	Senior Management Analyst	1992	\$22.93	\$47,877.84
Richard Bolen	Planning	Data Resource Center Supervisor	1991	\$27.21	\$56,814.48
Richard Walker	Planning	Transportation Planning Supervisor	1992	\$25.92	\$54,120.96
Richard Brandman	Planning	Transportation Planning Manager	1990	\$30.00	\$64,640.00
Andrew Cotugno	Planning	Dir. of Transportation Planning	1989	\$34.72	\$72,495.36
T. Keith Lawton	Planning	Transportation Technical Manager	1987	\$30.00	\$64,640.00
John Fregonese	Planning	Regional Planning Supervisor	1992	\$25.92	\$54,120.96
Patrick Lee	Planning	Regional Planning Supervisor	1991	\$25.92	\$54,120.96
A. M. Rich	Zoo	Assistant Zoo Director	1989	\$31.50	\$65,772.00
Y. Sherry Sheng	Zoo	Zoo Director	1988	\$38.28	\$65,772.00
Michael Keele	Zoo	Assistant Curator	1990	\$22.92	\$47,856.96
Michael Schmidt	Zoo	Veterinarian	1988	\$24.05	\$50,216.40
Anne Schmidt	Zoo	Veterinarian Technician	1988	\$16.70	\$33,506.16

RESPONSE TO DON CARLSON'S QUESTION #2

NAME	DEPARTMENT	TITLE	YEAR CAME WITHIN 3%	HOURLY	ANNUAL
Jane Hartline	Zoo	Zoo Marketing Manager	1992	\$24.69	\$51,552.72
Deanna Wright	Zoo	Food Service Supervisor	1992	\$22.40	\$46,771.20
Roosevelt Carter	Solid Waste	SW Budget & Finance Manager	1989	\$28.58	\$59,675.04
Debbie Gorham	Solid Waste	Waste Reduction Manger	1991	\$27.26	\$59,918.88
Robert Martin	Solid Waste	Dir. of Solid Waste	1991	\$37.30	\$77,882.40



METRO

2000 SW First Ave.
Portland, OR 97201-5398
(503) 221-1646

Memorandum

Date: March 10, 1993
To: Dick Engstrom, Deputy Executive Officer
From: Donald E. Carlson, ^{DE} Council Administrator
Re: Proposed Changes to the Non-Represented Classification Plan

I have received a copy of the "Final Classification Allocations" which are a result of the recently completed non-represented employee classification study. The schedule shows 112 positions of which 44 are proposed to be put in a higher salary range and 12 are proposed to be put in a lower salary range. The cover memo from Paula Paris dated February 11, 1993 indicates that the class study review committee is recommending approval by the Executive Officer and Council.

When the resolution proposing the changes in the Classification and Pay Plans is filed and brought before the appropriate Council committee, please provide following information:

1. For each position proposed to be moved to a higher or lower salary range a narrative statement describing the change in the job duties or responsibilities which caused the proposed reclass and/or a listing of the specific positions in the external market and their comparable salaries which led to the proposed change. Please indicate any other factor for each position relevant to the proposed recommendation.
2. A list of the existing non-represented positions which are within 3% of the Maximum Merit salary in the existing pay plan. Please indicate the year in which the position came within 3% of the top of the salary range.
3. For the past two years (1991 and 1992) a list of those positions which have received the Incentive Merit payment which is authorized by the Metro Code.

Again, please provide this information when the matter comes before the appropriate Council committee. Your response to this request will be greatly appreciated. If you have any questions, please let me know.

cc: Judy Wyers
Governmental Affairs Committee
Paula Paris

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 93-489 ADOPTING THE CLASSIFICATION/COMPENSATION STUDY RECOMMENDATIONS FOR NON-REPRESENTED EMPLOYEES, AND AWARDING A 4% GENERAL MARKET ADJUSTMENT FOR NON-REPRESENTED EMPLOYEES, IN LIEU OF A COST OF LIVING ADJUSTMENT.

Date: March 12, 1993

Presented by: Paula Paris

BACKGROUND

The last classification/compensation study was conducted in 1988. During the budget process for FY 92-93, the Council approved a classification/compensation study for non-represented employees to be conducted. Kenny Consulting Group, Inc. was awarded the contract as a result of the RFP process. There were three major objectives in the study:

1. To create a more generic non-represented classification plan. Currently most individual non-rep employees have their own classification. A classification plan should more appropriately provide an overall structure of grouping jobs with like or similar levels of duties, responsibilities, criticality, and requirements.
2. To establish a management service classification structure that differentiates the classification titles for non-represented employees from the classification titles for employees represented by unions. A non-represented employee classification plan should more clearly distinguish between reps and non-reps for collective bargaining purposes. Non-represented employees can still maintain their working titles allowed by their Department Head within their departmental structure.
3. To bring the non-represented classification and compensation plan back into alignment with internal equity and the job market.

A Non-Rep Class/Comp Committee was established by Personnel to select the consultant and to review the recommendations of the consultant on an ongoing basis during the study process. The members of the Committee were: Jennifer Sims, John Houser, Kay Rich, Dick Engstrom, Paula Paris, and Michelle Cline. The Committee discussed and agreed with the Kenny Consulting Group recommendations and forwarded them to the Executive Officer for approval and for implementation recommendations.

FISCAL IMPACT

As with all class/comp studies, some employees are assigned to newly established classifications at a higher salary range, some are assigned to newly established classifications at a lower salary

range, and most are assigned to newly established classifications with no change to the salary range. This is also true with the results of this study: of the 110 positions reviewed; 44 positions are higher, 12 positions are lower, and 54 remain unchanged. These changes in classifications of positions are consistent with the level of duties, responsibility, criticality, requirements, internal equity, and the external salary comparisons of the job market.

If the Kenny Consulting Group recommendations were implemented in accordance with the existing Metro Code (particularly 2.02.160 (11)), the cost to Metro would be \$220,203.

However, the proposed implementation for FY 93-94:

- 1) increases the non-rep pay plan by 4% in lieu of COLA (CPI is 4.2% for FY 93-94);
- 2) does not grant increases as provided in the Code to positions assigned to higher salary ranges;
- 3) makes no changes in the rates of pay for some positions established at a lower salary range until the annual adjustments to the pay plan bring the rates within the new range (red-circling); and

thereby realizes a cost savings of \$15,154 compared to the cost of implementing a 4% across-the-board cost of living adjustment for all non-represented employees.

RECOMMENDATION

The Metro Code requires that the Council adopt and maintain a classification and compensation plan for non-represented employees which shall provide an equitable and logical arrangement of job classifications, which shall equitably reflect the difference in duties and responsibilities, and which shall be related to compensation for comparable positions within the same job market. The Council approved a non-rep class/comp study to be conducted this fiscal year 92-93. We believe the classification and compensation recommendations from the Kenny Consulting Group, Inc., and the Executive Officer's proposed implementation, provide an equitable and reasonable plan for our non-represented employees. It is, therefore, recommended by the Executive Officer that Ordinance No. 93-489 be adopted.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE)
CLASSIFICATION AND COMPENSATION)
PLANS FOR NON-REPRESENTED)
EMPLOYEES, AND AWARDING A 4%)
GENERAL MARKET ADJUSTMENT FOR)
NON-REPRESENTED EMPLOYEES, IN)
LIEU OF A COST OF LIVING)
ADJUSTMENT.)

ORDINANCE NO. 93-489
Introduced by Rena Cusma,
Executive Officer

WHEREAS, Metro Code 2.02.115 governs the establishment and maintenance of a position classification plan to be adopted and amended to provide an equitable and logical arrangement of job classifications to facilitate the identification, compensation and filling of positions; and

WHEREAS, Metro Code 2.02.145 governs the establishment of a pay plan which provides a range of pay for each classification which shall equitably reflect the difference in duties and responsibilities, and shall be related to compensation for comparable positions within the same job market; and

WHEREAS, Metro Code 2.02.150 governs that the pay plan be studied to cover such items as changes in the Consumer Price Index and salaries and benefits received by employees in the labor market; and

WHEREAS, the Metro Council approved such a study for non-represented employees in the FY 92-93 budget, and the Kenny Consulting Group, Inc. provided the study; and

WHEREAS, Metro Code 2.02.130 provides that new classifications are authorized by the Council; and

WHEREAS, Metro Code 2.02.160 (11) provides that upon reclassification to a higher maximum salary rate, an employee shall be placed on the beginning step of the new classification or receive a 5% adjustment, whichever is greater; and

WHEREAS, the Council wishes to waive application of Metro Code 2.02.160 (11) solely for the implementation of this specific Classification and Salary Administration Plan, so that automatic salary increases will not occur; now therefore,

THE METRO COUNCIL HEREBY ORDAINS:

The recommended Classification And Salary Administration Plan For Non-Represented Positions of Metro, dated February 1993 and proposed by the Kenny Consulting Group, Inc. (Exhibit A), the recommended classification specifications (Exhibit B), the final recommended classification allocations (Exhibit C), and the requisite pay plan reflecting the recommendations (Exhibit D) are adopted and subject to the following implementation:

1. A general market adjustment of four percent (4%), in lieu of a cost of living adjustment, will be applied to non-represented salary ranges effective July 1, 1993.

2. The salary ranges for classifications in salary grades 23 and above will be advanced by one salary grade (5%) to reflect survey market findings for positions at that level, as reflected in the pay plan (Exhibit C).

3. Notwithstanding Metro Code 2.02.160 (11), for the implementation of this specific Classification and Salary Administration Plan, salary increases that would otherwise occur under 2.02.160 (11) are deferred and can only be effectuated as merit based increases as provided under Metro Code 2.02.160 (a), (d) (5) (6) (9) (10). Thereafter, Metro Code 2.020.160 (11) shall remain in effect.

4. The rates of pay for incumbents in positions reclassified downward as a part of the non-represented class study, shall be continued and no change in salary shall occur until the annual adjustments to the pay plan bring the employees' rates within the new range as provided under Metro Code 2.02.140.

5. This ordinance being necessary for the public health, safety or welfare, for the reason of orderly administration of the Classification and Salary Plan at the beginning of the fiscal year, an emergency is declared to exist, and this Ordinance takes effect on July 1, 1993.

ADOPTED by the Metro Council this ____ day of _____, 1993.

Judy Wyers, Presiding Officer

ATTEST:

Clerk of the Council

GOVERNMENTAL AFFAIRS COMMITTEE REPORT

ORDINANCE NO. 93-489A AMENDING THE CLASSIFICATION AND COMPENSATION PLANS FOR NON-REPRESENTED EMPLOYEES, AND AWARDING A 4% GENERAL MARKET ADJUSTMENT FOR NON-REPRESENTED EMPLOYEES, IN LIEU OF A COST OF LIVING ADJUSTMENT

Date: May 25, 1993

Presented By: Councilor Hansen

COMMITTEE RECOMMENDATION: At its May 20, 1993 meeting the Committee voted 3 to 2 to recommend Council adoption of Ordinance No. 93-489 as amended. Those voting in favor were Councilors Gates, Hansen and Moore. Those voting against were Councilors Gardner and Moore.

COMMITTEE DISCUSSION/ISSUES: Ms. Paula Paris, Personnel Manager, presented the Staff Report. She reiterated to the Committee that this ordinance is a result of a classification and pay plan study prepared by the Kenny Consulting Group, Inc. in consultation with a employee review committee and the Metro department heads. The ordinance adopts a revised Classification and Salary Administration Plan for Non-Represented Employees (see Exhibit A); new classification specifications (see Exhibit B); new classification allocations (see Exhibit C); and a new pay plan (see Exhibit D). She pointed out that the ordinance contains implementing provisions including:

1. A 4% in lieu of a cost of living adjustment for non-represented employees effective July 1, 1993;
2. A market survey advancement of positions in salary range 23 and above by one salary grade;
3. A deferral of the Code provision granting an automatic 5% increase to those positions advanced by at least one salary grade;
4. Continuation of the current salary rate for those positions reclassified downward until annual adjustments to the pay plan bring the positions within the new salary range;
5. An emergency clause making the effective date of the ordinance July 1, 1993.

In response to recommendations from Council Staff, the Committee considered and approved several proposed amendments which for the most part make the ordinance consistent with the Approved FY 93-94 Budget. The amendments (see Attachment A to this Committee Report) do the following:

1. Suspend any merit increase for non-represented employees during the next fiscal year (7/1/93 to 7/1/94);
2. Change the Final Classification Allocation (see page 1 of Exhibit C) for a Senior Admin. Service Analyst position in the Executive Management Department from Range 19 to Range 18; and

3. Repeal provisions of the Metro Code authorizing the Executive Officer to award a one to three per cent Incentive Salary Rate for non-represented employees.

Councilor Gardner expressed concern about the appropriateness of approving this revised classification and pay plan during these tough financial times. He stated now is not the time to approve items which will increase the cost of government. Councilor Moore expressed concern about the methodology of the study which considered comparable pay for only public agency positions rather than including some comparable positions in the private sector.



METRO

ATTACHMENT A
 (Fin. Comm. Rpt./Ord. 93-489A)

Date: May 18, 1993
 To: Mike Gates, Governmental Affairs Committee Chair
 From: Donald E. Carlson, Council Administrator
 Re: Possible Amendments to Ordinance No. 93-489 Amending the Pay and Classification Plans for Non-Represented Employees

As you know I'm pinch hitting for Casey Short while he's away on vacation. The purpose of this memo is to give you several possible amendments to Ordinance No. 93-489 for consideration by the Committee at it's May 20, 1993 meeting. I've read the agenda packet material and conferred with the Personnel Manager particularly on the intent of the ordinance and the Executive Officers freeze on merit pay increases for FY 1993-94; and conferred with General Counsel on the wording of the amendments. The proposed amendments are as follows:

- 1) In the "Hereby Ordains" section amend Paragraph No. 3 as follows:

"3. Notwithstanding Metro Code 2.02.160 (d) (11), for the implementation of this specific Classification and Salary Administration Plan, salary increases that would otherwise occur under 2.02.160 (d) (11) [~~are deferred and can only be effectuated as~~] and merit based increases for non-represented employees as provided under Metro Code 2.02.160 (a), (d)(5)(6)(9) and (10)[-] are suspended until July 1, 1994. Thereafter, Metro Code 2.02.160 (a), (d)(5)(6)(9)(10) and (11) shall remain in effect."

The above amendment would put in the ordinance the assumptions on which the FY 1993-94 Budget is based as far as salary increases for non-represented employees. The assumptions in the Budget are that non-represented employees will not get an automatic 5% increase for moving up at least one salary range as a result of the new pay and class plan; and that no one will get a merit pay increase for FY 1993-94. The only salary increase non-represented employees will get during FY 1993-94 is a 4% in lieu of COLA adjustment. The original language in the Ordinance makes it possible for non-represented employees to get a merit increase in FY 1993-94.

- 2) Amend the first page of Exhibit C to the Ordinance as indicated in the memo dated March 31, 1993 from Paula Paris to Mike Gates (see Attachment 1).

This amendment is necessary because Ordinance No. 93-489 was filed with the Clerk on March 17, 1993 and first read on March 25, 1993 with the original Exhibit C showing the position in question at the higher salary range.

- 3) Amend the "Hearby Ordains" section to add a new Paragraph 5 and renumber the old Paragraph 5 as follows:

"5. Metro Code Sub-sections 2.02.160 (d)(4) and 2.02.160 (e) providing for an Incentive Salary Rate are hereby repealed and all remaining sub-sections shall be renumbered accordingly.

