

**AGENDA COVER MEMO**

Memorandum Date: August 11, 2010  
Order Date: August 25, 2010

**TO:** Board of County Commissioners

**DEPARTMENT:** Human Resources

**PRESENTED BY:** Hector Rios, Sr. Human Resources Analyst

**AGENDA ITEM TITLE:** IN THE MATTER OF CREATING NEW CLASSIFICATIONS AND ESTABLISHING THEIR RESPECTIVE COMPENSATION RANGES FOR AFSCME-REPRESENTED STAFF AT THE LANE EVENTS CENTER

**I. MOTION**

**MOVE APPROVAL OF ORDER 10 -- \_\_\_\_\_ IN THE MATTER OF CREATING NEW CLASSIFICATIONS AND ESTABLISHING THEIR RESPECTIVE COMPENSATION RANGES FOR AFSCME-REPRESENTED STAFF AT THE LANE EVENTS CENTER**

**II. AGENDA ITEM SUMMARY**

As a result of an order from the Employment Relations Board, Lane County needs to move employees under AFSCME who are currently employed at the Lane Events Center, whose names are mentioned in that order, and who have been hired since November of 2008.

Human Resources staff has created new classifications for all employees impacted by this change and has determined their classifications and compensation ranges, under the AFSCME classification and compensation structure.

### **III. BACKGROUND/IMPLICATIONS OF ACTION**

#### **A. Board Action and Other History**

On June 25, 2008, the Lane County Board of Commissioners signed an order assuming full control of the Lane County Events Center and Fairgrounds for all purposes except for the planning and production of the annual Lane County Fair. On December 10, 2008, the Lane County Board of Commissioners signed an order creating new classifications with adjusted salaries within the County's classification and compensation system for the Lane Events Center staff.

On November 25th, 2009, the Employment Relations Board issued the following order: "The Lane County Events Center employees working in the positions of senior cashier, unclassified part-time cashier, senior events worker, events worker, facility maintenance worker, facility technician, unclassified part-time facility technician, operations event worker, program specialist/figure skating specialist, program specialist/ sport specialist, security guard, unclassified part-time driver, unclassified part-time office support assistant, and unclassified part-time skate guard are included in the existing Lane County - AFSCME Council 75, Local 2831 bargaining unit"

The effect of this order is that employees at the Lane Events Center whose names are mentioned by the order from the Employment Relations Board are now represented by AFSCME. Consequently, they need to be allocated into the AFSCME classification and compensation structure.

#### **B. Policy Issues**

Under the Charter, the Lane Code (2.260-2.265) and Lane Manual (2.235), the Board sets the classification and compensation plans for the County. Chapter 3, Section 20 of the APM addresses the process of performing a review or audit of positions, generally on an individual basis. If the Board of County Commissioners approves the proposed plans, employees in the affected position will be reclassified to the new classifications and placed on the new salary ranges.

#### **C. Board Goals**

The County's Strategic Plan outlines specific objectives for our personnel programs, which include our classification and compensation plans. Section A2 states in part that we will "strive for a flexible classification and compensation system;" we will "ensure that the system supports and does not inhibit excellent performance in the delivery of County services;" and that "County personnel polices will encourage job-related training and

career development support.” Section B3 of the Strategic Plan goes on to describe the requirements of the Human Resources Plan, stating that it should assess both current and future workforce needs and capabilities, identify actions to assure that workforce capabilities meet future needs, and specify policies and practices to encourage training and development supports so employees have the knowledge, skills, and abilities to perform well.

Section 28 (4) of the Lane County Charter requires that “the Board of County Commissioners shall maintain a system of personnel administration, including appeal procedures, in which each person in that service shall receive equitable compensation fixed on the basis of

- (i) competence in the position with the county,
- (ii) record of service there and elsewhere,
- (iii) the range of compensation paid others by public and private employers for comparable service
- (iv) the county's financial condition and policies, and
- (v) other factors relevant to the determination of what is fair compensation for the individual.”

In addition, Lane Manual Section 2.235, Rule IV-3(a) states that “the compensation plan for County personnel shall provide reasonably competitive ranges of pay for each classification of employment. The Board may make adjustments in a salary range or ranges as necessary to attract and hold competent personnel and to provide equity between the various classifications. Such salary range adjustments are to be distinguished from merit increases in that they are not intended to give recognition to length or quality of service but are to be based solely on prevailing rates of pay in private business and other public jurisdictions in our market area for positions comparable to the various classes of work in the County service.”

Article 1 – RECOGNITION of the current AFSCME contract states that “For the purposes of collective bargaining with respect to wages, hours, benefits and other employment relations matters, the COUNTY recognizes the American Federation of State and Municipal Employees Local 2831 (hereinafter the “union”) UNION as the sole and exclusive representative of all temporary, probationary and non-probationary employees in permanent positions exclusive of those employed in a confidential or supervisory capacity, extra help employees (subject to Section 1 (B) below), those employees employed in classifications represented in other bargaining units, those employees employed in classifications listed in Appendix A or successor classifications, and all employees employed on June 30, 1987 in classifications listed in Appendix B or successor classifications, who do not voluntarily join the UNION.”.

The classifications and compensation grades for the positions referenced in Attachments B through J meet the policy goals listed above.

**D. Financial and/or Resource Considerations**

Staff in the new classifications would be placed on the appropriate grade on the new compensation plan at the step closest to their current salary which does not represent a decrease in pay. The proposed classification and compensation plan changes as described will cost approximately \$2,500 over the remainder of fiscal year 2010-2011.

