

ORDINANCE NO. **149460**

An Ordinance authorizing the creation of two (2) Public Service Employment positions under CETA Title VI Special Projects within the Human Resources Bureau for the period beginning April 14, 1980 and ending September 30, 1980; transferring appropriations within the CETA Fund in the amount of \$11,548 and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. The City of Portland has been designated by the U. S. Department of Labor as Prime Sponsor for administering funds under CETA Title VI to provide employment and training opportunities for unemployed persons.
2. The Human Resources Bureau is requesting authorization to utilize two (2) CETA Title VI Special Project positions to augment the Training and Employment Division's Planning Unit in its effort to design and implement the Targeted Jobs Demonstration Project.
3. The Human Resources Bureau, through its Training and Employment Division, offers training and transition potential within the overall program for entry-level positions.
4. The positions requested have the approval of the Training and Employment Division's Program Development Unit, Training and Employment Division Manager and the Executive Director of the Human Resources Bureau.
5. Funds are available within the CETA Fund in the FY 1979-80 Budget to provide for the cost of the positions created herein.
6. The period July 1, 1980 through September 30, 1980 is contingent upon FY 1980-81 budget approval by the City Council.
7. The positions and the City Bureau to which they are assigned are set out in Attachment "A"

NOW, THEREFORE, the Council directs:

- a. That two (2) CETA Title VI Special Project positions be created in the Human Resources Bureau.

BUREAU	POSITION	CODE	NO.	HRLY RATE	F/B RATE	START DATE	TERM DATE	# OF MOS	MONTHLY SALARY	CETA WAGES	COSTS FRINGE	GEN FUND WAGES	COSTS FRINGE
Human Resources	Staff Asst.	0900	2	5.04	20	4/14/80	9/30/80	5½	875.00	9,624	1,924	-0-	-0-

JOB DESCRIPTION (2 positions)

Staff Assistant

Major job responsibility:

To assist the T.J.D.P. Coordinator and Labor Economist with the implementation of the Targeted Jobs Project.

Specific duties will include:

- research existing business assistance activities for small and minority entrepreneurs for effectiveness.
- assist in feasibility research on neighborhood hiring program.
- provide staff assistance to Project Advisory Team.
- assist in the development of information services to employers.
- assist in the development of a comprehensive and reliable data base for a Labor Market Supply/Demand Data System.
- research CETA participant characteristics - sex, age, education, family income, ethnicity, vets, disabled, offenders, etc.

Skills/Knowledge required:

- good oral communication skills.
- good basic writing skills.
- basic knowledge of CETA, desirable.
- knowledge of basic research techniques.
- ability to follow written procedures.
- ability to work semi-independently to complete specific assignments.

Calendar No. 1338

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Title

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THE COMMISSIONERS VOTED AS FOLLOWS:

	Yeas	Nays
Ivancie		
Jordan		
Lindberg		
Schwab		
McCready		

FOUR-FIFTHS CALENDAR

Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

INTRODUCED BY
Commissioner Francis Ivancie

NOTED BY THE COMMISSIONER

Affairs

Finance and Administration

Safety

Utilities *FJI MK*

Works

BUREAU APPROVAL

Bureau:
Human Resources

Prepared By: *JB* Date: *4/9/80*
Joseph P. Gonzales

Budget Impact Review:
 Completed Not required

Bureau Head: *Janice J. Wilson*
Janice J. Wilson

NOTED BY

City Attorney

City Auditor

City Engineer

APR 11 1980

Filed _____

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By *Korina Houbta*
Deputy