[5-] 6. This ordinance being necessary for the public health, safety or welfare, for the reason of orderly administration of the Classification and Salary Plan at the beginning of the fiscal year, an emergency is declared to exist, and this Ordinance takes effect on July 1, 1993."

This amendment would eliminate the 1 to 3 per cent Incentive Salary Rate which the Executive Officer can award to outstanding employees or to assist in retaining employees. Based on information provided by the Personnel Office it appears the use of this provision in the past has had the practical affect of extending the salary ranges of various employees who were at the top of the existing salary range. With this comprehensive revision of the pay and class plan such a provision should no longer be necessary.

cc: Governmental Affairs Committee
Dick Engstrom
Dan Cooper
Paula Paris



METRO

2000 SW First Ave.
Portland, OR 97201-5398
(503) 221-1646

Memorandum


ATTACHMENT 1

Date: March 31, 1993

To: Mike Gates, Metro Councilor
Chair, Governmental Affairs Committee

From: Paula Paris, Personnel Manager

Re: Non-Represented Classification/Compensation Study

A handwritten signature in black ink, appearing to be the name 'Paula Paris', is written over the 'To' and 'From' lines of the memorandum.

As we discussed yesterday, attached is amended page one of Exhibit C of the class/comp study information presented to the Governmental Affairs Committee.

At your request, and with the approval of the Executive Officer, I have revised the final class allocation of the Senior Management Analyst position in Executive Management from the proposed new class of Principal Administrative Services Analyst at salary range 19, to the proposed class of Senior Administrative Services Analyst at its original salary range 18 to retain internal equity among the offices of Executive Management and the Council.

cc: Rena Cusma

**NON-REPRESENTED EMPLOYEE CLASSIFICATION STUDY
FINAL CLASSIFICATION ALLOCATIONS**

Employee Name	Department	Current Classification Title	Current Range	Proposed Classification Title	Proposed Range
Carlson, Don	Council	Council Administrator	25	Administrator	28
Houser, John	Council	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Ryder, Gail	Council	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Short, Kenneth (Casey)	Council	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Shioishi, Judy	Council	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Allen, Paulette	Council	Clerk of the Council	11	Associate Service Supervisor	11
Engstrom, Dick	Exec Mgmt	Deputy Executive Ofcr	25	Administrator	28
Rocks, Don	Exec Mgmt	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Bergstein, Betsy	Exec Mgmt	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Gervais, Ken	Exec Mgmt	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
St. Helen, Lisa	Exec Mgmt	Admin Asst	10	Admin Support Asst D	10
Worley, Unette	Exec Mgmt	Admin Secretary	8	Admin Support Asst C	8
Sims, Jennifer	FMI	Dir of Finance & Mgmt Info	25	Senior Director	28
Cox, Don	FMI	Chief Accountant	22	Senior Manager	23
Prosser, Craig	FMI	Administrative Manager	22	Senior Manager	23
Clem, Ann	FMI	Data Processing Administrator	20	Manager	22
Moss, Ryan (Scott)	FMI	Risk Manager	23	Manager	22
Booth, Jeff	FMI	Sr Mgmt Analyst	18	Senior Program Supervisor	20
Gross, Joe	FMI	Sr Mgmt Analyst	18	Senior Program Supervisor	20
Rutkowski, Kathy	FMI	Sr Mgmt Analyst	18	Principal Admin Serv Analyst	19
Smith, Sylvia	FMI	Mgmt Analyst Supv	20	Program Supervisor	19
Ricks, Robert	FMI	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Feher, Karen	FMI	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Hansen, Howard	FMI	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Williams, Cameron	FMI	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Juett, Pamela	FMI	Management Tech	12	Associate Service Supervisor	11
Cooper, Dan	Gen'l Counsel	General Counsel	26	Administrator	28
Sadlo, Timothy (Todd)	Gen'l Counsel	Sr Asst Counsel	22	Sr Asst Counsel	23
Shaw, Lawrence	Gen'l Counsel	Sr Asst Counsel	22	Sr Asst Counsel	23
Williams, Mark	Gen'l Counsel	Sr Asst Counsel	22	Sr Asst Counsel	23
Logan, Gloria	Gen'l Counsel	Legal Secretary	10	Legal Secretary	10
Snell, Diane	Gen'l Counsel	Admin Secretary	8	Admin Support Asst C	8
Paris, Paula	Personnel	Personnel Manager	23	Director	25
Vacant (LR Ofcr)	Personnel	Sr Mgmt Analyst	18	Principal Admin Serv Analyst	19
Keele, Sarah	Personnel	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Meyer, Nancy	Personnel	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Cline, Michelle	Personnel	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Phillips, Joann	Personnel	Asst Mgmt Analyst	14	Asst Admin Serv Analyst	14
Larson, Karen	Personnel	Admin Secretary	8	Admin Support Asst C	8

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE)
CLASSIFICATION AND COMPENSATION)
PLANS FOR NON-REPRESENTED)
EMPLOYEES, AND AWARDING A 4%)
GENERAL MARKET ADJUSTMENT FOR)
NON-REPRESENTED EMPLOYEES, IN)
LIEU OF A COST OF LIVING)
ADJUSTMENT.)

ORDINANCE NO. 93-489A
Introduced by Rena Cusma,
Executive Officer

WHEREAS, Metro Code 2.02.115 governs the establishment and maintenance of a position classification plan to be adopted and amended to provide an equitable and logical arrangement of job classifications to facilitate the identification, compensation and filling of positions; and

WHEREAS, Metro Code 2.02.145 governs the establishment of a pay plan which provides a range of pay for each classification which shall equitably reflect the difference in duties and responsibilities, and shall be related to compensation for comparable positions within the same job market; and

WHEREAS, Metro Code 2.02.150 governs that the pay plan be studied to cover such items as changes in the Consumer Price Index and salaries and benefits received by employees in the labor market; and

WHEREAS, the Metro Council approved such a study for non-represented employees in the FY 92-93 budget, and the Kenny Consulting Group, Inc. provided the study; and

WHEREAS, Metro Code 2.02.130 provides that new classifications are authorized by the Council; and

WHEREAS, Metro Code 2.02.160 (11) provides that upon reclassification to a higher maximum salary rate, an employee shall be placed on the beginning step of the new classification or receive a 5% adjustment, whichever is greater; and

WHEREAS, the Council wishes to waive application of Metro Code 2.02.160 (11) solely for the implementation of this specific Classification and Salary Administration Plan, so that automatic salary increases will not occur; now therefore,

THE METRO COUNCIL HEREBY ORDAINS:

The recommended Classification And Salary Administration Plan For Non-Represented Positions of Metro, dated February 1993 and proposed by the Kenny Consulting Group, Inc. (Exhibit A), the recommended classification specifications (Exhibit B), the final recommended classification allocations (Exhibit C), and the requisite pay plan reflecting the recommendations (Exhibit D) are adopted and subject to the following implementation:

1. A general market adjustment of four percent (4%), in lieu of a cost of living adjustment, will be applied to non-represented salary ranges effective July 1, 1993.

2. The salary ranges for classifications in salary grades 23 and above will be advanced by one salary grade (5%) to reflect survey market findings for positions at that level, as reflected in the pay plan (Exhibit C).

3. Notwithstanding Metro Code 2.02.160 (d)(11), for the implementation of this specific Classification and Salary Administration Plan, salary increases that would otherwise occur under 2.02.160 (d) (11) ~~[are deferred and can only be effectuated as]~~ and merit based increases for non-represented employees as provided under Metro Code 2.02.160 (a), (d) (5) (6) (9) and (10)[-] are suspended until July 1, 1994. Thereafter, Metro Code 2.020.160 (a), (d), (5) (6) (9) (10) and (11) shall remain in effect.

4. The rates of pay for incumbents in positions reclassified downward as a part of the non-represented class study, shall be continued and no change in salary shall occur until the annual adjustments to the pay plan bring the employees' rates within the new range as provided under Metro Code 2.02.140.

5. Metro Code sub-sections 2.02.160 (d) (4) and 2.02.160 (e) providing for an Incentive Salary Rate are hereby repealed and all remaining sub-sections shall be renumbered accordingly.

[5] 6. This ordinance being necessary for the public health, safety or welfare, for the reason of orderly administration of the Classification and Salary Plan at the beginning of the fiscal year, an emergency is declared to exist, and this Ordinance takes effect on July 1, 1993.

ADOPTED by the Metro Council this ____ day of _____, 1993.

Judy Wyers, Presiding Officer

ATTEST:

Clerk of the Council

SALARY ADMINISTRATION PLAN
FOR
NON-REPRESENTED POSITIONS
OF
METRO
FEBRUARY 1993

KENNY CONSULTING GROUP, INC.

500 Union Street
Suite 1008, Logan Building
Seattle, WA 98101
(206) 223-2000
Fax: (206) 223-0307

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I. INTRODUCTION

In November 1992, a salary administration project on behalf of METRO was initiated. The study included non-represented positions. This report documents the methodology and findings of the study.

OBJECTIVES

At the beginning of the project, the consultants held discussions with METRO staff to determine the scope of the project. The specific objectives assigned to the consultants were:

- Provide for updated and accurate classification specifications. The specifications should reflect the specific functions and duties of each position, be useful for other purposes such as recruiting, selection and training and be in compliance with the recently enacted Americans With Disabilities Act.
- Design a new classification plan grouping positions performing similar duties and requiring similar skills into uniform classifications.
- Assure that employees are assigned to the appropriate classification in terms of each position's duties and responsibilities.
- Provide a fair and flexible methodology for evaluating Metro's positions.
- Conduct and report upon a survey of prevailing salary levels among similar organizations.
- Provide for an integrated classification and compensation plan that is externally competitive, is based upon job measurements and meets budget realities.

II. COMMUNICATIONS AND DATA COLLECTION

EMPLOYEE BRIEFINGS

The ultimate success of any project of this kind depends in large measure on the understanding and support of the employees affected by it. For that reason, particular attention was given to communicating completely and candidly with staff. At the onset of the project, a series of memos were sent to all non-represented employees to explain the project, its objectives, the background and reason for it being undertaken, the methods to be used and the possible outcomes. Then a briefing session was held with department heads and managers to discuss the project and respond to questions.

JOB CONTENT DATA COLLECTION

It is important that the consultants have accurate and complete information about the nature of each position's duties and responsibilities. This information is critical to assure that the work involving salary surveying and position evaluations are accurate and that the position evaluations are reflective of job content.

The data was obtained from two sources:

1. QUESTIONNAIRES

The basic documentation of job content was provided by questionnaires designed by the consultants and to permit each employee included in the study to fully describe his or her position.

In the series of memos, METRO personnel explained the nature of the questionnaire, how it should be completed and responded to specific employee questions. Past experience has shown that such communications markedly improves the quality of the finished forms.

Subsequently, the employees responded to the items on the questionnaire and submitted the form to their supervisor for review and approval. Supervisors were requested to discuss with

the employee any differences in view of job design or expectations before returning the form to Personnel.

2. INTERVIEWS

A consultant conducted a personal interview with a sample of employers included in the study. The purpose of the interviews was to assure that the consultants understood the nature and scope of each position as well as to assure that each position had been fully described.

III. CLASSIFICATION ANALYSIS

PROCESS

This phase of the project involved testing the logic and accuracy of METRO's current classification structure and recommending appropriate changes. Individual positions were also aligned into the appropriate classifications. Several major issues were addressed here. They include:

- Are the classification descriptions accurate? Are they descriptive of the duties and responsibilities actually performed by incumbents? Do they accurately reflect the qualifications required to perform the jobs? Are they clearly and consistently written?
- Are classifications aligned in logical classification series that permit clear distinctions between classes?
- Are individual employees assigned to the correct position in light of their duties and responsibilities?

The consultants performed the following:

- Compared actual duties and responsibilities performed by the employees as identified in the position questionnaires and subsequent interviews to the ones described in the current classification descriptions.
- Examined the logic of the structure of the classification series. Does each provide clear distinctions between classes and afford effective career pathing?
- Identified classifications to be modified or created new classifications.
- Designed a new classification structure intended to group into uniform classes those positions performing essentially similar duties and functions. Emphasis was directed toward meeting METRO's objective of minimizing single-incumbent classifications. The recommended structure is also intended to provide clear distinctions between classes in occupational series.
- Recommended the appropriate classification assignment for each employee in the study.

TABLE I, following page, shows the recommended classification plan.

TABLE 1
METRO NON-REPRESENTED PROPOSED CLASSIFICATION CHANGES

Proposed Classification	Current Classification	Employee Name
Administrator	Council Administrator	Carlson, Don
Administrator	General Counsel	Cooper, Dan
Administrator	Deputy Executive Officer	Engstrom, Dick
Admin Support Asst B	Secretary	Hamby-Holmes, Taryn
Admin Support Asst B	Secretary	Springer, Sheila
Admin Support Asst C	Admin Secretary	Brodie, Kathie
Admin Support Asst C	Admin Secretary	Larson, Karen
Admin Support Asst C	Admin Secretary	Roberts, Cathie
Admin Support Asst C	Admin Secretary	Snell, Diane
Admin Support Asst C	Admin Secretary	Worley, Unette
Admin Support Asst D	Admin Asst	St. Helen, Lisa
Asst Admin Serv Analyst	Asst Mgmt Analyst	Phillips, Joann
Assistant Director	Transportation Plng Manager	Brandman, Richard
Assistant Director	Transportation Technical Manager	Lawton, Keith
Assistant Director	Asst Zoo Director	Rich, A.M.
Assoc Admin Serv Analyst	Assoc Mgmt Analyst	Cline, Michelle
Assoc Admin Serv Analyst	Assoc Mgmt Analyst	Feher, Karen
Assoc Admin Serv Analyst	Assoc Mgmt Analyst	Hansen, Howard
Assoc Admin Serv Analyst	Assoc Mgmt Analyst	Shioishi, Judy
Assoc Admin Serv Analyst	Assoc Mgmt Analyst	Williams, Cameron
Assoc Program Supervisor	Graphics Coordinator	Agnew, Jennifer
Assoc Program Supervisor	Fac Mgmt Project Coordinator	Heaton, Carrie
Assoc Program Supervisor	Fac Mgmt Project Coordinator	Koch, Sarah (Sally)

Assoc Program Supervisor
Assoc Program Supervisor
Assoc Program Supervisor

Assoc Service Supervisor
Assoc Service Supervisor
Assoc Service Supervisor
Assoc Service Supervisor
Assoc Service Supervisor
Assoc Service Supervisor
Assoc Service Supervisor

Catering Coordinator

Director
Director
Director

Events Technician

Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager
Manager

Facilities Supervisor
Fac Mgmt Project Coordinator
Education Services Specialist

Clerk of Council
Food Service/Retail Coord
Food Service/Retail Coord
Food Service/Retail Coord
Management Tech
Veterinarian Technician
Food Service/Retail Coord

Food Service/Retail Coord

Personnel Manager
Director of Public Affairs
Director of Regional Facilities

Asst Mgmt Analyst

Data Resource Ctr Supervisor
Solid Waste Budget & Finance Mgr
Data Processing Administrator
Construction Manager
Regional Plng Supervisor
Waste Reduction Manager
Transportation Plng Supervisor
Regional Plng Supervisor
Administrative Manager
Visitor Services Manager
Risk Manager
Zoo Facilities Manager
Curator
Administrative Manager
Transportation Plng Supervisor
Construction Manager
Transportation Plng Supervisor