**E. Analysis**

1. Classification Plan:

As a result of the order from the Employment Relations Board, Lane County Human Resources staff drafted classifications into which to allocate all of the employees at the Lane Events Center whose names were mentioned in the order and who have been hired since November of 2008 into classifications which would be represented by AFSCME.

The following table shows old and the new classifications.

Non-Represented			Represented by AFSCME			
Old Job Code	Old Classification Title	Old Grade	New Job Code	New Classification Title	New Grade	Compensation Range
A11	Security Guard	N5060	TBD by HR	Security Guard	12	rounded: \$26,666 - \$36,920
N7041	Cashier	A10	TBD by HR	Cashier	6	rounded: \$22,984 - \$31,824
B21	Admin Supprt Assistant	N7011	TBD by HR	Lane Events Center Events Coordinator	19	rounded: \$31,699 - \$43,909
B22	Sports Specialist	N3033	TBD by HR	Lane Events Center Sports Coordinator	25	rounded: \$36,774 - \$50,898
B22	Figure Skating Specialist	N3033	TBD by HR	Figure Skating Specialist	24	rounded: \$35,859 - \$49,691
B21	Facility Maintenance Worker	N6011	TBD by HR	Lane Events Center Maintenance Worker	13	rounded: \$27,331 - \$37,898
	None		TBD by HR	Lane Events Center Maintenance Specialist	25	rounded: \$36,774 - \$50,898
A11	Operations/Events Worker	N6031	TBD by HR	Operations Events Worker	9	rounded: \$24,752 - \$34,278
A12	Operations/Events Worker Sr.	N6030	TBD by HR	Operations Events Worker Sr.	12	rounded: \$26,666 - \$36,920

Classification specifications for the proposed classifications are provided in Attachments B through J.

2. Compensation Plan:

Under the current classification and compensation structure for most classifications represented by AFSCME, we use internal equity and a point-factor system that ranks jobs based on 10 different factors: Job Knowledge, Human Relations Skills, Mental Effort, Physical Effort, Effect of Action, Policies and Procedures, Amount of Discretion, Surroundings, Hazards and Stress, and Direction and Control.

The proposed compensation plan (Attachment A) shows the compensation ranges for each of the classifications bargained and agreed to with AFSCME. Please note that, as a result of moving staff to new classification ranges under the AFSCME compensation plan, the salary ranges move closer to the middle of the existing compensation range under the non-represented classification plan. In other words, generally the compensation at step 1 is higher, but the compensation at step 10 is lower.

**F. Alternatives/Options**

1. Approve the proposed classification and compensation plans as listed on the Board order.
2. Reject the proposed classification and compensation plans.

**IV. TIMING/IMPLEMENTATION**

Following Board action, Human Resources staff is prepared to implement the approved plan changes to be effective on the date of Board action, with the process outlined in the Board Order.

**V. RECOMMENDATION**

Human Resources staff recommends the Board approves Option 1 as listed above.

**VI. ATTACHMENTS**

1. Board Order
2. Current and Proposed Compensation Plan (Attachment A)
3. Proposed classification specifications for Lane Events Center staff (Attachments B through J).



**IT IS HEREBY ORDERED**, that staff be allocated into the new classifications as determined by and agreed to and bargained with AFSCME; and

**IT IS FURTHER ORDERED** that employees be placed on the appropriate grade on the new compensation plan at the step closest to their current hourly which does not represent a decrease in pay; and

**IT IS FURTHER ORDERED** that implementation of the new compensation plan be effective on August 21, 2010. Impacted employees will retain their original merit eligibility dates.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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Bill Fleenor, Chair  
Board of County Commissioners

**ATTACHMENT A**

Non-Represented			Represented by AFSCME			
Old Job Code	Old Classification Title	Old Grade	Old Compensation Range	New Classification Title	New Grade	New Compensation Range
A11	Security Guard	N5060	\$24,440 - \$36,670	Security Guard	12	rounded: \$26,666 - \$36,920
N7041	Cashier	A10	\$19,947 - \$29,890	Cashier	6	rounded: \$22,984 - \$31,824
B21	Admin Supprt Assistant	N7011	\$31,970 - \$47,944	Lane Events Center Events Coordinator	19	rounded: \$31,699 - \$43,909
B22	Sports Specialist	N3033	\$34,362 - \$51,563	Lane Events Center Sports Coordinator	25	rounded: \$36,774 - \$50,898
B22	Figure Skating Specialist	N3033	\$34,362 - \$51,563	Figure Skating Specialist	24	rounded: \$35,859 - \$49,691
B21	Facility Maintenance Worker	N6011	\$31,970 - \$47,944	Lane Events Center Maintenance Worker	13	rounded: \$27,331 - \$37,898
	None		Equivalent to Maint Spec 3	Lane Events Center Maintenance Specialist	25	rounded: \$36,774 - \$50,898
A11	Operations/Events Worker	N6031	\$24,440 - \$36,670	Operations Events Worker	9	rounded: \$24,752 - \$34,278
A12	Operations/Events Worker Sr.	N6030	\$26,250 - \$39,374	Operations Events Worker Sr.	12	rounded: \$26,666 - \$36,920

## ATTACHMENT B

LANE COUNTY  
Job Code  
Established: DATE

### LANE EVENTS CENTER SPORTS COORDINATOR

#### DEFINITION

Under supervision, to coordinate all athletic activities at the Lane County Events Center/Fairgrounds, Ice Arena and Lane County Fair. Employee to perform a variety of specialized Lane Events Center program assistance, support duties, administrative and technical work related to the planning and oversight of Sporting Events at the Lane County Events Center/Fairgrounds, Ice Arena and Lane County Fair. Performs other related duties as assigned.

