

ORDINANCE NO. 150927

An Ordinance creating two positions of Clerical Specialist I and abolishing two positions of Secretarial Clerk II in the Bureau of Parks effective September 16, 1980, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. Two positions of Clerical Specialist I are required by the Bureau of Parks, one in the Recreation Director's office (RU 131) and one in Intake/Referral (RU 130).
2. These positions are presently classified as Secretarial Clerk II positions. Due to the type of duties these positions involve, reclassification to Clerical Specialist I is appropriate for both positions.
3. Two positions of Secretarial Clerk II can be abolished to provide the appropriation for the positions being created. No additional appropriation is required for the reclassification action.
4. This reclassification action was recommended by the Bureau of Personnel and adopted by the Civil Service Board on September 16, 1980.

NOW, THEREFORE, the Council directs:

- a. The following positions are created in the Bureau of Parks, AU 130, one in RU 130, Office of Superintendent, Intake-Referral, and one in RU 131, Recreation Division, Recreation Director's office, with salary rates in accordance with the current Compensation Plan:

<u>Number of Positions</u>	<u>Position Job Class Number</u>	<u>Position Classification Title</u>
2	0114	Clerical Specialist I

## ORDINANCE No.

b. The following positions in this bureau are abolished:

Number of Positions	Position Job Class Number	Position Classification Title
2	0221	Secretarial Clerk II

c. The changes authorized herein shall be effective on September 16, 1980.

Section 2. The Council declares that an emergency exists because the positions to be created are immediately required in order that the new functions may be carried out fairly and without delay, and the positions to be abolished should not be continued unnecessarily; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, DEC 31 1980

Commissioner Schwab  
R.N. Maynard:DC:sf  
December 29, 1980

Attest:

*Ang. Fehmil*  
Auditor of the City of Portland

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Jordan	/	
Lindberg	/	
Schwab	/	
Ivancie	/	

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

Sub. Calendar No. 4564

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### Title

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Filed DEC 30 1980

GEORGE YERKOVICH  
Auditor of the CITY OF PORTLAND

By Gordon Crowell  
Deputy

INTRODUCED BY
Commissioner Schwab

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities
Works

BUREAU APPROVAL
Bureau: Parks and Recreation
Prepared By: R.N. Maynard <i>Am</i>
Date: 12/29/80
Budget Impact Review: <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: <i>William V. Owens</i>

CALENDAR
Consent
Regular XX

NOTED BY
City Attorney
City Auditor
City Engineer