Matias, Flor
Quinn, James
Yerke, Roger

Allen, Paulette
Ashton, Lisa
Brooks, Wayne
Dreis, Timothy
Juett, Pamela
Schmidt, Anne
Withrow, Franklin

Sword, Philip

Paris, Paula
Rocker, Vickie
Saling, Neil

Guinn, Russell

Bolen, Richard
Carter, Roosevelt
Clem, Ann
Erickson, Pam
Fregonese, John
Gorham, Debbie
Hoglund, Michael
Lee, Patrick
Mandt, Judith
Metke, Teresa
Moss, Ryan (Scott)
Munro, Judy
Pate, Dennis
Petersen, Terry
Skiles, Leon
Taylor, Glenn
Walker, Richard

Manager
Manager

Engineering/Analysis Manager
Procurement Officer

Watkins, James
Wiley, Rich

Prin Admin Serv Analyst
Prin Admin Serv Analyst
Prin Admin Serv Analyst
Prin Admin Serv Analyst
Prin Admin Serv Analyst

Sr Mgmt Analyst
Zoo Development Officer
Sr Mgmt Analyst
Sr Mgmt Analyst
Sr Mgmt Analyst

Rocks, Don
Rudd, Robert
Rutkowski, Kathy
Stevenson, Berit
Vacant (LR Ofcr)

Program Supervisor
Program Supervisor
Program Supervisor
Program Supervisor
Program Supervisor

Facilities Supervisor
Asst Curator
Public Info Supv
Mgmt Analyst Supv
Sr Mgmt Analyst

Argyle, Bert
Keele, Michael
Larson, Janice
Smith, Sylvia
Sprecher, Larry

Sr Admin Serv Analyst
Sr Admin Serv Analyst
Sr Admin Serv Analyst
Sr Admin Serv Analyst
Sr Admin Serv Analyst
Sr Admin Serv Analyst
Sr Admin Serv Analyst
Sr Admin Serv Analyst
Sr Admin Serv Analyst

Sr Mgmt Analyst
Sr Mgmt Analyst
Sr Mgmt Analyst
Sr Mgmt Analyst
Sr Mgmt Analyst
Sr Mgmt Analyst
Sr Mgmt Analyst
Sr Mgmt Analyst
Sr Mgmt Analyst

Bergstein, Betsy
Gervais, Ken
Houser, John
Keele, Sarah
Meyer, Nancy
Mueggler, Patricia
Ricks, Robert
Ryder, Gail
Short, Kenneth (Casey)

Senior Director
Senior Director
Senior Director
Senior Director

Director of Transportation
Dir of Solid Waste
Zoo Director
Dir of Finance & Mgmt Info

Cotugno, Andy
Martin, Bob
Sheng, Y. Sherry
Sims, Jennifer

Senior Manager
Senior Manager
Senior Manager

SW Facilities Manager
Chief Accountant
Administrative Manager

Chandler, Sammy
Cox, Don
Prosser, Craig

Sr Program Supervisor
Sr Program Supervisor
Sr Program Supervisor

Sr Mgmt Analyst
Sr Mgmt Analyst
Zoo Marketing Manager

Booth, Jeff
Gross, Joe
Hartline, Jane

Sr Program Supervisor	Solid Waste Plng Supv	Kraten, Steve
Sr Program Supervisor	Education Services Manager	Mask, David
Sr Program Supervisor	Public Info Supv	Nelson, A. Marie
Sr Program Supervisor	Solid Waste Plng Supv	Zimmerman, Leigh

Sr Service Supervisor	Retail Supervisor	Dillon, Mark
Sr Service Supervisor	Sr Site Supervisor	Erickson, Penny
Sr Service Supervisor	Food Service Supervisor	Wright, Deanna

Service Supervisor	Site Supervisor	Davis, Janell
Service Supervisor	Safety/Security Supervisor	Dill-Simpson, Terri
Service Supervisor	Site Supervisor	Jackson, Richard
Service Supervisor	Site Supervisor	Keathley, Annette

No Change in Classification

Animal Hospital Attendant	Animal Hospital Attendant	Weston, Elizabeth
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Construction Coordinator	Construction Coordinator	Hillmann, Peter
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Fac Mgmt Project Coordinator	Fac Mgmt Project Coordinator	Moeller, James
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Legal Secretary	Legal Secretary	Logan, Gloria
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Research Coordinator	Research Coordinator	Mellen, Jill
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Sr Asst Counsel	Sr Asst Counsel	Sadlo, Timothy (Todd)
Sr Asst Counsel	Sr Asst Counsel	Shaw, Lawrence
Sr Asst Counsel	Sr Asst Counsel	Williams, Mark

Veterinarian	Veterinarian	Schmidt, Michael
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IV. JOB EVALUATIONS

EVALUATIONS

Each classification in the study was measured by the consultants according to job content without regard for any individual incumbent's qualifications or level of performance. The Kenny factor-point evaluation method was employed to permit evaluations of all positions by the same set of criteria. The following three components, inherent in all jobs, were measured:

- REQUIRED SKILLS - This component measures the total body of knowledge, skills and abilities required of an incumbent to accomplish the expectations of the position in a satisfactory manner:
 - *Technical Knowledge* - The depth and complexity of that which the position incumbent must know to satisfactorily perform the job.
 - *Management Skills* - The achievement of major organization end results through the application of the elements of management.
 - *Human Relations Skills* - The extent to which the position is required to exercise direct communication skills in dealing with others.

- MENTAL EFFORT - This component measures the requirements to analyze alternatives and to solve problems. Mental Effort is represented by the following factors:
 - *Latitude for Independent Judgement* - The range of alternatives open to the position when it performs problem-solving.
 - *Thinking Challenge* - The complexity of analysis and problems the position is required to solve.

- RESPONSIBILITY - This component measures the position's accountability for and contributions to achieving end results. Responsibility is represented by:

- *Authority* - The amount of latitude permitted the position to take action independently.
- *Organizational Influence* - The share of the organization the position is accountable for influencing and the degree of influence.

The evaluations are shown on the following page.

METRO EVALUATIONS
New Classifications
Page 1

CLASS/TITLE	REQUIRED SKILLS	MENTAL EFFORTS	RESPONSIBILITY	TOTAL POINTS
Administrator	FIIIc 621	F4(13) 355	F3D 470	1446
Senior Director	FIIIc 621	F4(13) 355	F3D 470	1446
Director	FIIc 470	F4(12) 234	F3D 409	1113
Asst. Director	FIIc 470	E4(12) 234	E3D 269	973
Senior Manager	FIIc 409	E4(12) 203	E2D 234	846
Senior Asst. Counsel	FIIc 409	E4(12) 203	E2D 234	846
Manager	FIIc 355	E4(11) 154	E2D 203	712
Senior Program Supervisor	EIc 269	E4(11) 116	E2D 177	562
Program Supervisor	EIc 269	D4(10) 88	D1D 116	473
Conservation Research Coordinator	EIc 269	D4(10) 88	D1D 116	473
Principal A. S. Analyst	EIc 234	E4(11) 101	E1D 134	469
Senior A. S. Analyst	EIc 234	D4(11) 101	D1G 76	411
Facilities Coordinator	EIc 234	D4(11) 101	D1G 76	411
Associate Program Supervisor	EIc 234	D3(9) 76	D1G 88	398
Senior Service Supervisor	DIc 203	D4(10) 76	D1D 88	367
Associate A.S. Analyst	EIb 203	D3(9) 76	D1G 66	345
Service Supervisor	DIc 177	D3(9) 58	D1D 101	336
Events Technician	DIb 177	D3(8) 50	D1G 88	315
Asst. A. S Analyst	DIb 177	D4(10) 58	D1G 66	301
Associate Service Supervisor	DIb 154	D3(8) 44	D1G 58	256
Catering Coordinator	DIb 154	D3(8) 44	C1G 44	242
Administrative Support Asst. D	DIb 134	D3(9) 44	C1G 50	228
Administrative Support Asst. C	CIb 116	C3(8) 33	C1G 44	193
Administrative Support Asst. B	CIb 101	C3(7) 25	C1C 29	155
Administrative Support Asst. A	BIb 76	B2(4) 12	B1C 16	104

V. EXTERNAL SALARY COMPARISONS

Determining the competitive posture of the METRO's salary practices for Non-Represented positions requires making comparisons with the salary levels of other organizations. In order to furnish this information, the consultants conducted a special salary survey of the following organizations:

- City of Beaverton
- City of Gresham
- City of Portland
- Clackamas County
- Clark County
- METRO-Seattle
- Multnomah County
- Port of Portland
- Pt. Defiance Zoo & Aquarium
- San Francisco Parks & Recreation
- State of Oregon
- Tri-Met
- Washington County
- Woodland Park Zoo

SELECTION OF BENCHMARK CLASSIFICATIONS

The selection of appropriate benchmark jobs is critical to the development of a sound salary plan as these benchmarks serve as reference for making external salary survey comparisons.

The benchmarks were selected on the basis of the following criteria:

- Other (non-surveyed) positions relate to them in terms of career progression, affinity of duties and supervisory relationships.
- Typically found in other organizations.
- Relatively straight forward in their structure and design.
- Susceptible to clear summary descriptions.

A listing of benchmark positions follows:

- Accounting Supervisor
- Administrative Secretary
- Curator
- Data Processing Supervisor
- Director, Finance & Management Information
- Director, Planning
- Zoo Director
- Education Services Specialist
- General Counsel
- Personnel Analyst
- Personnel Manager
- Senior Assistant Counsel
- Transportation Supervisor

SURVEY DATA COLLECTION

A consultant personally contacted each survey participant to match their position to the benchmarks and to furnish information regarding position duties and responsibilities. Job content differences between the participants' jobs and the matching METRO benchmark were analyzed and factored accordingly, therefore permitting reliable comparisons.

SALARY SURVEY COLLECTION

TABLE II, on the following page, presents a summary of the findings of the salary survey. Shown are:

- Benchmark title.
- METRO's salary range.
- Number of organizations with a matching position.
- The average salary range (low, midpoint, high) and actual salary for the surveyed organizations. The survey data has been adjusted to reflect differences in job content between the participant's positions and the benchmarks.
- The percentage difference between the midpoint of METRO's salary range and the survey average midpoint salary.

The survey data indicates that METRO's current salary ranges are generally very close to the market average. However, METRO's salary ranges for the more senior positions - those in salary range 23 and above are about average approximately five percent below survey findings.

TABLE II
Comparison Metro Salary Survey
February 1993

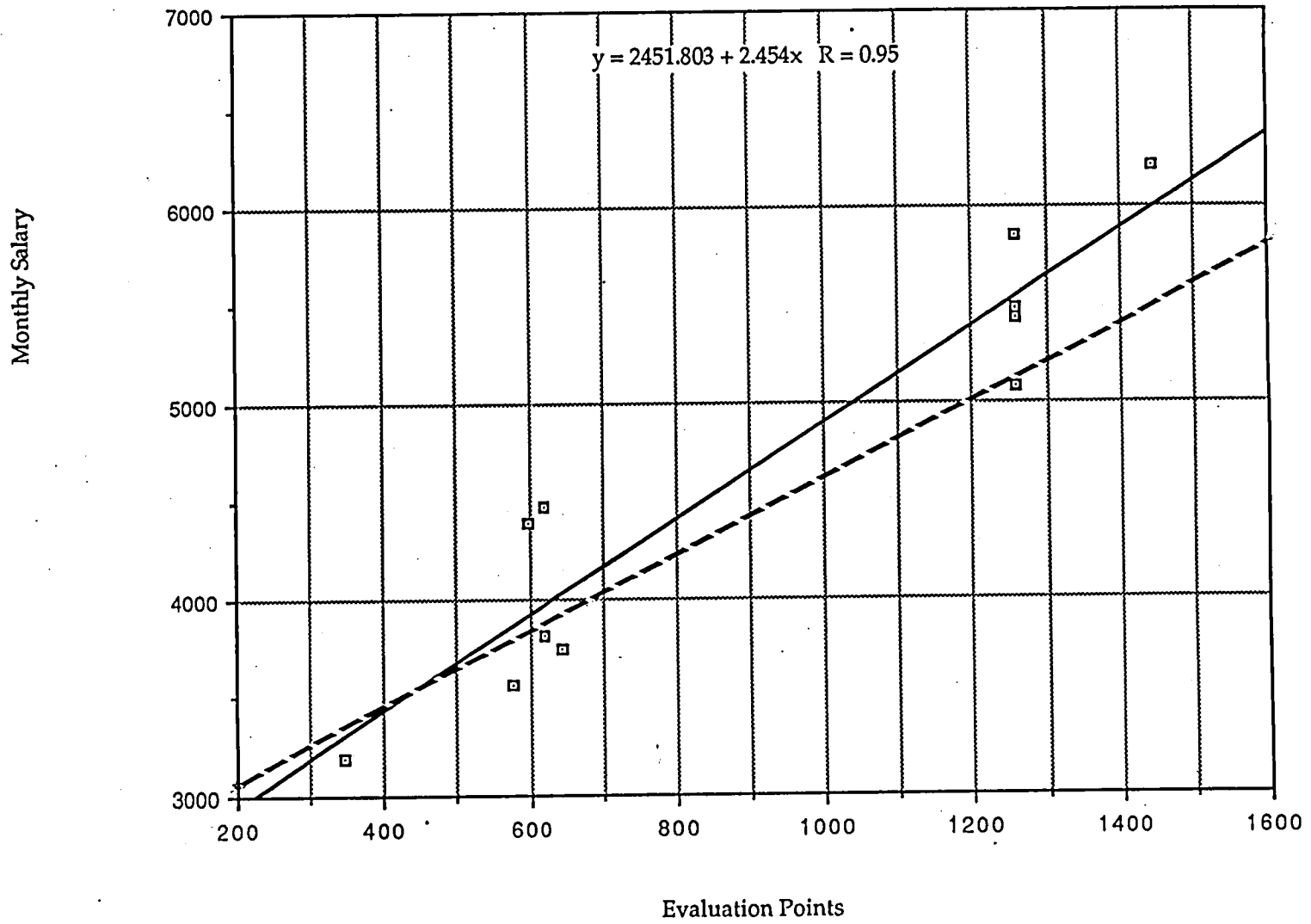
Benchmark Title	METRO			# of Matches	Survey Ranges			Survey Actual	% Diff at Midpoint
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum		
Accounting Supervisor	\$3,095	\$3,802	\$4,510	9	\$2,962	\$3,553	\$4,046	\$3,612	6.55%
Administrative Secretary	\$1,715	\$2,109	\$2,501	10	\$1,817	\$2,081	\$2,344	\$2,120	1.33%
Curator	\$3,250	\$3,993	\$4,735	4	\$3,118	\$3,741	\$4,364	\$3,077	6.31%
Data Processing Supervisor	\$3,095	\$3,803	\$4,510	6	\$3,258	\$3,811	\$4,386	\$3,969	-0.21%
Director, Finance & Management Information	\$3,950	\$4,852	\$5,754	7	\$4,833	\$5,479	\$6,181	\$5,911	-12.92%
Director, Planning	\$4,148	\$5,095	\$6,041	5	\$4,468	\$5,436	\$6,322	\$5,247	-6.69%
Education Services Specialist	\$2,546	\$3,128	\$3,710	5	\$2,414	\$2,401	\$2,386	\$2,582	23.24%
General Counsel	\$4,148	\$5,095	\$6,041	10	\$5,088	\$5,850	\$6,558	\$5,948	-14.82%
Personnel Analyst	\$2,309	\$3,128	\$3,365	8	\$2,759	\$3,191	\$3,624	\$3,406	-2.01%
Personnel Manager	\$3,583	\$4,537	\$5,220	9	\$4,476	\$5,076	\$5,676	\$5,765	-11.88%
Senior Assistant Counsel	\$3,412	\$4,193	\$4,973	8	\$3,886	\$4,475	\$5,062	\$4,526	-6.73%
Transportation Supervisor	\$3,095	\$3,803	\$4,510	5	\$3,822	\$4,396	\$5,254	\$4,816	-15.59%
Zoo Director	\$4,573	\$5,617	\$6,661	3	\$5,114	\$6,213	\$6,341	\$5,047	-10.61%

CHART A, following page, is a scattergram graphically displaying the relationship between survey findings (average midpoints from Table II) and relative job content for the survey participants. Each plot on the chart represents a survey benchmark position at the intersection of survey average (vertical axis) and job evaluation points (horizontal axis). The last item, job evaluation points, was assigned to each benchmark based upon the same evaluation system employed to measure METRO's positions.