#### CLASS CHARACTERISTICS

Incumbents in this classification assist with the basic administrative and technical phases of administrative functions at the Lane County Events Center/Fairgrounds, Ice Arena and Lane County Fair. Primary function of this position is to perform event coordination as a support service to the Lane Events Center and Lane County Fair. Performs office support duties; and perform related duties as assigned.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management personnel.

Provides technical and functional supervision to other employees.

#### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Correspond with Lane Events Center Sports Center clients to coordinate the function and operation of the Sports Center, collect/organize event details including space needs assessment, competitive events, equipment needs and set up, electrical specifications, security and staffing details, food and beverage selections etc; communicate with other essential departments such as events operations staff and catering, create event diagrams/layouts.

Perform a variety of custodial duties before, during and after events as needed. Performs duties related to day to day operations of Lane County Events Center, Ice Arena and Fairgrounds facilities. Operates light equipment and specialized equipment including but not limited to, forklifts and tractors, scissor lifts, boom trucks, lawn mowers, landscape equipment as well as power cleaning custodial equipments, and other hand tools.

Provides administrative support, which includes: preparing and proofing reports, notices, and correspondence; attending meetings; monitoring phones; greeting and assisting walk-in

LANE COUNTY

Lane Events Center Sports Coordinator

patrons/clients related to sporting events.

Analyze and coordinate security and staffing plans for each sporting event including evaluating security/staffing needs inside the buildings, surrounding the premises, restroom monitors etc.

Maintain & customize EventPro software database for tracking all Sports Center events on the grounds from start to completion, this includes logging of daily communications with client, vendors and contractors, creating and producing event reports, revenue produced vs. revenue projections in building, equipment, staffing and catering revenue.

Confers with department officials and assists in administrative procedures specific to event functions and Fair.

Analyzes and develops office methods, reports, procedures, manuals, and forms relative to the delivery of event details to event operation staff and catering departments.

May perform financial support activities for a division or work unit including assisting with the division or work unit budget preparation and administration; may track and monitor expenditures. Projects revenue for specific events, event facilities, equipment, catering and concessions

Develops recommendations for improvement of procedures and coordination of division or work unit functions.

Participates in the preparation and administration of contracts.

Conducts special projects related to division or work unit administrative services upon request.

Pursues Sporting events to occupy the Lane Events Center Sports Center on a daily, weekly, monthly and/or annual basis; identify opportunities to up-sell facility features to further benefit the Event Center/Fair.

Assists with the creation and customization of sporting events at the Lane Events Center in accordance with industry standard. Conducts market research on comparable facilities and current trends in event planning/management; continued awareness of local, regional and national events.

Determines the need for maintenance and repairs to Sports facilities and equipment.

Assists with the coordination of fair events which includes but is not limited to: Fair parking staff, Fair ticketing, ticket booth structure needs and maintenance, assists with coordination/scheduling of Fire/EMS & other Fair security, power/equipment needs/requirements, creation of accompanying documentation centering around Fair rules, regulations, health and fire code.

Coordinates Adherence to Fire Codes as prescribed by Eugene Fire Marshal and Building Codes

**MINIMUM QUALIFICATIONS**

Knowledge of:

Modern office procedures, methods and computer equipment, computer practices.  
Data collection techniques.  
EventPro or other comparable Event Software.  
Principles of crowd control and management  
Sports events planning, including: logistics preparation, seating/tabling arrangements, ticket sale procedures, manifests, ingress/egress safety requirements  
Basic understanding of building and fair codes.  
Ice resurfacing and maintenance.  
Principles of sales.  
Correct English usage, spelling, grammar and punctuation.  
Basic financial and statistical record-keeping practices.  
Relevant policies and procedures.  
Knowledge of operations and functions pertaining to multipurpose facilities including ut not limited to Arena's, Sports Centers and Ice Centers.

Ability to:

Coordinate the management of sporting events.  
Support program administration.  
Arrange for security at different sporting events.  
Coordinate traffic patterns at different events.  
Understand, interpret, and apply department and program rules, procedures and policies with good judgment, while carrying out a variety of technical and administrative support duties.  
Analyze situation and adapt an effective course of action.  
Coordinate a variety of administrative and staff support functions.  
Prepare and maintain a variety of records.  
Operate a variety of office equipment, including calculators, copiers, and computer terminal.  
Assemble data and prepare summaries, analysis, recommendations, and reports.  
Provide a variety of program and policy information to the public and County staff.  
Serve as a liaison and coordinate with the public and other public agencies including the Fire Marshall, City and County Officials.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Evaluate and prioritize workload.  
Work independently and as a team player.  
Operates relevant equipment including but not limited ice resurfacers, forklift, and power cleaning equipment.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. College level training in sports marketing/public relations/business or event management is desired, supplemented by course work in business, personnel or public administration or a related field. Bachelors degree is preferred.

Experience:

Two years of responsible experience in the coordination of sporting events.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.

First Aid/CPR certificate preferable at time of hire or ability to obtain within 6 months of date of hire.

