



Margaret D. Strachan, Commissioner Training and Employment Division 522:S.W. Fifth Avenue, 8th Floor Portland, Oregon 97204 (503) 248-4474

FIRST SOURCE AGREEMENT

This First Source Agreement for recruitment, referral and placement is between the CITY OF PORTLAND, hereinafter referred to as the "CITY", and PORTLAND MAILING SERVICE, 905 NW 12th, Portland, Oregon 97209, hereinafter referred to as "EMPLOYER". Under this First Source Agreement, EMPLOYER will use the CITY as its first source for recruitment, referral and placement of covered employees.

- I. GENERAL TERMS
 - A. The CITY wishes to assure continuing employment opportunities for economically disadvantaged CITY residents with employers located within the Portland Metropolitan area.
 - B. The EMPLOYER wishes to use the CITY as a first source for recruitment, referral and placement of employees.
 - C. The CITY, through the City Loan Corporation, has negotiated a low-interest loan of \$100,000 to EMPLOYER in consideration for the EMPLOYER's entry into this Agreement.
 - D. The CITY will provide employment recruitment, referral and placement services to the EMPLOYER subject to the limitations set out in this Agreement.
 - E. The CITY's participation in this Agreement will be carried out by the Training and Employment Division (TED) of the CITY's Human Resources Bureau, Yeon Building, 522 S.W. Fifth Avenue, 8th floor, Portland, Oregon 97204, or such other CITY bureau or division designated by the CITY.
 - F. This Agreement shall take effect when signed by the parties below and shall be in full force and effect for the period of five (5) years.
 - G. This Agreement shall not be construed as a loan agreement and shall not obligate the City Loan Corporation in any way. If, for any reason, the loan referred to in Section I.C. above should be withdrawn or cancelled by the CITY, this Agreement will be null and void.

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II. RECRUITMENT

A. The CITY and EMPLOYER agree that for purposes of this Agreement, "covered positions" include all EMPLOYER's job openings in the Portland metropolitan area created as a result of internal promotions, terminations and expansion of EMPLOYER's workforce, within the below-listed job classifications:

> Machine Operators Clerical Data Entry Table Workers Fulfillment Workers Truck Drivers

- B. At least eighteen (18) CITY working days prior to the anticipated hiring dates, the EMPLOYER will notify TED of its needs for new employees in covered positions.
- C. For covered positions, notification to TED shall include, but need not be limited to, the number of employees needed by job title, hiring dates, rates of pay, hours of work, anticipated duration of employment and work to be performed. In order for TED to determine whether persons meet the EMPLOYER's personnel needs, job descriptions, including minimum qualifications stated in quantifiable and objective terms, are made a part of this Agreement and are included as Attachment "A".
- D. Positions which are not managerial, highly technical, or professional created in the future by the EMPLOYER, shall also be regarded as positions covered by this Agreement. Positions of a supervisory nature or which require two or more years of formal training are not considered covered positions.
- E. The EMPLOYER will also notify TED of all position vacancies which are not "covered positions" as defined in Sections IIA, B, and C, above. Notification shall include qualifications, the rates of pay and the anticipated hiring dates. The EMPLOYER will also notify TED of the date by which TED must refer qualified applicants to the EMPLOYER for management, technical and professional vacancies; however, the EMPLOYER will not be bound to hire from these referrals.
- F. Job openings to be filled by internal promotion from the EMPLOYER's local work force need not be referred to TED for placement and referral.

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III. REFERRAL

- A. TED will refer CETA eligible job applicants to the EMPLOYER in response to the notification of need for new employees described in Section II, above.
- B. TED will screen applicants according to the qualifications agreed upon with the EMPLOYER.