This analysis permits us to develop a trend line or pay line which relates the job evaluation points to market findings. The trend line (solid line on the charts) has been calculated to express the relationship between job evaluations and the survey findings. Also shown on these charts is METRO's midpoint salary line. (dashed line)

This survey trend line is used to develop the internal salary relationships for MESD's supervisory positions.

CHART A METRO SURVEY DATA



VI. RECOMMENDATIONS

TABLE III, Following page, shows the recommended salary range assignments for METRO's Non-Represented classifications. The classes are aligned into METRO's current salary plan by reference to the classification evaluations.

We suggest that classifications in salary grades 23 and above be advanced by one salary grade (5%) to reflect survey findings for positions at that level.

We also recommend that a general adjustment of four percent be applied to salary ranges effective July 1, 1993.

TABLE III

METRO Suggested Salary Range Alignment

<u>Salary Range</u>	<u>Classification(s)</u>
1	Education Service Aide I Admin. Support Assistant A Visitor Service Worker 1
4	Animal Hospital Attendant Education Service aide 2
5	Management Intern Admin. Support Asst. B
8	Admin. Support Asst. C
10	Admin. Support Asst. D Legal Secretary
11	Associate Service Supervisor Assistant Research Coordinator
12	Catering Coordinator
14	Events Technician Asst. A.S. Analyst
15	Law Clerk Service Supervisor
16	Senior Service Supervisor Associate A.S. Analyst
17	Associate Program Supervisor Facilities Management Project Coordinator
18	Senior A.S. Analyst
19	Program Supervisor Veterinarian Conservation Research Coordinator Principal A.S. Analyst
20	Senior Program Supervisor Construction Coordinator
22	Manager
23	Senior Manager Senior Assistant Counsel
24	Assistant Director
25	Director
28	Senior Director Administrator

Metro

Class No:	1110	Established	7/88
Title:	Administrative Support Assistant A	Revised:	7/93
Range:	1	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA:	Non-Exempt		

GENERAL STATEMENT OF DUTIES:

Performs routine office support tasks according to prescribed procedures and methods using a variety of office equipment.

SUPERVISION RECEIVED:

Supervision is received from supervisor, manager or higher clerical staff of program area.

SUPERVISION EXERCISED:

None.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Operates a variety of modern office equipment, including calculators, computer terminals, copying machines, and word processors.
2. Creates and maintains various reports, records and systems.
3. Performs receptionist duties; screens callers and visitors and refers to appropriate staff members or departments.
4. Acts as a departmental contact or resource to communicate, exchange, correct, or verify information for the public and other Metro staff members. Responds to inquiries from the public regarding recycling.
5. Maintains office supplies and equipment.
6. Collects organizes and tabulates data; compiles data and performs basic statistical procedures as requested.
7. Reviews and prepares computer inputs using established guidelines and procedures.

Metro

Class No: 1110
Title: Administrative Support
Assistant A
Page: 2

8. Prepares and processes purchase orders and requisitions according to established procedures; maintains records and updates information accordingly.

OTHER JOB FUNCTIONS:

9. Types miscellaneous correspondence and reports.
10. Opens, sorts, and distributes mail.
11. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may occasionally lift items weighing 10 to 15 pounds.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of modern office methods used in financial and statistical recordkeeping.
- Knowledge of basic bookkeeping principles and practices.
- Knowledge of basic functions of an automated recordkeeping system.
- Ability to accurately perform clerical, financial recordkeeping duties;.
- Ability to make accurate arithmetic calculations.
- Ability to operate office equipment including typewriter, data processing terminal, postage machine, copier, and adding machine.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively, both orally and in writing.
- Ability to physically perform assigned duties.

Metro

Class No: 1110

Title: Administrative Support
Assistant A

Page: 3

- Valid Oregon driver's license maybe required.

EXPERIENCE AND TRAINING:

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

Metro			
Class No:	1120	Established:	7/88
Title:	Administrative Support Assistant B	Revised:	7/93
Range:	5	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA:	Non-Exempt		

GENERAL STATEMENT OF DUTIES:

Performs typing, clerical and receptionist duties to contribute to efficient office operations.

SUPERVISION RECEIVED:

Supervision is received from various staff members.

SUPERVISION EXERCISED:

None.

DISTINGUISHING FEATURES:

The Administrative Support Assistant B classification is distinguished from the Administrative Support Assistant C classification by performing more standardized clerical and secretarial duties under supervision.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Types general correspondence, reports, tables, envelopes and forms from handwritten or printed copy, utilizing word processing equipment or electric typewriter.
2. Composes correspondence from brief instructions or notes.
3. Receives and directs incoming calls and visitors; takes messages, determines needs, answers general questions and furnishes information regarding established division or department procedures, policies and services.
4. Attends meetings to record proceedings; types minutes in final form and distributes to members.

Metro

Class No: 1120
Class Title: Administrative Support Assistant B
Page: 2

5. Sets up and maintains files and record keeping systems; files and retrieves documents as necessary.
6. Schedules appointments and meetings, reserves conference rooms and makes travel arrangements as instructed.
7. Maintains inventory of supplies and related inventory records; requisitions supplies and equipment as necessary.
8. Collects and compiles data; prepares standard forms and reports.

OTHER JOB FUNCTIONS:

9. Opens, sorts and distributes mail; processes outgoing mail.
10. Performs related duties as required.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may occasionally lift items weighing 10 to 15 pounds.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of secretarial practices and office procedures.
- Knowledge of business English, composition, spelling, grammar and punctuation.
- Knowledge of basic bookkeeping.
- Ability to operate standard office equipment such as typewriter, word processor, and adding machine.
- Ability to establish and maintain filing and record keeping system.
- Ability to prepare reports, correspondence and records.

Metro

Class No: 1120

Class Title: Administrative Support Assistant B

Page: 3

- Ability to communicate effectively with employees, other organizations and the general public.
- Ability to type 50 words per minute is required.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

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

Metro

Class No: 1130

Class Title: Administrative Support Assistant C

Page: 2

Arranges out-of-town reservations for conferences, transportation, and lodging for Metro personnel.

4. Screens incoming calls, mail, personal visits, and other requests evaluating the relative importance of each; provides detailed information on department or Metro services or processes.
5. Develops office procedures, routines and filing systems as necessary.
6. Compiles data from a variety of sources and prepares summary reports as directed. May involve statistical calculations and tabulations in accordance with established formulas. Posts and balances financial records, compiles data for department budgets, and maintains records of expenditures.
7. Performs a variety of bookkeeping assignments including processing unit payroll, maintaining unit financial records, maintaining unit inventories and ordering supplies.

OTHER JOB FUNCTIONS:

8. Maintains follow-up system on reports or actions which are required on a periodic basis, such as due dates for regular reports and license renewals.
9. Independently conducts major clerical projects.
10. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal, with occasional lifting of objects weighing 10 to 15 pounds.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Considerable knowledge of department services, policies and procedures.

Metro

Class No: 1130

Class Title: Administrative Support Assistant C

Page: 3

- Knowledge of principles and practices of office management and work organization.
- Knowledge of bookkeeping principles and practices.
- Knowledge of business English, composition, spelling, grammar and punctuation.
- Ability to analyze complex office problems and develop and implement sound solutions.
- Ability to establish effective working relationships with Metro Staff, other organizations, and the general public.
- Ability to operate typewriter, micro-computer and other standard office equipment.
- Ability to maintain confidentiality.
- Ability to type 65 words per minute is required.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

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

Metro

Class No:	1140	Established:	7/88
Title:	Administrative Support Assistant D	Revised:	7/93
Range:	10	AA/EEO:	
Bargaining Unit:	Non-Rep		
FLSA:	Exempt		

GENERAL STATEMENT OF DUTIES:

Provides administrative and technical support to department director or division manager. Researches, evaluates and prepares information relative to departmental objectives and performance.

SUPERVISION RECEIVED:

Supervision is received from various department directors.

SUPERVISION EXERCISED:

Supervision may be exercised over lower classified clerical staff.

DISTINGUISHING FEATURES:

The Administrative Support Assistant D classification is distinguished from the Administrative Support Assistant C classification by (1) performing tasks of a departmental-wide nature and reporting to a department director and (2) the responsibility for more complex administrative and technical duties, independently completing department projects, by assuming a broader role in department functions and/or by the responsibility to serve as a lead worker.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Prepares, reviews, monitors and processes contracts and grants for the department.
2. Standardizes departmental business procedures and notifies staff of procedural/policy changes, etc.
3. Prepares bid materials and evaluates submitted bids; purchases materials, gathers data and prepares regular or periodic reports pertaining to department functions.

Metro

Class No.: 1140

Class Title: Administrative Support Assistant D

Page: 2

4. Monitors and analyzes accounting reports for accuracy and budget comparisons.
5. Recommends budget adjustments as necessary and implements procedures to make those adjustments.
6. Processes department payroll.
7. Assures department activities are in compliance with all relevant laws, rules and regulations.
8. Assists in developing annual department budget; develops preliminary budgets for review and approval by division manager.
9. Generates computer reports for monthly billings to allocate specific project charges; collects, reviews and processes department bills for payment.
10. Acts as program representative for manager in his/her absence with other departments and the public as required. May interpret policies, program objectives and departmental regulations to the public.
11. Conducts special studies or events for manager.
12. Coordinates office and clerical support for department.
13. Types a variety of correspondence, reports and other materials from written copy or general instructions.
14. Establishes and maintains departmental recordkeeping system.

OTHER JOB FUNCTIONS:

15. Screens, reviews, prioritizes or responds to mail, phone calls and visitors.
16. Develops and processes forms information used in the department; maintains inventory and orders supplies.
17. Performs other related duties as assigned.

Metro

Class No.: 1140

Class Title: Administrative Support Assistant D

Page: 3

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of the principles of office management and the ability to apply these principles to role and work assignments.
- Knowledge of modern office equipment, practices and procedures, budgeting, accounting principles and methods.
- Knowledge of pertinent laws and regulations, and departmental policies and procedures.
- Knowledge of effective verbal and written communications techniques.
- Knowledge of supervisory principles and practices; ability to plan, organize and supervise the work of subordinates.
- Conduct independent studies, evaluate data, and prepare and present reports.
- Establish and maintain effective working relationships with other employees and the public.
- Ability to type at 65 wpm.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

High School Diploma or G.E.D. and four years of progressively responsible experience in an administrative support capacity, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1150	Established:	7/90
Title:	Legal Secretary	Revised:	7/93
Range:	10	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Non-Exempt		

GENERAL STATEMENT OF DUTIES:

Performs administrative secretarial and paraprofessional duties for the Office of General Counsel including the preparation, maintenance and tracking of legal documents, maintaining attorney's calendars and files, and performing complex office support tasks requiring advanced secretarial skills and knowledge of legal theories and terminology.

SUPERVISION RECEIVED:

Supervision is received from General Counsel.

SUPERVISION EXERCISED:

Supervision is exercised over Administrative Secretary for day to day work flow. procedures, etc., may be exercised over other support staff as assigned.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Composes correspondence and other documents, and edits drafts for errors in spelling, punctuation, capitalization, grammar and word usage.
2. Operates both standard typewriters and sophisticated word processing equipment to produce correspondence, memoranda, reports, ordinances and resolutions from longhand drafts, type dictation, appellate briefs, pleadings and other papers in connection with legal matters.
3. Recommends and implements modifications to programming applications of word processing equipment.
4. Sets up and maintains all legal files for the agency.
5. Schedules and confirms appointments for legal staff.
6. Sets up and maintains legal library, including maintaining various administrative and legal volumes.

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Class No: 1150
Title: Legal Secretary
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OTHER JOB FUNCTIONS:

7. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal, with occasional lifting of objects weighing 10 to 15 pounds.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Considerable knowledge of state and federal trial court and appellate court systems, rules, and procedures.
- Considerable knowledge of and skill in applying business English, grammar, spelling and punctuation.
- Considerable knowledge of and skill in applying modern office practices and procedures in a legal setting.
- Knowledge of legal terminology and basic legal research techniques.
- Knowledge of department services, policies and procedures.
- Ability to analyze office problems and design and implement sound solutions.
- Ability to maintain a high degree of confidentiality and exercise sound judgement and discretion on a wide variety of issues.
- Ability to type a minimum of 80 words per minute accurately.
- Ability to physically perform assigned duties.
- Skill in effective oral and written communication.
- Skill in working independently and as part of a team.

Metro
Class No: 1150
Title: Legal Secretary
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- Skill in establishing and maintaining effective working relationships with members of the legal community, elected officials, other Metro staff and the general public.

EXPERIENCE AND TRAINING:

High School Diploma, G.E.D., and four years of progressive administrative/legal secretarial experience; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1210	Established:	7/88
Title:	Assistant Administrative Services Analyst	Revised:	7/93
		AA/EEO:	
Range:	14		
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Under general supervision, performs a variety of entry level professional administrative duties such as budgeting, personnel, contracts and accounting.

SUPERVISION RECEIVED:

Supervision is normally received from a manager or supervisor.

SUPERVISION EXERCISED:

None.

DISTINGUISHING FEATURES:

The Assistant Administrative Services Analyst classification is distinguished by the performance of entry-level professional assignments under close supervision or clearly defined direction.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Provides technical support and assistance for preparation of the budget; prepares manual, develops procedures, and prepares budget amendment materials.
2. Enters information and maintains database; generates reports as necessary.
3. Under supervision, researches and provides technical assistance in a variety of areas; prepares reports of findings as requested.
4. Analyzes monthly financial and accounting reports and prepares analysis.
5. Monitors contract status; closes contracts as necessary and notifies appropriate personnel.

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Title: Assistant Administrative
Services Analyst
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6. Creates and maintains department files and records.
7. Prepares and maintains indirect cost allocation plan; reviews basis for allocation, and determines percentage allocation, treatment, or type of cost.

OTHER JOB FUNCTIONS:

8. Performs other duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of software and business applications used in dept.
- Ability to organize and conduct assigned projects.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as part of a team.
- Ability to perform analysis and make recommendations.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

A Bachelor's degree relating to program area and one year of relevant experience, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1220	Established:	7/88
Title:	Associate Administrative Services Analyst	Revised:	7/93
		AA/EEO:	
Range:	16		
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Performs a variety of mid-level professional administrative duties such as budgeting, personnel, contracts and accounting.

SUPERVISION RECEIVED:

Supervision is received from unit manager or department director.

SUPERVISION EXERCISED:

May provide direction and train office staff and entry-level professionals.