## ATTACHMENT C

LANE COUNTY  
Job Code  
Established: DATE

### FIGURE SKATING SPECIALIST

#### **DEFINITION**

Under supervision, to coordinate an Ice Skating Program tasked with delivering instruction and programming. Employees perform specialized complex program assistance and a variety of program support duties for the Ice Center. To perform a broad variety of functions related to the Ice center; and to perform other duties as assigned.

#### **CLASS CHARACTERISTICS**

This is a stand-alone classification used only at the Lane Events Center Fairgrounds' Ice Center. Employees at this level are required to be fully knowledgeable in all procedures related to the Ice Center.

#### **CLASS SUMMARY:**

Under supervision, employees perform specialized complex program assistance and a variety of program support duties for assigned program area(s). Requires specialized knowledge and experience in program or operational area; assists in collecting, organizing and preparing detailed program information, research, studies, and reports; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned management personnel.  
May exercise functional and technical supervision over assigned personnel.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Promotes, markets, and coordinates activities and programs at the Ice Center.

Instructs clinics, group lessons, and classes for Ice Center.

LANE COUNTY

Figure Skating Specialist

Coordinates college credit class in partnership with other institutions.

Coordinates competitions and shows at the Ice Center which includes scheduling, registration, organization, instructing, and program design.

**EXAMPLES OF DUTIES** (con't)

Provides internal and external customers with technical assistance and information pertaining to Ice Center.

Monitors compliance of applicable internal and external requirements associated with Ice Center operations.

Oversees contract coaches.

Assists in updating policy and procedure manuals for Ice Center.

Participates in the technical phases of special studies, surveys, investigations and research projects; prepares graphic charts.

Assists in providing management /supervisory staff with complex technical administrative reports and presents routine level recommendations pertaining to assigned program area.

Assists in preparing proposals for new and adjusted services at the Ice Center to include finance, staffing and organization requirements.

Performs a variety of duties related to special assignments and projects.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Ice Centers' operations.

Functions of Ice Center.

Principles and practices of ice skating development and progression.

Ice Skating Institute curriculum, rulebook, and competition guidelines.

United States Figure Skating rulebook.

Professional Skating Association Code of Ethics.

LANE COUNTY

Figure Skating Specialist

Instructional techniques

Computers and computer applications.

Report writing methods and techniques.

Effective public information and relations techniques.

Basic record keeping principles and standard office equipment.

Applicable Federal, State and Local laws and regulations.

Culturally competent practices.

Public Relations principles.

Area resources.

Ability to:

Support Ice Center administration.

Assist in research studies and preparing reports for the Ice Center.

Running, monitoring and updating reports.

Exercise judgment and discretion.

Analyze situations and adopting an effective course of action.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Multi-task; setting priorities and timelines; meeting deadlines.

Work independently and as a team player.

Operate a computer and applicable program applications.

Experience and Training

Training:

AA Degree with coursework in Public Administration or related field. Bachelor's degree preferred.

LANE COUNTY  
Figure Skating Specialist

Experience:

Three years of progressively responsible support experience related to coordinating the activities at an Ice Center.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Must be in possession of a valid driver's license at time of application, and a valid Oregon driver's license at time of appointment.

CPR / First Aid Certification preferred or ability to obtain within 6 months of date of hire.

Membership with the Professional Skaters Association, United Figure Skating Association, and the Ice Skating Institute preferred or ability to obtain within 6 months of date of hire.

## ATTACHMENT D

LANE COUNTY  
Job Code  
Established: DATE

### SECURITY GUARD

#### **DEFINITION**

To provide a visual security presence; to patrol and monitor the buildings and grounds of Lane County Events Center/ Fairgrounds, Ice Center and Lane County Fair to ensure the personal safety and security of staff, visitors, and property; to secure grounds and buildings; and to perform related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and/or management personnel.

May train, schedule and supervise extra help staff.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Monitors and authorizes entrance and departure of employees, visitors, and other persons to guard against theft and to maintain safety and security of premises.

Checks for suspicious occurrences, and enforces rules and regulations.

Responds to and investigates situations reported.

Calls authorities to investigate suspicious activities, security violations, or emergencies that require their intervention.

Provides information and directions, and explains rules and regulations.

Maintains contact with events representative during events to address any security concerns during their event.

Opens and closes facility, ensuring that users have left the premises.

Maintains logs and records of occurrences; completes necessary paperwork.

May use computer terminal to input and retrieve data.

Responds to all incidents and emergencies in accordance with procedures.

**EXAMPLES OF DUTIES** (con't)

Warns persons of rule infractions or violations. Escorts persons from the facilities and property, when necessary.

Cross trains and provides assistance to staff when necessary.

Operates light equipment such as forklifts, tractors, scissor lifts, boom trucks, and lawn mowers.

Provides reports and updates to supervisor as requested, including confidential information.

Performs confidential investigations related to workforce.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Methods and procedures of security work.

Safety and legal requirements affecting security operations.

Enforcement of procedural rules and regulations.

Ability to:

Effectively write and maintain reports and logs.

Recognize problems and exercise independent judgment or initiative.

Respond quickly in an emergency.

Communicate effectively with the public and co-workers, both orally and in writing.

Establish and maintain effective relationships with the public and other County employees.

Work the night shift if necessary, to secure facilities and report problems.

Experience and Training

LANE COUNTY  
Security Guard

Training:

High school diploma or equivalent required.