IV. PLACEMENT

- A. TED will notify the EMPLOYER no later than five (5) working days prior to the anticipated hiring date of the number of applicants TED will refer. TED will make every reasonable effort to refer at least one qualified person for each job opening.
- B. In the event TED cannot refer the total number of qualified personnel requested, the EMPLOYER will be free to directly fill remaining positions for which no qualified applicants have been referred. In this event, the EMPLOYER will make a good faith effort to hire City of Portland residents.
- C. The EMPLOYER will make all decisions on hiring new employees but will select its employees for covered positions from among the qualified persons referred by TED.
- D. TED will track job retention of employees placed under this Agreement for 90 days following placement. EMPLOYER agrees to cooperate in TED's follow-up efforts.
- E. TED is required to monitor EMPLOYER's performance under this Agreement. EMPLOYER will cooperate in TED's monitoring efforts and will submit Quarterly Hiring Summaries in accordance with Attachment "B".
- F. After the EMPLOYER has selected its employees, TED will not be responsible for the employees' actions and the EMPLOYER hereby releases the CITY from any liability for their actions.

V. TRAINING

- A. The EMPLOYER will not discontinue providing routine on-the-job training due to this Agreement.
- B. TED and the EMPLOYER may agree to develop additional on-the-job training programs; the training specifications and cost for such training will be mutually agreed upon by the EMPLOYER and the CITY and covered in a separate Training Agreement.

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VI. CONTROLLING REGULATIONS AND LAWS

- A. If this Agreement conflicts with any labor laws or other governmental regulations, the laws or regulations shall prevail.
- B. If this Agreement conflicts with a collective bargaining agreement to which the EMPLOYER is a party, the bargaining agreement shall prevail.
- C. The EMPLOYER will provide TED with written documentation that the EMPLOYER has provided the representative of any involved collective bargaining unit with a copy of this Agreement and has requested comments or objections. If the representative has any comments or objections, the EMPLOYER will provide them to TED.
- D. The EMPLOYER will not discriminate against any applicant for employment because of race, religion, age, handicap, color, sex, national origin, citizenship, or political affiliation.

VII. ASSIGNMENT MODIFICATIONS, RENEWAL AND SANCTIONS

- A. If, during the term of this Agreement the EMPLOYER should transfer possession of all or a portion of its business concerns affected by this Agreement to any other party by lease, sale, assignment or otherwise, the EMPLOYER as a condition of transfer shall require the party taking possession to agree, in writing, to the terms of this Agreement. A new First Source Agreement will be executed with the new party prior to the effective date of the transaction.
- B. The EMPLOYER and TED, or such other agent as the CITY may designate, may mutually agree to modify this Agreement in order to improve the working relationship described herein.
- C. The CITY may terminate this agreement at any time by written notification if its federal, state or local grants are suspended or terminated before or during the contract period.
- D. Either the EMPLOYER or the CITY may elect to employ binding arbitration to settle any material dispute under this Agreement which informal good faith negotiating efforts have failed to resolve. If either party elects to employ arbitration, the electing party shall deliver written notice to the other party appointing one arbitrator, specifying the issue(s) to be resolved and detailing the desired remedy. The responding party shall return a written response to the electing party within fifteen (15) days. The response shall appoint a second arbitrator and shall outline the responding party's position on the issue(s). If the responding party either fails to respond and/or appoint a second arbitrator

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> within the required timelines, the electing party shall be awarded a judgment by default. The two arbitrators so appointed shall select a third arbitrator within fifteen (15) days after the appointment of the second arbitrator. If the two arbitrators first appointed are unable to agree upon the third arbitrator within the time limit, then the third arbitrator shall be appointed by the presiding judge of the Multnomah County Circuit Court. After all arbitrators have been appointed, they shall make a written report within thirty (30) days to the parties on the issue(s). The determination of a majority of the arbitrators shall be final and binding upon the EMPLOYER and the CITY and may include:

- Monetary damages directly related to any breach of this Agreement and to the issue(s) raised;
- Specific performance of the Agreement provisions and steps reasonably necessary to implement and monitor specific performance, which might include retention of a professional job analyst designated by the arbitrators;
- 3. Declaration of default on and calling in of any CITY loan provided in consideration for EMPLOYER's entry into this Agreement;
- 4. Allocation of costs associated with the arbitration determination and steps necessary to implement and monitor that determination.