DISTINGUISHING FEATURES:

The Associate Administrative Services Analyst classification is distinguished from the Assistant Administrative Services Analyst classification by the ability to perform more complex tasks independently and assist in policy formulation and evaluation.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Performs research in a variety of areas for the preparation of reports and recommendations.
2. Analyzes research data; develops and presents recommendations based upon study findings.
3. Reviews, interprets and monitors contracts and provides assistance to staff as requested.
4. Develops and maintains a database of information to support department activities; makes recommendations on revised system requirements.
5. Prepares materials for various committee reviews; develops reports as necessary.

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Class No: 1220
Title: Associate Administrative
Services Analyst
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6. Coordinates program area activities with other Metro departments.
7. Screens job applicants, conducts interviews and makes recommendation for hire.
8. Conducts new employee orientation and provides counseling to employees; assists in implementing training programs.

OTHER JOB FUNCTIONS:

9. Performs other duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of the principles, policies and legislation applicable to program area.
- Knowledge of contract administration policies and practices.
- Knowledge of software and business applications used in department.
- Ability to communicate effectively both orally and in writing.
- Ability to organize and conduct research studies.
- Ability to work independently and as part of a team.
- Ability to physically perform assigned duties.

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Class No: 1220
Title: Associate Administrative
Services Analyst
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EXPERIENCE AND TRAINING:

A Bachelor's degree relating to program area and two years of relevant experience; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1230	Established:	7/88
Title:	Senior Administrative Services Analyst	Revised:	7/93
		AA/EEO:	
Range:	18		
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Performs complex research, analysis, evaluation, report writing and administrative duties in area of assignment, such as budgeting, personnel, contracts and accounting; provides consultative services to department.

SUPERVISION RECEIVED:

Supervision is received from a unit manager or department director.

SUPERVISION EXERCISED:

May provide lead direction to staff within program area.

DISTINGUISHING FEATURES:

The Senior Administrative Services Analyst classification is distinguished from the Associate Administrative Services Analyst classification by involvement in policy formulation and evaluation within area of expertise or program area and/or by the responsibility to serve as lead over other professional staff. Incumbents in this classification are recognized as specialists in a specific program or functional area.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Reviews, interprets and monitors contracts and related documents; prepares drafts and assists with contract negotiation.
2. Provides organizational support, research and materials for committees; develops reports as requested.
3. Remains current on legal requirements, regulations and bills impacting program area; notifies appropriate personnel.

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Title: Senior Administrative
Services Analyst
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4. Provides liaison between Metro Administrative and Technical Staff, committees, contractors and consultants.
5. Develops and organizes the work program for a specific study; coordinates with staff to assure timely completion.
6. Prepares reports covering complex analyses of various issues; presents results to Council, committees, boards and commissions.
7. Prepares program area policy and procedure recommendations; develops appropriate systems to incorporate recommendations.
8. Prepares, monitors program area budget to comply with Metro policy and goals.
9. Assures procedural and substantive compliance of all Metro contracts, grants and purchases with public contract law and Metro code; establishes process for proper contract monitoring and reporting.

OTHER JOB FUNCTIONS:

10. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of the principles, policies and legislation applicable to program area.
- Knowledge of software and business applications used in department.
- Knowledge of contract administration policy and practices.
- Ability to organize and conduct research studies.

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Title: Senior Administrative
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- Ability to communicate effectively both orally and in writing.
- Ability to work independently and as part of a team.
- Ability to organize and coordinate research studies.
- Ability to serve as lead over other professional staff.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

A Bachelor's degree relating to program area and three years of general administrative, governmental or contract administration experience; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Metro
Class No.: 1240 Established: 7/93
Title: Principal Administrative Revised:
 Services Analyst AA/EEO:
Range: 19
Bargaining Unit: Non-Represented
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES:

Performs complex research, analysis, evaluation, report writing and administrative duties for critical system-wide programs and processes, such as budget development and analysis or labor relations, or for highly critical programs in major departments such as significant fund raising or highly critical administrative support; provides consultative services to department.

SUPERVISION RECEIVED:

Supervision is received from a department director.

SUPERVISION EXERCISED:

May provide lead direction to staff within program area.

DISTINGUISHING FEATURES:

The Principal Administrative Services Analyst classification is distinguished from the Senior Administrative Services Analyst classification by responsibility for critical system-wide programs and processes or highly critical programs in major departments. Incumbents in this classification are recognized as specialists in a specific program or functional area.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Reviews, interprets and monitors budget and/or contracts and related documents; prepares, drafts and assists with contract negotiation.
2. Provides organizational support, research and materials for committees; develops reports as requested.
3. Remains current on legal requirements, regulations and bills impacting program area; notifies appropriate personnel.

Metro
Class No: 1240
Title: Principal Administrative
Services Analyst
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4. Provides liaison between Metro administrative and other staff, committees, outside organizations, contractors and consultants.
5. Develops and organizes the work program for specific programs or processes; coordinates with staff to assure timely completion.
6. Prepares reports covering complex analyses of various issues; presents results to Council, committees, boards and commissions.
7. Prepares program area policy and procedure recommendations; develops appropriate systems to incorporate recommendations.
8. Prepares, monitors program area budget to comply with Metro policy and goals.
9. Assures procedural and substantive compliance of all Metro contracts, grants and purchases with public contract law and Metro code; establishes process for proper contract/grant monitoring and reporting.

OTHER JOB FUNCTIONS:

10. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Thorough knowledge of the principles, practices, methods, policies, laws and other authoritative standards applicable to program area.
- Considerable knowledge of software and business applications used in department.
- Considerable knowledge of contract or grant administration policy and practices.
- Ability to organize and conduct research studies.

Metro
Class No: 1240
Title: Principal Administrative
Services Analyst
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- Ability to communicate effectively both orally and in writing.
- Ability to plan, organize and carry out complex administrative processes.
- Ability to work independently and as part of a team.
- Ability to serve as lead over other professional staff.
- Ability to establish and maintain effective working relationships with other staff, committees, boards, outside organizations and the general public.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

A Bachelor's degree relating to program area and five years of general administrative, governmental or contract/grant administration experience; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1310	Established:	7/93
Title:	Associate Service Supervisor	Revised:	
Range:	11	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Serves as supervisor over a limited number of generally entry level employees (fewer than six) providing basic services to the public or carrying out staff support procedures.

SUPERVISION RECEIVED:

Supervision is received from a supervisor, division manager or assistant director.

SUPERVISION EXERCISED:

Supervision is exercised over subordinate support employees.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are distinguished from the Service Supervisor classification by responsibility for supervising generally entry level employees.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Supervises and coordinates the activities of staff by planning, organizing and coordinating workloads and assignments, conducting performance evaluations, monitoring and resolving grievances and other personnel matters and providing training to employees to ensure effective delivery of services by the unit.
2. Implements policies, procedures and performance standards to assure efficient and effective activities that are in compliance with District guidelines, goals and objectives. Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.
3. Assists in preparing unit budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.

Metro
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Title: Associate Service Supervisor
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4. Coordinates activities with other units, as needed.

OTHER JOB FUNCTIONS:

5. Responds to inquiries, complaints, problems or emergencies affecting the availability or quality of services or directs matter to appropriate person.
7. May prepare correspondence, reports and other materials related to the work.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are performed in an office environment while sitting at a desk or computer terminal and at on-site locations. The employee may at times be required to travel to meetings or check on site activities.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Some knowledge of practices, methods and techniques related to the area of assignment.
- Some knowledge of legal requirements, regulations, laws and other authoritative standards applicable to area of assignment.
- Some knowledge of supervisory principles and practices.
- Some knowledge of expenditure control and record keeping.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.
- Ability to coordinate activities for the area of assignment.
- Ability to understand and execute oral and written instructions, policies and procedures.

Metro
Class No: 1310
Title: Associate Service Supervisor
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- Ability to analyze and evaluate operational effectiveness, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with other employees, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Associate's degree (or equivalent) related to area of assignment and one year responsible experience in the field; lead experience is desirable; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1320	Established:	7/93
Title:	Service Supervisor	Revised:	
Range:	15	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Serves as supervisor over mid-level, generally non-exempt employees providing basic services to the public or carrying out staff support procedures.

SUPERVISION RECEIVED:

Supervision is received from a supervisor, division manager or assistant director.

SUPERVISION EXERCISED:

Supervision is exercised over subordinate support employees.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are distinguished from the Associate Service Supervisor classification by responsibility for supervising positions performing more complex duties.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Supervises and coordinates the activities of staff by planning, organizing and coordinating workloads and assignments, conducting performance evaluations, monitoring and resolving grievances and other personnel matters and providing training to employees to ensure effective delivery of services by the unit.
2. Implements policies, procedures and performance standards to assure efficient and effective activities that are in compliance with District guidelines, goals and objectives. Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.

Metro
Class No: 1320
Title: Service Supervisor
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3. Assists in preparing unit budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
4. Coordinates activities with other units, as needed.

OTHER JOB FUNCTIONS:

5. Responds to inquiries, complaints, problems or emergencies affecting the availability or quality of services or directs matter to appropriate person.
7. May prepare correspondence, reports and other materials related to the work.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are performed in an office environment while sitting at a desk or computer terminal and at on-site locations. The employee may at times be required to travel to meetings or check on site activities.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of practices, methods and techniques related to the area of assignment.
- Some knowledge of legal requirements, regulations, laws and other authoritative standards applicable to area of assignment.
- Some knowledge of supervisory principles and practices.
- Some knowledge of expenditure control and record keeping.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.
- Ability to coordinate activities for the area of assignment.

Metro

Class No: 1320
Title: Service Supervisor
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- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to analyze and evaluate operational effectiveness, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with other employees, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Associate's degree (or equivalent) related to area of assignment and two years progressively responsible experience in the field; lead experience is desirable; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1330	Established:	7/93
Title:	Senior Service Supervisor	Revised:	
Range:	16	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Serves as supervisor or lead over lower level supervisors carrying out basic services to the public or carrying out staff support processes.

SUPERVISION RECEIVED:

Supervision is received from a supervisor or division manager.

SUPERVISION EXERCISED:

Supervision or lead responsibility is exercised over subordinate supervisors.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are distinguished from the Service Supervisor classification by responsibility for supervising or exercising lead responsibility over other supervisory positions or as a first line supervisor over technical staff.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Supervises and coordinates the activities of staff by planning, organizing and coordinating workloads and assignments, conducting performance evaluations, monitoring and resolving grievances and other personnel matters and providing training to employees to ensure effective delivery of services by the unit.
2. Implements policies, procedures and performance standards to assure efficient and effective activities that are in compliance with District guidelines, goals and objectives. Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.

Metro

Class No: 1330
Title: Senior Service Supervisor
Page: 2

3. Assists in preparing unit budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
4. Coordinates activities with other units, District departments and outside governmental and other agencies, as needed.

OTHER JOB FUNCTIONS:

5. Represents the organization at meetings related to the assigned area, as needed.
6. Responds to inquiries, complaints, problems or emergencies affecting the availability or quality of services or directs matter to appropriate person.
7. May prepare correspondence, reports and other materials related to the work.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are performed in an office environment while sitting at a desk or computer terminal and at on-site locations. The employee may at times be required to travel to meetings or check on site activities.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of practices, methods and techniques related to the area of assignment.
- Some knowledge of legal requirements, regulations, laws and other authoritative standards applicable to area of assignment.
- Some knowledge of supervisory principles and practices.
- Some knowledge of expenditure control and record keeping.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate supervisory and other staff.

Metro

Class No:

1330

Title:

Senior Service Supervisor

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- Ability to coordinate activities for the area of assignment.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to analyze and evaluate operational effectiveness, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with other employees, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Associate's degree (or equivalent) related to area of assignment and three years progressively responsible experience in the field; lead experience is desirable; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1350	Established:	7/93
Title:	Associate Program Supervisor	Revised:	
Range:	17	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Serves as supervisor over a large support staff (more than ten full time equivalent positions) or a smaller technical staff (fewer than ten). Plans, organizes, coordinates, assigns and evaluates the work of subordinate technical and/or support staff and are responsible for a specific program area.

SUPERVISION RECEIVED:

Supervision is received from a supervisor, division manager or department head.

SUPERVISION EXERCISED:

Supervision is exercised over subordinate technical and/or support staff with overall responsibility for the unit and its activities.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are distinguished from the Senior Service Supervisor classification by responsibility for supervising technical positions or a large (more than ten) support staff.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Supervises and coordinates the activities of staff by planning, organizing and coordinating workloads and assignments, conducting performance evaluations, monitoring and resolving grievances and other personnel matters and providing training to employees to ensure effective delivery of services by the unit.
2. Implements policies, procedures and performance standards to assure efficient and effective activities that are in compliance with District guidelines, goals and objectives. Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.

Metro

Class No: 1350
Title: Associate Program Supervisor
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3. Prepares unit budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
4. Represents the organization at local, state and regional meetings related to the assigned program, as needed.
5. Develops short and long-range plans, goals and objectives for operational effectiveness; reviews and updates annual and comprehensive plans; coordinates activities with other units, District departments and outside governmental and other agencies, as needed.

OTHER JOB FUNCTIONS:

6. Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or service complaints.
7. Prepares a variety of correspondence, reports and other materials related to the work.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of the principles, practices, theories, and methods of the area of assignment.
- Knowledge of legal requirements, regulations, laws and other authoritative standards applicable to area of assignment.
- Some knowledge of supervisory principles and practices.

Metro

Class No: 1350
Title: Associate Program Supervisor
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- Some knowledge of budget preparation, expenditure control and record keeping.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate technical and other staff.
- Ability to develop goals and objectives and coordinate activities for the unit.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to analyze and evaluate unit operational effectiveness, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with employees, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to develop and implement innovative programs and services in area of assignment.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Bachelor's degree in public administration or other field related to area of assignment and two years progressively responsible experience in the field, or an associate's degree or equivalent related to area of assignment and four years progressively responsible experience in the field; lead experience is desirable; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1360	Established:	7/93
Title:	Program Supervisor	Revised:	
Range:	19	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Provides support service functions which represent a unique program of importance to the department and is responsible for supervising a small staff, including at least one professional position and other technical or support staff or is responsible for supervising a very large technical and support staff.

SUPERVISION RECEIVED:

Supervision is received from a division manager or department head.

SUPERVISION EXERCISED:

Supervision is exercised over subordinate professional and support staff with overall responsibility for the unit and its activities.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are distinguished from the Associate Program Supervisor classification by responsibility for supervising at least one professional position or a very large technical and support staff.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Supervises and coordinates the activities of staff by planning, organizing and coordinating workloads and assignments, conducting performance evaluations, monitoring and resolving grievances and other personnel matters and providing training to employees to ensure effective delivery of services by the unit.
2. Implements policies, procedures and performance standards to assure efficient and effective activities that are in compliance with District guidelines, goals and objectives. Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.

Metro

Class No: 1360
Title: Program Supervisor
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3. Prepares unit budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
4. Represents the organization at local, state and regional meetings related to the assigned program, as needed.
5. Develops short and long-range plans, goals and objectives for operational effectiveness; reviews and updates annual and comprehensive plans; coordinates activities with other units, District departments and outside governmental and other agencies, as needed.

OTHER JOB FUNCTIONS:

6. Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or service complaints.
7. Prepares a variety of correspondence, reports and other materials related to the work.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of the principles, practices, theories, and methods of the area of assignment.
- Knowledge of legal requirements, regulations, laws and other authoritative standards applicable to area of assignment.
- Knowledge of supervisory principles and practices.
- Knowledge of budget preparation, expenditure control and record keeping.