Experience:

One year of experience in law enforcement or security.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

If required for this position, Department of Public Safety Standards and Training (DPSST) certification as a private security provider or the ability to obtain one within 90 days of being hired.

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon driver's license by time of appointment.

Forklift certification or the ability to acquire within six months of appointment.

Must have current CPR and first aid Certification or the ability to acquire within 6 months of appointment.

## ATTACHMENT E

LANE COUNTY  
Job Code  
Established: DATE

### LANE EVENTS CENTER EVENTS COORDINATOR

#### **DEFINITION**

Under supervision, to perform a variety of specialized Lane Events Center administrative and technical work related to the planning and oversight of Events and shows at the Lane County Events Center/Fairgrounds, Ice Arena and Lane County Fair. Performs other related duties as assigned.

#### **CLASS CHARACTERISTICS**

Primary function of this position is to perform event coordination as a support service to the Lane County Events Center/Fairgrounds, Ice Arena and Lane County Fair. Incumbents in this classification assist with the basic administrative and technical phases of administrative functions at the Lane County Events Center/Fairgrounds, Ice Arena and Lane County Fair. Performs office support duties; and perform related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management personnel.

Provides technical and functional supervision to other employees.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Correspond with Lane Events Center clients, collect/organize event details including space needs assessment, competitive events, equipment needs and set up, electrical specifications, security and staffing details, food and beverage selections etc; communicate with other essential departments such as events operations staff and catering, create event diagrams/layouts.

Interface with catering and concessions staff on a daily basis regarding event location, menu selection, service options, service schedule, and catering equipment needs and set up, alcohol service, per cap analysis for both food and beverage services. Analyze alcohol operations, work with food and beverage to create security and staffing plans to ensure patron safety and facility adherence to all OLCC rules and regulations.

Analyze and coordinate security and staffing plans for each event including evaluating security/staffing needs inside the buildings, surrounding the premises, restroom monitors etc.

## LANE COUNTY

### Lane Events Center Events Coordinator

Maintain & customize EventPro software database for tracking all events on the grounds from start to completion, this includes logging of daily communications with client, vendors and contractors, creating and producing event reports, revenue produced vs. revenue projections in building, equipment, staffing and catering revenue.

Backs up event sales when Sales Professional is unavailable; suggest potential events for sales professional to pursue; identify opportunities to upsell facility features to further benefit the Event Center/Fair.

Assists with the creation and customization of events at the Lane Events Center in accordance with industry standard. Conducts market research on comparable facilities and current trends in event planning/management; continued awareness of local, regional and national events.

Assists with the coordination of fair events which include: working with commercial and food vendors, assisting with booth layouts, database management, power/equipment needs/requirements, active solicitation of additional vendors, creation of accompanying documentation centering around Fair rules, regulations, health and fire code, vendor sales reporting/auditing and parity pricing.

Provides administrative support, which includes: preparing and proofing reports, notices, and correspondence; attending meetings; overseeing and maintaining office filing system; prescreening mail; monitoring phones; greet and assist walk-in patrons/clients, sort mail, write receipts, sell RV permits.

Confers with department officials and assists in administrative procedures specific to event functions and Fair.

Analyzes and develops office methods, reports, procedures, manuals, and forms relative to the delivery of event details to event operation staff and catering departments.

May perform financial support activities for a division or work unit including assisting with the division or work unit budget preparation and administration; may track and monitor expenditures. Projects revenue for specific events, event facilities, equipment, catering and concessions, Fair commercial and food vendors.

Develops recommendations for improvement of procedures and coordination of division or work unit functions.

Participates in the preparation and administration of contracts.

Conducts special projects related to division or work unit administrative services upon request.

Coordinates Adherence to Fire Codes as prescribed by Eugene Fire Marshal and Building Codes

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Event planning, including: logistics preparation, seating/tabling arrangements, ticket sale

## LANE COUNTY

### Lane Events Center Events Coordinator

procedures, manifests, ingress/egress safety requirements  
Catering procedures for large groups and Oregon Liquor Control Commission requirements  
Principles of sales  
Modern office procedures, methods and computer equipment.  
Data collection techniques.  
EventPro or other comparable Event Software.  
Principles of crowd control and management  
Basic understanding of building and fair codes.  
Correct English usage, spelling, grammar and punctuation.  
Basic financial and statistical record-keeping practices.  
Relevant policies and procedures.

#### Ability to:

Coordinate the management of events.  
Arrange for security at different events and shows.  
Coordinate traffic patterns at different events.  
Understand, interpret, and apply department and program rules, procedures and policies with good judgment, while carrying out a variety of technical and administrative support duties.  
Analyze situation and adapt an effective course of action.  
Coordinate a variety of administrative and staff support functions.  
Prepare and maintain a variety of records.  
Operate a variety of office equipment, including calculators, copiers, and computer terminal.  
Assemble data and prepare summaries, analysis, recommendations, and reports.  
Provide a variety of program and policy information to the public and County staff.  
Serve as a liaison and coordinate with the public and other public agencies including the Fire Marshall, City and County Officials.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Evaluate and prioritize workload.  
Work independently and as a team player.

#### Experience and Training

##### Training:

Equivalent to the completion of the twelfth grade. College level training in marketing/public relations/business or event management is desired, supplemented by course work in business, personnel or public administration or a related field.  
Bachelors degree is preferred.

##### Experience:

Two years of responsible experience in the coordination of events.

An equivalent combination of experience and training that will demonstrate the required

LANE COUNTY  
Lane Events Center Events Coordinator

knowledge and abilities is qualifying.

Special Requirements:

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.

First Aid/CPR Certificate preferred or ability to obtain within 6 months of date of hire.

## ATTACHMENT F

LANE COUNTY  
Job Code  
Established: DATE

### LANE EVENTS CENTER MAINTENANCE SPECIALIST

#### **DEFINITION**

To plan, coordinate, and perform building and physical plant maintenance work at the Lane County Events Center/Fairgrounds, Ice Center and Lane County Fair; to provide customer service in association with Event related electrical requirements; to perform difficult and responsible types of maintenance duties including electrical work, repair of complex systems and equipment, and facilities preventative maintenance; and to perform related duties as assigned.

#### **CLASS CHARACTERISTICS**

Employees receive occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies within the work unit.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management staff.

May exercise functional and technical supervision over other assigned staff.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Provides a wide range of electrical services including wire inspection and repair, motor replacement, switch replacement, setting up temporary electrical layouts, working with vendors and clients for electrical needs, provides customer service in order to meet clients/vendor electrical needs, provide all relevant electrical requirements for Lane County Fair and lighting system repair with proper certification.

Maintains/monitors compressor rooms, ice slab, dehumidification unit, ice resurfacers and all related equipment and chemicals.

Monitors and adjusts HVAC systems to ensure efficient operation.

Installs or assists in installing, checks, maintains, and repairs heating, ventilation and air conditioning equipment and systems.

LANE COUNTY

Lane Events Center Maintenance Specialist

Inspects, diagnoses, repairs and reassembles motors, fixtures and equipment using most cost effective and efficient means, i.e. comparable substitutes.

**EXAMPLES OF DUTIES** (con't)

Determines replacement parts and installs parts, adhering to National Electrical Code.

Monitors the mechanical systems providing heating, ventilation and air conditioning to the Lane Events Center and Fairground facilities

Monitors, adjusts and makes repairs to plumbing, heating and electrical systems.

Inspects, maintains and repairs mechanical and electrical systems as part of preventative, routine and emergency maintenance.

Monitors and makes repairs to equipment, furnishings and fixtures.

Provides routine preventive maintenance for building structures, equipment and systems.

Reports major structural or equipment damage to management.

Installs and changes locks and door entry systems.

Services, maintains and repairs motors, filters, belts, coils, valves and other portions of air conditioning systems.

Services, repairs and maintains restrooms, toilets, urinals, sinks, drains, exhaust fans and other related plumbing fixtures.

Verifies proper operation of mechanical systems such as chillers, boilers, cooling towers, fans, pumps, air compressors and well tank systems.

Services, maintains and repairs structures, roofs, windows, doors, floor tile, walls, ceiling tile, lighting systems and other related building structural components.

May operate light equipment such as forklifts and tractors.

Coordinates with user groups for safe and effective use of facilities.

Fills in for other staff as necessary.

Uses test equipment and meters to diagnose problems and check completed work.

Tests and operates emergency generators and lighting systems as part of preventative maintenance program.

LANE COUNTY

Lane Events Center Maintenance Specialist

Troubleshoots machinery and equipment from wiring diagrams, blueprints, schematics and building plans.

Performs duties related to the Lane Events Center and Fairgrounds

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Ice resurfacing and maintenance.

Mechanical and electrical systems maintenance, repair and installation procedures.

Laws, rules, regulations and code governing the installation and repair of mechanical/electrical fixtures and systems.

Electrical theory and the application of electrical theory.

Safety/environmental procedures and processes associated with electrical and mechanical maintenance and repair.

Equipment operation.

Operating principles of heating, ventilating and air conditioning systems.

Terminology and symbols used in wiring diagrams, blueprints, schematics and building plans.

Tools and materials used in maintaining building and facilities.

Computerized automated electrical systems.

Preventive maintenance processes and policies.

Buildings, systems and layout of mechanical systems related to area of assignment.

Computerized automated systems providing heating, air conditioning and ventilation to buildings.

#### Ability to:

Use electrical testing equipment and meters to diagnose and repair system and equipment failures.

Monitor, maintain and repair items using a variety of disciplines such as electrical work.

Use a variety of power and hand tools to repair and maintain fixtures and equipment.

LANE COUNTY  
Lane Events Center Maintenance Specialist

Repair the electrical portion of lighting, heating, ventilating and air conditioning systems.

Perform repairs on electrical fixtures, and equipment.

Operate equipment such as forklifts, tractors and ice resurfacers.

Follow oral and written orders and requests.

Monitor and adjust systems using computerized automated equipment.

Follow routine preventive maintenance schedules.

Learn the identification and proper handling of hazardous materials that are typically found in a public building

Establish and maintain effective, professional, and productive working relationships with those contacted in the course of work with a high emphasis on customer service.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade, supplemented by additional training in electrical systems.

Experience:

Five years of responsible building electrical maintenance experience, preferably with large building systems.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Limited Maintenance Electrician or higher electrical license. Other types of continuing education.

Must be able to work variable shifts, including evenings, weekends and holidays. Must possess a valid Oregon driver's license at time of hire. Must have a forklift certification or the ability to get certified within 6 months.

## ATTACHMENT G

LANE COUNTY  
Job Code  
Established: DATE

### LANE EVENTS CENTER MAINTENANCE WORKER

#### **DEFINITION**

To perform building and physical plant maintenance work at the Lane County Events Center/Fairgrounds, Ice Center and Lane County Fair; to perform difficult types of maintenance duties including electrical work, repair of complex systems and equipment, and facilities preventative maintenance; and to perform related duties as assigned.