Metro
Class No: 1360
Title: Program Supervisor
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- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate professional and other staff.
- Ability to develop goals and objectives and coordinate activities for the unit.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to analyze and evaluate unit operational effectiveness, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with employees, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to develop and implement innovative programs and services in area of assignment.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Bachelor's degree in public administration or other field related to area of assignment and three years progressively responsible experience in the field, or an associate's degree or equivalent related to area of assignment and five years progressively responsible experience in the field; supervisory experience is desirable; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No: 1370
Title: Senior Program Supervisor
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objectives. Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.

3. Prepares unit budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
4. Represents the organization at local, state and regional meetings related to the assigned program, as needed.
5. Develops short and long-range plans, goals and objectives for operational effectiveness; reviews and updates annual and comprehensive plans; coordinates activities with other units, District departments and outside governmental and other agencies, as needed.

OTHER JOB FUNCTIONS:

6. Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or service complaints.
7. Prepares a variety of correspondence, reports and other materials related to the work.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of the principles, practices, theories, and methods of the area of assignment.
- Considerable knowledge of legal requirements, regulations, laws and other authoritative standards applicable to area of assignment.

Metro

Class No: 1370
Title: Senior Program Supervisor
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- Considerable knowledge of supervisory principles and practices.
- Knowledge of budget preparation, expenditure control and record keeping.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate professional and other staff.
- Ability to develop goals and objectives and coordinate activities for the unit.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to analyze and evaluate unit operational effectiveness, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with employees, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to develop and implement innovative programs and services in area of assignment.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Bachelor's degree in public administration or other field related to area of assignment and four years progressively responsible experience in the field; supervisory experience is desirable; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1410	Established:	7/93
Title:	Manager	Revised:	
Range:	22	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Manages a critical and complex program; oversees and coordinates program activities. Plans, organizes, coordinates, assigns and evaluates the work of subordinate professional, technical and support staff.

SUPERVISION RECEIVED:

Supervision is received from a department head.

SUPERVISION EXERCISED:

Supervision is exercised over subordinate professional and support staff with overall responsibility for the program and its activities.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification all report to department directors and have staffs of fewer than 15 professional and technical employees, typically performing critical staff functions, although smaller critical line functions are included.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Manages and coordinates the activities of staff by planning and organizing workloads and assignments, conducting performance evaluations, monitoring and resolving grievances and other personnel matters and providing training to employees to ensure effective delivery of services by the department.
2. Implements policies, procedures and performance standards to assure efficient and effective activities that are in compliance with District guidelines, goals and objectives. Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.

Metro

Class No: 1410
Title: Manager
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3. Prepares program budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
4. Represents the organization at local, state and regional meetings related to the assigned program.
5. Provides planning leadership and direction and develops short and long-range plans, goals and objectives for operational effectiveness; reviews and updates annual and comprehensive plans; coordinates activities with other District departments and outside governmental and other agencies.

OTHER JOB FUNCTIONS:

6. Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints.
7. Prepares a variety of correspondence, reports and other materials related to the work.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. May also work on-site. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Thorough knowledge of the principles, practices, theories, methods and practices of the area of assignment.
- Thorough knowledge of legal requirements, regulations, and laws applicable to area of assignment.
- Considerable knowledge of supervisory principles and practices.

Metro

Class No: 1410
Title: Manager
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- Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- Knowledge of principles, theories and practices of planning.
- Ability to plan, organize and oversee assigned work program, including monitoring work schedules and evaluating the work of others.
- Ability to develop goals and objectives and conduct planning activities.
- Ability to analyze and evaluate operations, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with employees, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to develop and implement innovative programs and services in area of assignment.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Bachelor's degree in public administration, planning or related field and four years progressively responsible experience in the field, including supervisory experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1420	Established:	7/93
Title:	Senior Manager	Revised:	
Range:	23	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Manages a large, critical and complex program; oversees and coordinates program activities; Plans, organizes, coordinates, assigns and evaluates the work of subordinate supervisory, professional, technical and support staff.

SUPERVISION RECEIVED:

Supervision is received from a department head.

SUPERVISION EXERCISED:

Supervision is exercised over subordinate supervisory, professional and support staff with overall responsibility for the program and its activities.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification all report to department directors and have subordinate professional/supervisory positions under them and relatively large staffs (more than 15 professional and technical positions) and/or performs work of a highly critical nature.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Manages and coordinates the activities of staff by planning and organizing workloads and assignments, conducting performance evaluations, monitoring and resolving grievances and other personnel matters and providing training to employees to ensure effective delivery of services by the department.
2. Implements policies, procedures and performance standards to assure efficient and effective activities that are in compliance with District guidelines, goals and objects.

Metro

Class No: 1420
Title: Senior Manager
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Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.

3. Prepares program budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
4. Represents the organization at local, state and regional meetings related to the assigned program.
5. Provides planning leadership and direction and develops short and long-range plans, goals and objectives for operational effectiveness; reviews and updates annual and comprehensive plans; coordinates activities with other District departments and outside governmental and other agencies.

OTHER JOB FUNCTIONS:

6. Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.
7. Prepares a variety of correspondence, reports and other materials related to the work.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Thorough knowledge of supervisory principles and practices.
- Thorough knowledge of the principles, practices, theories, methods and practices of the area of assignment.

Metro

Class No: 1420
Title: Senior Manager
Page: 3

- Thorough knowledge of legal requirements, regulations, and laws applicable to area of assignment.
- Considerable knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- Considerable knowledge of principles, theories and practices of planning.
- Ability to plan, organize and oversee assigned work program, including monitoring work schedules and evaluating the work of others.
- Ability to develop goals and objectives and conduct planning activities.
- Ability to analyze and evaluate operations, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with employees, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to develop and implement innovative programs and services in area of assignment.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Bachelor's degree in public administration, planning or related field and five years progressively responsible experience in the field, including considerable supervisory experience with responsibility for program planning; or any combination of education and experience which would provide the applicant with the desired knowledge, skill, and ability required to perform the job.

Metro

Class No.:	i450	Established:	7/93
Title:	Assistant Director	Revised:	
Range:	24	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Plans, organizes and manages the daily administration and operation of a major department as delegated by the department director; administers and directs the budget, accounting, personnel and other administrative systems and programs.

SUPERVISION RECEIVED:

Supervision is received from the department director.

SUPERVISION EXERCISED:

Supervision is exercised over department staff.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Plans, organizes and directs the centralized administrative services for the department. Establishes and implements policies, procedures and standards for the efficient and effective operation of the department. Coordinates staff reports.
2. Interprets, drafts and reviews policy and procedures that define and determine the operations and procedural work flow.
3. Determines actions, finds solutions, makes appropriate responses to varied and divergent daily operational problems.
4. Oversees and coordinates the preparation, presentation and on-going monitoring and adjustments of the department budget. Analyzes previous expenditures and available resources to ensure conformance with approved resources, policies, and other standards.
5. Oversees the development of management and financial reporting systems.

Metro

Class No: 1450
Title: Assistant Director
Page: 2

6. Assigns, supervises, and evaluates the work of assigned staff; advises and assists as necessary.
7. Develops and monitors internal accounting procedures consistent with Metro's accounting systems; approves purchase orders for significant, major purchases; administers contract procedures.
8. Administers personnel policies and procedures according to labor contract agreements and Metro policies. Reviews responses to complaints or grievances concerning the application of personnel rules, contract administration policies, and recommends appropriate action, modifications of rules and procedures as necessary.

OTHER JOB FUNCTIONS:

9. Monitors daily activities of the department; serves as acting department head as needed.
10. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Thorough knowledge of principles and practices of public budgeting, finance and accounting.
- Considerable knowledge of personnel management and supervisory principles and practices.
- Considerable knowledge of local, state and federal laws, regulations and other authoritative standards applicable to departmental activities.
- Knowledge of grant or contract preparation and monitoring.
- Ability to plan, organize and supervise the work of subordinates.

Metro
Class No: 1450
Title: Assistant Director
Page: 3

- Ability to analyze complex problems, conduct necessary research and make recommendations.
- Ability to develop and effectively implement improvements in management methods.
- Ability to develop and maintain effective working relationships with the department director, managers, Council, staff, and the general public.
- Ability to collect information and plan, organize and prepare clear and concise reports, recommendations and correspondence.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Bachelor's degree in public administration, finance or related field and a minimum of five years specialized experience in budgeting, personnel administration and operational management; or any combination of education and experience which would provide the candidate with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1460	Established:	7/93
Title:	Director	Revised:	
Range:	25	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Serves as department head with responsibility for planning, organizing, coordinating and directing critical staff functions or programs of the organization.

SUPERVISION RECEIVED:

Receives managerial direction from the Executive Officer.

SUPERVISION EXERCISED:

Supervision is exercised over subordinate supervisory, professional, technical and support staff with overall responsibility for critical staff services and programs.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are department head positions over staff functions and programs which are necessary for the efficient and effective running of the organization. Positions report to the Executive Officer and are responsible for providing managerial direction to fewer than forty subordinate positions.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Directs department operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner.
2. Provides managerial leadership and directs the selection, supervision and evaluation of staff. Conducts or oversees performance evaluations. Administers labor contracts at the department level. Resolves grievances and other sensitive personnel matters. Assures all personnel are adequately trained to perform duties.

Metro

Class No: 1460
Title: Director
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3. Establishes policies, procedures, work rules and performance standards to assure the efficient and effective operation of the department in compliance with District standards and federal, state, and local laws.
4. Directs the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, departmental objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
5. Provides planning leadership and direction and develops short and long-range plans, goals and objectives for departmental operations; reviews and updates annual and comprehensive plans; coordinates department activities with other District departments and outside governmental and other agencies.

OTHER JOB FUNCTIONS:

6. Analyzes and recommends improvements to existing facilities, equipment and/or operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.
7. Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Thorough knowledge of management and supervision principles and practices.
- Thorough knowledge of the principles, practices, theories, methods and practices of the area of assignment.

Metro

Class No: 1460
Title: Director
Page: 3

- Thorough knowledge of legal requirements, regulations, and laws applicable to area of assignment.
- Thorough knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- Thorough knowledge of principles, theories and practices of planning.
- Ability to plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of others.
- Ability to develop departmental goals and objectives and conduct planning activities.
- Ability to analyze and evaluate operations, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with employees, Metro Council members, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to develop and implement innovative programs and services in area of assignment.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Bachelor's degree in a field related to the area of assignment and six years progressively responsible experience in the field, including considerable supervisory experience with responsibility for program planning; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1470	Established:	7/93
Title:	Senior Director	Revised:	
Range:	28	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Serves as department head with responsibility for planning, organizing, coordinating and directing major line functions or programs of the organization or with responsibility for planning, organizing, coordinating and directing several critical staff functions or programs, such as finance, budget and management information systems.

SUPERVISION RECEIVED:

Receives managerial direction from the Executive Officer.

SUPERVISION EXERCISED:

Supervision is exercised over subordinate managers with overall responsibility for managing the work of over forty managerial, supervisory, professional, technical and support positions.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are department head positions over major and critical functions and programs which represent the primary mission or main purposes of the organization. Positions report to the Executive Officer and are responsible for providing managerial direction to more than forty subordinate positions.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Directs department operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner.
2. Provides managerial leadership and directs the selection, supervision and evaluation of staff. Conducts or oversees performance evaluations. Administers labor contracts at the department level. Resolves grievances and other sensitive personnel matters. Assures all personnel are adequately trained to perform duties.

Metro

Class No: 1470
Title: Senior Director
Page: 2

3. Establishes policies, procedures, work rules and performance standards to assure the efficient and effective operation of the department in compliance with District standards and federal, state, and local laws.
4. Directs the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, departmental objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
5. Provides planning leadership and direction and develops short and long-range plans, goals and objectives for departmental operations; reviews and updates annual and comprehensive plans; coordinates department activities with other District departments and outside governmental and other agencies.

OTHER JOB FUNCTIONS:

6. Analyzes and recommends improvements to existing facilities, equipment and operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.
7. Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Extensive knowledge of management and supervision principles and practices.
- Extensive knowledge of the principles, practices, theories, methods and practices of the area of assignment.

Metro

Class No: 1470
Title: Senior Director
Page: 3

- Extensive knowledge of legal requirements, regulations, and laws applicable to area of assignment.
- Extensive knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- Thorough knowledge of principles, theories and practices of planning.
- Ability to plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of others.
- Ability to develop departmental goals and objectives and conduct planning activities.
- Ability to analyze and evaluate operations, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with employees, Metro Council members, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to develop and implement innovative programs and services in area of assignment.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Bachelor's degree in a field related to the area of assignment and six years progressively responsible experience in the field, including considerable managerial experience with responsibility for planning, budgeting and supervision; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1490	Established:	7/93
Title:	Administrator	Revised:	
Range:	28	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Provides highly critical administrative or legal services to the Executive Officer and/or the Council; assures effective coordination of services to policy makers; provides advice and assistance in the development of policies and plans for the organization and in the resolution of complex issues and policies.

SUPERVISION RECEIVED:

Receives executive direction from the Executive Officer and/or Council.

SUPERVISION EXERCISED:

Supervision is exercised over subordinate professional and support staff with overall responsibility for the provision of critical administrative services.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification provide critical administrative services which are necessary for the efficient and effective policy and program development and critical issue resolution for the organization. Positions report to the Executive Officer and/or Council and are responsible for providing direction to a small professional staff.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Directs operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner.
2. Provides leadership and directs the selection, supervision and evaluation of staff. Conducts or oversees performance evaluations. Assures all personnel are adequately trained to perform duties.

Metro

Class No: 1490
Title: Administrator
Page: 2

3. Establishes policies, procedures, work rules and performance standards to assure the efficient and effective operation in compliance with District standards and federal, state, and local laws.
4. Directs the preparation and administration of the budget of the assigned area based on staffing and resource requirements, cost estimates; objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
5. Provides planning leadership and direction and develops short and long-range plans, goals and objectives for operational effectiveness; reviews and updates annual and comprehensive plans; coordinates activities with other District departments and outside governmental and other agencies.
6. Assures the efficient and effective provision of administrative or legal services to the Executive and/or Council.

OTHER JOB FUNCTIONS:

7. Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquires of service complaints.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Thorough knowledge of administrative and supervisory principles and practices.
- Thorough knowledge of the principles, practices, theories, methods and practices of the area of assignment.
- Thorough knowledge of legal requirements, regulations, and laws applicable to area of assignment.

Metro

Class No: 1490
Title: Administrator
Page: 3

- Thorough knowledge of fiscal management, including budget preparation, expenditure control and recordkeeping.
- Thorough knowledge of principles, theories and practices of planning.
- Ability to plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of others.
- Ability to develop goals and objectives and conduct planning activities.
- Ability to analyze and evaluate operations, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with employees, Metro Council members, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to develop and implement innovative programs and services in area of assignment.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Bachelor's degree in public administration or related field and six years progressively responsible experience in the field, including considerable supervisory experience with responsibility for program planning and/or the provision of administrative or legal services (or graduation from an accredited law school and five years active membership in the Oregon Bar Association with experience in municipal law;) or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Metro
Class No: 1530
Title: Animal Hospital Attendant
Page: 2

7. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are performed both indoors and outdoors. The work exposes the employees to hazards related to working with exotic animals, including bites, scratches and kicks, and the like, with occasional lifting of objects weighing up to 40 pounds.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of basic animal care.
- Ability to work well with animals.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to remain calm in a crisis situation.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

High School diploma or G.E.D. and one year of experience in animal care or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Metro

Class No.:	1540	Established:	7/93
Title:	Catering Coordinator	Revised:	
Range:	12	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Plans, organizes, and oversees all catering activities at the Zoo.