#### **CLASS CHARACTERISTICS**

This is the entry level class in the Maintenance series. This class is distinguished from the Lane Events Center Maintenance Specialist by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Lane Events Center Maintenance Specialist level. Employees work under immediate supervision while learning job tasks.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from assigned supervisory and management staff.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Maintains/monitors compressor rooms, ice slab, dehumification unit, ice resurfacer, and all related equipment and chemicals.

Assists in the monitoring of the mechanical systems providing heating, ventilation and air conditioning to Lane County Events Center/Fairgrounds and Ice Center buildings under supervision of assigned staff.

Assists in monitoring, adjusting and making repairs to plumbing, heating and electrical systems under supervision of assigned staff.

Monitors and makes repairs to equipment, furnishings and fixtures.

**EXAMPLES OF DUTIES** (con't)

Provides routine preventive maintenance for building structures, equipment and systems.

Reports major structural or equipment damage to management.

Installs and changes locks and door entry systems.

Services, maintains and repairs motors, filters, belts, coils, valves, and other portions of air conditioning systems under supervision of assigned staff.

Services, repairs and maintains restrooms, toilets, urinals, sinks, drains, exhaust fans, and other related plumbing fixtures.

Assists in verifying proper operation of mechanical systems such as chillers, boilers, cooling towers, fans, pumps, air compressors, and well tank systems under supervision of assigned staff.

Services, maintains and repairs structures, roofs, windows, doors, floor tile, walls, ceiling tile, lighting systems, and other related building structural components.

May operate light equipment such as forklifts and tractors.

Coordinates with user groups for safe and effective use of facilities.

Fills in for other staff as necessary.

Performs duties related to the Lane Events Center and Fairgrounds.

**MINIMUM OUALIFICATIONS**

Knowledge of:

Preventive maintenance processes and policies.

Tools and equipment used in the maintenance and repair of buildings and mechanical systems.

The operation a variety of light equipment such as forklifts, boom trucks, scissor lifts, floor scrubbers, tractors, lawn mowers, and power cleaning equipment.

Chemicals, solutions and compounds used to clean and repair equipment and fixtures.

LANE COUNTY

Lane Events Center Maintenance Worker

Buildings, systems and layout of mechanical systems related to area of assignment.

Ability to:

Use a variety of power and hand tools to repair and maintain fixtures and equipment.

Operate equipment including but not limited to forklifts and tractors.

Follow routine preventive maintenance schedules.

Follow oral and written orders and requests.

Learn the identification and proper handling of hazardous materials that are typically found in a public building.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional training in plumbing, carpentry, electrical or HVAC is desirable.

Experience:

Two years of building maintenance experience, preferably with large building systems.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Must be in possession of a valid driver's license at time of application, and a valid Oregon driver's license at time of appointment.

Must be able to work variable shifts, including evenings, weekends and holidays. Must possess a valid Oregon driver's license at time of hire.

Forklift certification or the ability to acquire within 6 months of appointment.

Must have current CPR and first aid certification or the ability to acquire within 6 months of appointment.

LANE COUNTY  
Lane Events Center Maintenance Worker

## ATTACHMENT H

LANE COUNTY  
Job Code  
Established: DATE

### OPERATIONS EVENTS WORKER

#### DEFINITION

To perform a variety of custodial duties and operate light and specialized equipment, as assigned, at the Lane County Events Center/Fairgrounds, Ice Center and Lane County Fair; and to perform related duties as assigned.

#### CLASS CHARACTERISTICS

This is the entry level class within the Operations/Events Worker series. This classification is distinguished from the Senior Operations/Events Worker by the performance of more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Senior Operations/Events Worker.

#### SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and management personnel. May provide direction to temporary and extra help staff.

Receives technical and functional supervision from assigned personnel.

#### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Sets up and removes tables, staging and other structures as required for conventions, meetings and other events. Inspects set up/take down activities.

Monitors equipment and makes minor adjustments; reports irregularities.

Reports major structural or equipment damage.

Operates light equipment and specialized equipment, such as forklifts and tractors, as well as power cleaning custodial equipment, and other hand tools (scissor lifts, boom trucks, lawn mowers and landscape equipment)

Performs periodic grounds maintenance and routine landscaping.

LANE COUNTY  
Operations Events Worker

Operates light and specialized equipment in a rental capacity to clients and vendors.

**EXAMPLES OF DUTIES** (con't)

Performs custodial duties before, during, and after events.

Opens and locks gates and doors.

Cleans parking lot.

Inspects and makes minor repairs to equipment, furnishings and fixtures.

Works with, troubleshoots, and assists user groups and the public using and visiting the facility.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Operation of cleaning equipment.

Cleaning supplies and techniques used in custodial care.

Minor equipment and facility monitoring and maintenance.

Relevant policies and procedures.

**Ability to:**

Maintain cleaning equipment.

Provide excellent customer service.

Use cleaning solvents and chemicals.

Communicate effectively with the public and co-workers.

Communicate clearly and concisely, both orally and in writing.

Understand and follow oral and written instructions.

Work irregular hours, nights and weekends as necessary.

Operate light equipment such as forklifts and tractors, scissor lifts, boom trucks, lawn mowers, and other specialized equipment.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional training in equipment operation is desired.

Experience:

One year of experience in custodial, light equipment and semi-skilled tasks. Experience in a similar facility is desirable

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by time of appointment.

Forklift certification or the ability to acquire within six months of appointment.

Must have current CPR and first aid certification or the ability to acquire and maintain.

## ATTACHMENT I

LANE COUNTY  
Job Code  
Established: DATE

### **SENIOR OPERATIONS EVENTS WORKER**

#### **DEFINITION**

To oversee and perform a variety of custodial duties and light equipment operation at the Lane County Events Center/Fairgrounds, Ice Center, and Lane County Fair; and to perform related duties as assigned.

#### **CLASS CHARACTERISTICS**

This is the journey level class within the Operations/Events Worker series. This classification is distinguished from the Operations/Events Worker by the assignment of the full range of duties assigned. Employees at this level work more independently in selecting methods or order of performing tasks within general guidelines, and receive only occasional instructions or assistance as new or unusual situations arise. They are fully aware of the operating procedures and policies within the work unit.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management staff.

Provides technical and functional supervision over assigned staff. Trains, schedules, and supervises extra help staff.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Assigns and directs staff to prepare buildings for events. Provides technical staff assistance on project assignment.

Sets up and removes tables, staging and other structures as required for conventions, meetings and other events. Inspects set up/take down activities.

Monitors equipment and makes minor adjustments; reports irregularities.

Reports major structural or equipment damage.

LANE COUNTY  
Senior Operations/Events Worker

Operates light equipment such as forklifts and tractors, as well as power cleaning custodial equipment and other hand tools (scissor lifts, boom trucks, lawn mowers and landscape equipment).

**EXAMPLES OF DUTIES** (con't)

Performs custodial duties before, during, and after events.

Performs periodic grounds maintenance and routine landscaping.

Operates light equipment in a rental capacity to clients and vendors.

Monitors HVAC systems within Lane County Events Center and Fairgrounds facilities.

Inspects and makes minor repairs to equipment, furnishings and fixtures.

Works with, troubleshoots, and assists user groups and the public using and visiting the facility.

Opens and locks gates and doors.

Cleans parking lot.

Works irregular hours; nights and weekends as necessary.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Event operations, fairs, festivals and trade shows.

Basic knowledge of automated building systems providing heating, air conditioning and ventilation.

Custodial equipment operation. Cleaning supplies and techniques used in custodial care.

Minor equipment and facility monitoring and maintenance.

Relevant policies and procedures.

Operation of cleaning equipment.

Ability to:

LANE COUNTY  
Senior Operations/Events Worker

Maintain cleaning equipment.

Provide excellent customer service.

Ability to: (con't)

Use cleaning solvents and chemicals.

Organize, adjust and implement plans for set up, tear down, and cleaning of events or buildings.

Prioritize and ensure quality standards are met.

Monitor basic building systems.

Communicate effectively with the public and co-workers.

Communicate clearly and concisely, both orally and in writing.

Understand and follow oral and written instructions.

Work irregular hours; nights and weekends as necessary.

Operate light equipment such as forklifts and tractors, scissor lifts, boom trucks, lawn mowers, and other specialized equipment.

Utilize computer and other routine office equipment.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional training in equipment operation is desired.

Experience:

Two years of experience in custodial, light equipment and semi-skilled tasks.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

LANE COUNTY  
Senior Operations/Events Worker

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by time of appointment.

Forklift certification or the ability to acquire within six months of appointment.

Must have current CPR and first aid Certification or the ability to acquire within 6 months of appointment.

## ATTACHMENT J

LANE COUNTY  
Job Code  
Established: DATE

### CASHIER

#### **DEFINITION**

To sell admission tickets and provide information to the public utilizing Lane County facilities; and to perform a variety of routine customer service duties as assigned.

#### **CLASS CHARACTERISTICS:**

This is an entry level position that performs routine tasks and duties. Employees work under immediate supervision while learning job tasks.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory/management personnel

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Sells and redeems admission tickets; completes cash, check and credit card transactions, resolves most ticketing problems.

Greets the public and provides program information about the facility; answers telephone; may hand out flyers.

Under direct supervision and oversight, reconciles and balances end of shift reports, and provides daily sales reports according to established policies and procedures.

Works evenings and weekends as necessary.

Prepares mailings; maintains work logs.

Trains and orients new employees.

Sets up displays and community rooms.

Provides appropriate services for facility clients as needed.

LANE COUNTY

Cashier

May provide direction to temporary/extra help employees.

### MINIMUM QUALIFICATIONS

Knowledge of (position requirements at entry):

Ticket sales practices and procedures, including sales and record keeping systems.

Basic business English; basic Math.

General office equipment and cash registers/computerized point of sale systems.

Ability to:

Provide excellent customer service.

Exercise good judgment.

Work quickly and accurately with close attention to detail, especially during periodic large workloads.

Make change and balancing cash accurately.

Maintain accurate and complete records as necessary.

Operate office equipment such as computerized point of sale systems/cash registers, calculators and computer terminals.

Communicate effectively both verbally and in writing.

Experience and Training:

Training:

Equivalent to the completion of the twelfth grade with training in making cash transactions, counting change and operating computerized point of sale systems/cash registers.

Experience:

One year of experience in cashiering, cash reporting and customer service including direct public contact.

LANE COUNTY  
Cashier

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by time of appointment.

First Aid/CPR certificate preferred or ability to obtain within 6 months of date of hire.