SUPERVISION RECEIVED:

Supervision is received from the Food Service Supervisor.

SUPERVISION EXERCISED:

Supervision is exercised over employees assigned to catering events.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Food Service/Retail Coordinator by greater responsibility for independent action and decision making related to catering activities.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Plans, organizes, schedules, and supervises the work of employees assigned to catered events.
2. Prepares paperwork for catered events, including contracts, files, meals and activities, billings, and profit and loss statements.
3. Trains assigned personnel in providing catering services.
4. Assures compliance with public health standards, Liquor Control Commission directives, and state laws and regulations.

OTHER JOB FUNCTIONS:

5. Responds to customer/visitor comments and complaints.

Metro
Class No: 1540
Title: Catering Coordinator
Page: 2

6. Markets catering services to potential clients.
7. Performs other related duties as assigned.

WORKING CONDITIONS:

Work is performed in both an office and kitchen type setting, exposing the employee to stoves, grills and other cooking equipment, cleaning chemicals, and occasional lifting of objects weighing up to 40 pounds.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of food catering and service procedures, techniques, materials and equipment.
- Knowledge of state and local regulations and standards related to the serving of food in public.
- Ability to set work priorities, schedule, direct, guide, motivate and evaluate the work of assigned subordinates.
- Ability to communicate effectively, both orally and in writing.
- Ability to keep moderately complex inventory, sales, and related records.
- Ability to establish and maintain effective working relationships with other Metro employees, vendors, and the general public.
- Ability to physically perform assigned duties.

Metro
Class No: 1540
Title: Catering Coordinator
Page: 3

EXPERIENCE AND TRAINING:

High school diploma or G.E.D. and three years of progressively responsible experience in the supervision of catering services or related work; 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.:	1560	Established:	
Title:	Research Coordinator	Revised:	7/93
Range:	18	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Coordinates and supervises the research and conservation activities conducted at the zoo by animal keepers, students, scientists and volunteers for the purpose of achieving a better understanding of the behavioral/biology of the zoo's animals. Conducts behavioral research, prepares scientific reports and develops specific methods and processes necessary to attain established major objectives.

SUPERVISION RECEIVED:

Supervision is received from the Curator.

SUPERVISION EXERCISED:

Supervision is exercised over Research Associates, Assistant Research Coordinator, graduate and undergraduate work-study students, student researchers and Animal Keepers.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Conducts and supervises behavioral research; participates in and collaborates with other zoos in research and conservation oriented matters.
2. Recruits students for long-term research projects by contacting and visiting colleges and universities; arranges academic credit for students through their home institutions.
3. Trains, directs and advises students and keepers interested in research in proper research procedures including research design, observational data collection and analysis procedures, library research and scientific report writing.; evaluates student performance, papers and continued participation in research program.

Metro
Class No: 1560
Title: Research Coordinator
Page: 2

4. Coordinates research projects by reviewing data collected and checking for inconsistent data collection methods, screening students and noting health of animals; supervises students collecting data on specific projects; compiles, collates and analyzes data collected; prepares report and presents assessment of each project to staff.
5. Provides recommended management or husbandry techniques for zoo's animal collection; addresses specific research questions in this regard.
6. Coordinates and pursues conservation programs as directed by the Curator; provides information and recommendations on the design or modification of animal exhibits and graphics.

OTHER JOB FUNCTIONS:

7. Prepares scientific written reports of research for publication and/or presentation.
8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be exposed to hazards while working with exotic animals.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Thorough knowledge of research design and methodology, observational data collection and analysis.
- Thorough knowledge of standard zoological research procedures and animal behavior research techniques.
- Knowledge of and ability to apply statistical techniques and computer programming to behavioral research.

Metro

Class No: 1560
Title: Research Coordinator
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- Knowledge of teaching and training methods and techniques.
- Ability to provide leadership and direction in coordinating a variety of projects involving professionals and non-professionals.
- Ability to communicate effectively both orally and in writing including effective presentation skills, and scientific and grant writing skills.
- Ability to work effectively with students, volunteers, animal keepers, scientists, educators, the general public and Metro staff.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Doctorate degree in biology, psychology, anthropology, or related field and three years of animal behavior research, preferably in a zoo or similar exotic animal facility; or any combination of education and experience which would provide the candidate with the desired skills, knowledge, and ability required to perform the job.

Metro

Class No.:	1570	Established:	
Title:	Veterinarian	Revised:	7/93
Range:	19	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Maintains and promotes the health care program for the zoo's exotic animal collection through the use of current preventive medicine, diagnostics and treatment practices; maximizes the reproductive potential of endangered species through development of specialized veterinary medical practices.

SUPERVISION RECEIVED:

Supervision is received from the Curator.

SUPERVISION EXERCISED:

Supervision is exercised over Veterinary Technician and Animal Hospital Attendants. Supervises other personnel, particularly Animal Keepers, in the administration of medical treatments.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Participates in a variety of preventative medicine activities which include: consults with other Zoo staff regarding exhibit design and landscaping; vaccinates and tests animals for disease; supervises development of proper diets; observes animals for proper husbandry practices and behavior; supervises quarantine examinations of new animals; trains animal keepers in health considerations.
2. Develops medical treatment program; diagnoses animal illnesses and evaluates observations by other staff; administers medical treatment or closely supervises the treatment administered by designated staff.
3. Maintains animal health regulations in compliance with Animal Welfare Act and oversees correction of deficiencies. Reports communicable diseases to State Health Department and attempts to eradicate potential problems.
4. Performs medical studies necessary to develop knowledge of individual animal physiology and anatomy required to prescribe pharmacological treatments.

Metro

Class No: 1570
Title: Veterinarian
Page: 2

5. Develops pediatric practices necessary to help ensure the survival of newborn exotic animals; assists with births; performs routine surgeries and assists outside veterinarian.
6. Performs routine surgeries and assists outside veterinarian with more difficult surgeries. Develops and monitors post-survey recovery program.
7. Performs gross post-mortems and interprets laboratory analysis for the purpose of preventing similar deaths.
8. Identifies and treats common and exotic parasites of zoo animals.

OTHER JOB FUNCTIONS:

9. Develops specialized medical practices related to the health care and breeding of animals in the collection with special emphasis on endangered or threatened species.
10. Maintains accurate medical records for animals in the collection.
11. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are performed both indoors and outdoors. The work exposes the employees to hazards related to working with exotic animals, including chemicals and drugs, bites, scratches and kicks, and the like., with occasional lifting of objects weighing up to 40 pounds.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Thorough knowledge of laboratory and surgical procedures associated with the care of exotic animals.
- Considerable knowledge in reproductive biology.
- Considerable knowledge of safety precautions and hazards related to providing treatment to exotic animals.
- Skill in the efficient and proper use of laboratory and veterinary medicine equipment.

Metro
Class No: 1570
Title: Veterinarian
Page: 3

- Ability to comprehend and interpret laws, rules and regulations.
- Ability to assign, supervise and evaluate the work of subordinate staff.
- Ability prepare clear and concise diagnostic and medical treatment plans and medical research reports.
- Ability to physically perform assigned duties.
- Ability to develop and maintain effective working relationships with other staff, health care colleagues and the general public

EXPERIENCE AND TRAINING:

Degree in veterinary medicine and two years of private veterinary medicine practice with an emphasis on exotic animals, preferably supplemented by completion of a zoo internship and experience with reproductive biology; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of or ability to obtain valid license to practice veterinary medicine in the state of Oregon.

Metro

Class No.:	1580	Established:	7/93
Title:	Events Technician	Revised:	
Range:	14	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Oversees and participates in construction, set up and break down work for events at the Zoo; organizes and supervises the work of volunteer crews.

SUPERVISION RECEIVED:

Supervision is received from the Marketing Manager.

SUPERVISION EXERCISED:

Supervision is exercised over volunteers and part time laborers.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Organizes, supervises and participates in the work of volunteer crews to accomplish the construction, set up and breakdown work on events.
2. Works with Zoo staff and volunteers to design and/or determine technical aspects of events.
3. Schedules, coordinates, supervises and participates with part time laborers and facilities management staff on event set up and logistics, including set up and breakdown of tables, chairs, sound systems and staging.
4. Develops RFP's and technical specifications and oversees contracts with lighting, sound and production companies.
5. Assures, during events, that equipment, sound, lighting and other technical aspects of events are in good working order and that sets are in good repair; assesses, plans, monitors and oversees event storage.
6. Coordinates purchase of materials for events and event-related construction; oversees production of event signs, working with Zoo graphics division and outside vendors.

Metro
Class No: 1580
Title: Events Technician
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OTHER JOB FUNCTIONS:

7. Works closely with event coordinators to determine scope and budget of events.
8. Researches and develops projects to decrease dependency on outside contractors.
9. Performs other related duties as assigned.

WORKING CONDITIONS:

The work is performed both indoors and outdoors requiring the performance of physical labor and exposing the employee to electrical, mechanical and chemical hazards and frequent lifting of objects weighing up to 60 pounds.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of event construction, set up and breakdown practices, procedures, supplies and equipment.
- Knowledge of technical requirements related to events.
- Knowledge of effective supervisory methods and practices for volunteers.
- Ability to communicate effectively with other employees, volunteers and contractors using tact, courtesy and good judgment.
- Ability to design sets, props and other physical aspects of events.
- Ability to assess problems and to make and implement quick decisions.
- Ability to work with accuracy and attention to detail to meet deadlines.
- Ability to operate and maintain hand and power tools.
- Ability to understand and execute oral and written instructions, policies and procedures.

Metro
Class No: 1580
Title: Events Technician
Page: 3

- Ability to establish and maintain effective working relationships with other employees, volunteers and contractors.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

High school diploma, or G.E.D., plus training in theater production, graphics, construction, and/or audio visual and two years experience in event or theater production related to set construction, lighting and sound; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Metro
Class No: 1590
Title: Facilities Management Project Coordinator
Page: 2

OTHER JOB FUNCTIONS:

8. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings or work outdoors when conducting inspections.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Considerable knowledge of construction methods, materials, tools, practices and procedures.
- Knowledge of practices and procedures for specifications, bid/quote documents, and construction contracts.
- Knowledge of practices and procedures for obtaining permits.
- Skill in effective oral and written communication.
- Ability to work independently and as part of a team.
- Ability to establish and maintain effective working relationships with architects, engineers, contractors, representatives of other governmental jurisdictions, Metro employees and the general public.
- Ability to physically perform assigned duties.

Metro

Class No: 1590

Title: Facilities Management Project Coordinator

Page: 3

EXPERIENCE AND TRAINING:

High school diploma or GED, college and/or trade school attendance, and a minimum of three years experience in construction, maintenance or remodeling project coordination (Some experience utilizing computers preferred; drafting and design experience beneficial); or any combination of education and experience which would provide the candidate with the desired knowledge, skill and ability required to perform the job.

Metro

Class No.:	1620	Established:	
Title:	Construction Coordinator	Revised:	7/93
Range:	20	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Provides construction coordination, supervision and inspection services between Metro and contractors operating on Metro premises; maintains internal record-keeping systems; provides design and project management recommendations; performs administrative services.

SUPERVISION RECEIVED:

Supervision is received from a Department Director or Division Manager.

SUPERVISION EXERCISED:

Provides work direction to contracted architects, engineers, special inspectors and Metro staff assigned to projects.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Identifies needs and considerations in implementing capital improvement projects for Metro; develops, prepares and reviews drawings, bid specifications, contracts and various format requirements for each project.
2. Acts as on-site Metro representative and coordinator of construction projects, monitoring and evaluating construction progress, inspecting work, ensuring compliance with specifications and timely completion of work.
3. Analyzes suggestions for modification, and recommends appropriate action to department administration, architects and contractors. Coordinates contract change order approval.
4. Develops, organizes and compiles all data to prepare records from the design state through construction, completion, operational testing and after-test modifications. Monitors on-going status and notifies Metro administration of progress, problems and compliance.

Metro
Class No: 1620
Title: Construction Coordinator
Page: 2

OTHER JOB FUNCTIONS:

5. Coordinates activities and ensures flow of information between architects, engineers, contractors and Metro administration.
6. Reviews and recommends action on contract progress payment requests.
7. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings and to work outdoors conducting inspections.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Thorough knowledge of design and construction processes and procedures.
- Thorough knowledge and ability to apply local, regional and state governmental construction code requirements and regulations.
- Knowledge of administration and management principles and techniques.
- Knowledge of various construction methods and systems such as structural, mechanical, electrical, plumbing, hydraulic and irrigation.
- Ability to accurately read, interpret and analyze construction and contract documents.
- Ability to organize and coordinate a variety of projects and individuals to ensure timely and efficient completion of projects.
- Ability to maintain accurate written records, reports and budgets.
- Ability to communicate effectively both orally and in writing.

Metro
Class No: 1620
Title: Construction Coordinator
Page: 3

- Ability to effectively work with a variety of individuals, contractors, the public and other Metro staff.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Bachelor's degree in civil engineering or construction engineering and two years of supervisory experience in public construction management; or any combination of education and experience which would provide the candidate with the desired skills, knowledge, and ability required to perform the job.

Metro

Class No.:	1640	Established:	7/88
Title:	Senior Assistant Counsel	Revised:	7/93
Range:	23	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Provides legal services as directed by the General Counsel for the Metro Council, the Executive Officer and staff; provides in-house advice and counsel on a variety of legal issues and problems.

SUPERVISION RECEIVED:

Supervision received from the General Counsel.

SUPERVISION EXERCISED:

Supervision is exercised over Law Clerks and clerical staff.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Drafts and provides legal opinions and advice for the Council, the Executive Officer and staff on Metro activities, functions, issues, etc. as needed.
2. Prepares, reviews, revises, and interprets a variety of legal documents, instruments, and procedures including ordinances, resolutions, legislative bills, contracts, etc.
3. Studies, researches, interprets, and applies statutes, ordinances, court decisions, and legal opinions in the preparation of opinions and briefs and to determine impact on Metro operations.
4. May organize and supervise staff projects and assignments of other professional staff; helps develop strategies for sensitive cases or issues.
5. Confers/works with other legal counsels of local jurisdictions and other agencies within Metro's jurisdiction.
6. Prepares pleadings and other papers in connection with lawsuits, trials, hearings, and other legal proceedings; represents the agency when feasible and appropriate.

Metro

Class No: 1640
Title: Senior Assistant Counsel
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7. Negotiates with attorneys up to and including senior partners at major downtown law firms who are representing public and private entities in adversarial and non-adversarial relationships with Metro.
8. Initiates, defends, carries out, and represents Metro in litigation in state and federal trial and appellate courts, and before administrative agencies.
9. Conducts or oversees investigations of potential legal claims and disputes either directly or through staff, or contracted for investigators.

OTHER JOB FUNCTIONS:

10. Attends meetings of other agencies/community boards and commissions as requested to represent Metro; provides opinions concerning local government law issues.
11. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. The employee may at times be required to travel to meetings.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of legal principles, practices and terminology, particularly as they relate to municipal and civil law.
- Knowledge of administrative programs relating to legal practice, land use laws, rules of evidence, and legal research methods.
- Knowledge of contract law and administration principles.
- Knowledge of the conduct of court proceedings including trial and hearing procedures.
- Knowledge of supervisory principles and procedures.
- Ability to research, draft and interpret complex legal opinions and documents.

Metro

Class No: 1640
Title: Senior Assistant Counsel
Page: 3

- Ability to analyze difficult legal problems and issues, anticipate impact and consequences, and apply effective legal principles and practices.
- Ability to prepare, present, and conduct proceedings and trials.
- Ability to set forth findings of fact and decisions clearly in writing.
- Ability to maintain professional, cooperative relationships with fellow staff members, the Council, Executive Management, and the public.
- Ability to communicate effectively both orally and in writing.

Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Graduation from an accredited law school and two years active membership in the Oregon State Bar Association; or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and ability required to perform the job.

**NON-REPRESENTED EMPLOYEE CLASSIFICATION STUDY
FINAL CLASSIFICATION ALLOCATIONS**

Employee Name	Department	Current Classification Title	Current Range	Proposed Classification Title	Proposed Range
Carlson, Don	Council	Council Administrator	25	Administrator	28
Houser, John	Council	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Ryder, Gail	Council	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Short, Kenneth (Casey)	Council	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Shioishi, Judy	Council	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Allen, Paulette	Council	Clerk of the Council	11	Associate Service Supervisor	11
Engstrom, Dick	Exec Mgmt	Deputy Executive Ofcr	25	Administrator	28
Rocks, Don	Exec Mgmt	Sr Mgmt Analyst	18	Principal Admin Serv Analyst	19
Bergstein, Betsy	Exec Mgmt	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Gervais, Ken	Exec Mgmt	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
St. Helen, Lisa	Exec Mgmt	Admin Asst	10	Admin Support Asst D	10
Worley, Unette	Exec Mgmt	Admin Secretary	8	Admin Support Asst C	8
Sims, Jennifer	FMI	Dir of Finance & Mgmt Info	25	Senior Director	28
Cox, Don	FMI	Chief Accountant	22	Senior Manager	23
Prosser, Craig	FMI	Administrative Manager	22	Senior Manager	23
Clem, Ann	FMI	Data Processing Administrator	20	Manager	22
Moss, Ryan (Scott)	FMI	Risk Manager	23	Manager	22
Booth, Jeff	FMI	Sr Mgmt Analyst	18	Senior Program Supervisor	20
Gross, Joe	FMI	Sr Mgmt Analyst	18	Senior Program Supervisor	20
Rutkowski, Kathy	FMI	Sr Mgmt Analyst	18	Principal Admin Serv Analyst	19
Smith, Sylvia	FMI	Mgmt Analyst Supv	20	Program Supervisor	19
Ricks, Robert	FMI	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Feher, Karen	FMI	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Hansen, Howard	FMI	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Williams, Cameron	FMI	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Juett, Pamela	FMI	Management Tech	12	Associate Service Supervisor	11
Cooper, Dan	Gen'l Counsel	General Counsel	26	Administrator	28
Sadlo, Timothy (Todd)	Gen'l Counsel	Sr Asst Counsel	22	Sr Asst Counsel	23
Shaw, Lawrence	Gen'l Counsel	Sr Asst Counsel	22	Sr Asst Counsel	23
Williams, Mark	Gen'l Counsel	Sr Asst Counsel	22	Sr Asst Counsel	23
Logan, Gloria	Gen'l Counsel	Legal Secretary	10	Legal Secretary	10
Snell, Diane	Gen'l Counsel	Admin Secretary	8	Admin Support Asst C	8
Paris, Paula	Personnel	Personnel Manager	23	Director	25
Vacant (LR Ofcr)	Personnel	Sr Mgmt Analyst	18	Principal Admin Serv Analyst	19
Keele, Sarah	Personnel	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Meyer, Nancy	Personnel	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Cline, Michelle	Personnel	Assoc Mgmt Analyst	16	Assoc Admin Serv Analyst	16
Phillips, Joann	Personnel	Asst Mgmt Analyst	14	Asst Admin Serv Analyst	14
Larson, Karen	Personnel	Admin Secretary	8	Admin Support Asst C	8

3/12/93

**NON-REPRESENTED EMPLOYEE CLASSIFICATION STUDY
FINAL CLASSIFICATION ALLOCATIONS**

Employee Name	Department	Current Classification Title	Current Range	Proposed Classification Title	Proposed Range
Hamby-Holmes, Taryn	Personnel	Secretary	5	Admin Support Asst B	5
Springer, Sheila	Personnel	Secretary	5	Admin Support Asst B	5
Cotugno, Andy	Planning	Director of Transportation	26	Senior Director	28
Brandman, Richard	Planning	Transportation Plng Manager	23	Assistant Director	24
Lawton, Keith	Planning	Transportation Technical Mgr	23	Assistant Director	24
Bolen, Richard	Planning	Data Resource Ctr Supervisor	21	Manager	22
Fregonese, John	Planning	Regional Plng Supervisor	20	Manager	22
Hoglund, Michael	Planning	Transportation Plng Supervisor	20	Manager	22
Lee, Patrick	Planning	Regional Plng Supervisor	20	Manager	22
Skiles, Leon	Planning	Transportation Plng Supervisor	20	Manager	22
Walker, Richard	Planning	Transportation Plng Supervisor	20	Manager	22
Sprecher, Larry	Planning	Sr Mgmt Analyst	18	Program Supervisor	19
Mayer, David	Planning	Asst Mgmt Analyst	14	Assistant Admin Serv Analyst	14
Rocker, Vickie	Public Affairs	Dir of Public Affairs	25	Director	25
Nelson, A. Marie	Public Affairs	Public Info Supv	20	Senior Program Supervisor	20
Larson, Janice	Public Affairs	Public Info Supv	20	Program Supervisor	19
Saling, Neil	Reg'l Fac	Dir of Regional Facilities	25	Director	25
Erickson, Pam	Reg'l Fac	Construction Manager	23	Manager	22
Taylor, Glenn	Reg'l Fac	Construction Manager	23	Manager	22
Wiley, Rich	Reg'l Fac	Procurement Officer	23	Manager	22
Stevenson, Berit	Reg'l Fac	Sr Mgmt Analyst	18	Principal Admin Serv Analyst	19
Matias, Flor	Reg'l Fac	Facilities Supervisor	18	Associate Program Supervisor	17
Martin, Bob	Solid Waste	Dir of Solid Waste	28	Senior Director	28
Chandler, Sammy	Solid Waste	SW Facilities Manager	23	Senior Manager	23
Carter, Roosevelt	Solid Waste	SW Budget & Finance Mgr	22	Manager	22
Gorham, Debbie	Solid Waste	Waste Reduction Manager	22	Manager	22
Mandt, Judith	Solid Waste	Administrative Manager	22	Manager	22
Petersen, Terry	Solid Waste	Administrative Manager	22	Manager	22
Watkins, James	Solid Waste	Engineering/Analysis Manager	23	Manager	22
Hillmann, Peter	Solid Waste	Construction Coordinator	20	Construction Coordinator	20
Kraten, Steve	Solid Waste	Solid Waste Plng Supv	21	Senior Program Supervisor	20
Zimmerman, Leigh	Solid Waste	Solid Waste Plng Supv	21	Senior Program Supervisor	20
Heaton, Carrie	Solid Waste	Fac Mgmt Project Coordinator	17	Associate Program Supervisor	17
Koch, Sarah (Sally)	Solid Waste	Fac Mgmt Project Coordinator	17	Associate Program Supervisor	17
Quinn, James	Solid Waste	Fac Mgmt Project Coordinator	17	Associate Program Supervisor	17
Erickson, Penny	Solid Waste	Sr Site Supervisor	16	Senior Service Supervisor	16
Davis, Janell	Solid Waste	Site Supervisor	15	Service Supervisor	15
Keathley, Annette	Solid Waste	Site Supervisor	15	Service Supervisor	15

3/12/93

**NON-REPRESENTED EMPLOYEE CLASSIFICATION STUDY
FINAL CLASSIFICATION ALLOCATIONS**

Employee Name	Department	Current Classification Title	Current Range	Proposed Classification Title	Proposed Range
Sheng, Y. Sherry	Zoo	Zoo Director	28	Senior Director	28
Rich, A.M.	Zoo	Asst Zoo Director	24	Assistant Director	24
Metke, Teresa	Zoo	Visitor Services Manager	20	Manager	22
Munro, Judy	Zoo	Zoo Facilities Manager	21	Manager	22
Pate, Dennis	Zoo	Curator	21	Manager	22
Hartline, Jane	Zoo	Zoo Marketing Manager	19	Senior Program Supervisor	20
Mask, David	Zoo	Education Services Manager	20	Senior Program Supervisor	20
Argyle, Bert	Zoo	Facilities Supervisor	18	Program Supervisor	19
Keele, Michael	Zoo	Asst Curator	18	Program Supervisor	19
Rudd, Robert	Zoo	Zoo Development Officer	19	Principal Admin Serv Analyst	19
Schmidt, Michael	Zoo	Veterinarian	19	Veterinarian	19
Mellen, Jill	Zoo	Research Coordinator	17	Research Coordinator	18
Mueggler, Patricia	Zoo	Sr Mgmt Analyst	18	Senior Admin Serv Analyst	18
Agnew, Jennifer	Zoo	Graphics Coordinator	16	Associate Program Supervisor	17
Moeller, James	Zoo	Fac Mgmt Project Coordinator	17	Fac Mgmt Project Coordinator	17
Yerke, Roger	Zoo	Education Services Specialist	16	Associate Program Supervisor	17
Dillon, Mark	Zoo	Retail Supervisor	15	Senior Service Supervisor	16
Wright, Deanna	Zoo	Food Service Supervisor	17	Senior Service Supervisor	16
Dill-Simpson, Terri	Zoo	Safety/Security Supervisor	14	Service Supervisor	15
Jackson, Richard	Zoo	Site Supervisor	15	Service Supervisor	15
Guinn, Russell	Zoo	Asst Mgmt Analyst	14	Events Technician	14
Sword, Philip	Zoo	Food Service/Retail Coord	10	Catering Coordinator	12
Ashton, Lisa	Zoo	Food Service/Retail Coord	10	Associate Service Supervisor	11
Brooks, Wayne	Zoo	Food Service/Retail Coord	10	Associate Service Supervisor	11
Dreis, Timothy	Zoo	Food Service/Retail Coord	10	Associate Service Supervisor	11
Ratcliff, Ivan	Zoo	Storekeeper	10	Associate Service Supervisor	11
Schmidt, Anne	Zoo	Veterinarian Technician	11	Associate Service Supervisor	11
Withrow, Franklin	Zoo	Food Service/Retail Coord	10	Associate Service Supervisor	11
Barker, Janette	Zoo	Admin Secretary	8	Admin Support Asst C	8
Brodie, Kathie	Zoo	Admin Secretary	8	Admin Support Asst C	8
Roberts, Cathie	Zoo	Admin Secretary	8	Admin Support Asst C	8
Shepherdson, David	Zoo	Management Intern	5	Management Intern	5
Weston, Elizabeth	Zoo	Animal Hospital Attendant	4	Animal Hospital Attendant	4

**METROPOLITAN SERVICE DISTRICT
NON-REPRESENTED EMPLOYEE PAY SCHEDULE
(Monthly and Annual Rate Based on 2,088 Hours Per Year for Exempt Employees)**

SALARY RANGE	CLASSIFICATION	BEGINNING RATE	ENTRY MERIT RATE	MAXIMUM MERIT RATE	
1	* Admin. Support Asst. A * Education Service Aide 1	7.31	7.68	10.66	Hourly
4	* Education Service Aide 2 * Animal Hospital Attendant	8.47	8.89	12.34	Hourly
5	* Management Intern * Admin. Support Asst. B	8.89	9.34	12.96	Hourly
8	* Admin. Support Asst. C	10.30	10.82	15.01	Hourly
10	Admin. Support Asst. D * Legal Secretary	11.36 1,977 23,720	11.93 2,076 24,910	16.55 2,880 34,556	Hourly Monthly Annual
11	Associate Service Supervisor	11.93 2,076 24,910	12.52 2,178 26,142	17.37 3,022 36,269	Hourly Monthly Annual
12	Catering Coordinator Assistant Research Coordinator	12.52 2,178 26,142	13.15 2,288 27,457	18.23 3,172 38,064	Hourly Monthly Annual
14	Events Technician Assistant Admin Svcs Analyst	13.80 2,401 28,814	14.49 2,521 30,255	20.11 3,499 41,990	Hourly Monthly Annual

Effective: July 1, 1993 - June 30, 1994

Prepared: February 26, 1993

**METROPOLITAN SERVICE DISTRICT
NON-REPRESENTED EMPLOYEE PAY SCHEDULE
(Monthly and Annual Rate Based on 2,088 Hours Per Year for Exempt Employees)**

SALARY RANGE	CLASSIFICATION	BEGINNING RATE	ENTRY MERIT RATE	MAXIMUM MERIT RATE	
15	Law Clerk	14.49	15.22	21.11	Hourly
	Service Supervisor	2,521	2,648	3,673	Monthly
		30,255	31,779	44,078	Annual
16	Senior Service Supervisor	15.22	15.97	22.17	Hourly
	Associate Admin Svcs Analyst	2,648	2,779	3,858	Monthly
		31,779	33,345	46,291	Annual
17	Associate Program Supervisor	15.97	16.78	23.30	Hourly
	Facilities Mgmt Project Coord	2,779	2,920	4,054	Monthly
		33,345	35,037	48,650	Annual
18	Senior Admin Svcs Analyst	16.78	17.62	24.45	Hourly
	Research Coordinator	2,920	3,066	4,254	Monthly
		35,037	36,791	51,052	Annual
19	Program Supervisor	17.62	18.50	25.68	Hourly
	Veterinarian	3,066	3,219	4,468	Monthly
		Principal Admin Svcs Analyst	36,791	38,628	53,620
20	Senior Program Supervisor	18.50	19.43	26.96	Hourly
	Construction Coordinator	3,219	3,381	4,691	Monthly
		38,628	40,570	56,292	Annual
22	Manager	20.39	21.41	29.72	Hourly
		3,548	3,725	5,171	Monthly
		42,574	44,704	62,055	Annual

Effective: July 1, 1993 - June 30, 1994
Prepared: February 26, 1993

**METROPOLITAN SERVICE DISTRICT
NON-REPRESENTED EMPLOYEE PAY SCHEDULE**
(Monthly and Annual Rate Based on 2,088 Hours Per Year for Exempt Employees)

SALARY RANGE	CLASSIFICATION	BEGINNING RATE	ENTRY MERIT RATE	MAXIMUM MERIT RATE	
24	Senior Manager	22.48	23.61	32.76	Hourly
	Senior Assistant Counsel	3,912	4,108	5,700	Monthly
		46,938	49,298	68,403	Annual
25	Assistant Director	23.61	24.79	34.39	Hourly
		4,108	4,313	5,984	Monthly
		49,298	51,762	71,806	Annual
26	Director	24.79	26.03	36.11	Hourly
		4,313	4,529	6,283	Monthly
		51,762	54,351	75,398	Annual
29	Administrator	28.69	30.13	41.80	Hourly
	Senior Director	4,992	5,243	7,273	Monthly
		59,905	62,911	87,278	Annual

ADDITIONAL PROVISION:

As provided in Metro Code Section 2.02.160, the Executive Officer may annually (on anniversary date) award an Incentive Salary Rate of 1 to 3 percent above the Maximum Merit Rate (annual award is not cumulative from year to year).

* Non-exempt classification. Employees in this classification are paid hourly and are eligible to receive overtime compensation.

Effective: July 1, 1993 - June 30, 1994

Prepared: February 26, 1993