The arbitration determination shall be fully enforceable in a court of law.

Dated this ____ day of _____, 19__.

Approved:

Executive Director Human Resources Bureau

Training and Employment Division

Approved as to Form:

PORTLAND MAILING SERVICE By Minical Anna -Title President

CITY OF PORTLAND

Commissioner of Public Utilities City Auditor

City Attorney

	Date rec'd TED 153012 CM contact OJT customized training	
	First Source (Unsubsidized)	
	DOT Code:	
	JOB ORDER FORM City of Portland Training & Employment Division	rånget Lev
1.	Employer Portland Mailing Service 2. Date 10/23/81	
3.	Job Title <u>Labeler/Sorter/Folder (Machine Operators</u>) 4. Number of Openings	
·5.	Job Location905 NW 12th	
6.	Contact Person <u>David Torres</u> phone <u>221-0707</u>	
7.	Supervisor 8. Beginning date Ending	
9.	Evaluation after 30 days Starting salary \$hrSalary after training \$per	
10.	Benefits: Subject to eligibility crieteria stated in employee procedures manual, employ	'ee
11.	may be eligible for medical, dental & life ins., paid holidays & sick leave, profit sha Days to be worked	(
13.	Will union membership be required? Yes No If yes, which union and local #	
14.	If this job involved on-the-job training to be subsidized by the City, how long will that training period be?(attach specific training plan)	•
15.	Specific Dutieslabel, sort, stuff, fold and collate pieces of mail by hand or	
	machine. Prepare for delivery to Post Office.	
16.	NECESSARY QUALIFICATIONS:	
	Level of experience or training required to enter programSkill(include licenses and/or certificates necessary)	1
	Manual/finger_dexterity	
	8th grade reading and math skills Number/Assembly association	
	Nechanical aptitude	
	Legible handwriting.	***
17.	ls a valid Oregon Drivers' License required? Yes No	
18.	Are your employees in this position expected to provide any meessary tools involved in the job(s)? Yes No χ If yes, please attach an itmeized list (with prices) of tools required for each position.	
19.	Education level needed to perform this job (if any) N/A	
• ··•	Loucation level needed to perform this job (if any)	
	(OVFR)	

Environmental Conditions 23. Physical Demands a. Working Environment a. Strength - % time job will requist standing 90 % Walking 10		there a possibility f yes, to what position						Yes X	No		•
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f. Hazards Kneeling X X Mechanical Crouching X Electrical Crawling X Burns Handling X Explosives Handling X Radioactivity Fingering X Other Fingering X g. Atmospheric Conditions Talking X Fumes Ordinary Conversation X X Dusts Hearing Ordinary Conversation X Gases Other Seeing Poor Ventilation Seeing Acuity, Near Acuity, Near X X Boo of Decibels	d.	Wet and/or Humid					υ.				_X
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	Date rec'd TED
	JOB ORDER FORM City of Portland Training & Employment Division
1.	Employer Portland Mailing Service 2. Date 10/23/81
·3.	Job Title Truck Driver 4. Number of Openings
5.	Job Location _ 905 NW 12th
5. 6.	Contact Person David Torres phone221-0707
о. 7.	
	Supervisor 8. Beginning date Ending Evaluation after 30 days
	Starting salary \$ 3.35 per hr Salary after training \$ per
10.	Benefits employees may be eligible for paid medical, dental & life insurance; paid holidays & sick leave; profit sharing.
11.	Days to be worked <u>Monday-Friday</u> 12. Hours <u>8 - 5:30</u>
13.	Will union membership be required? Yes No If yes, which union and local #
14.	If this job involved on-the-job training to be subsidized by the City, how long will that training period be? (attach specific training plan).
15.	Specific Duties Mail pick-up and delivery. Miscellaneous responsibilities in the
	mail room with large job orders.
16	
16.	Level of experience or training required to enter program
	Skill(include licenses and/or certificates necessary)Good Driving RecordChauffeur's License required
	Ability to drive 4 speed (Dept. of Motor Vehicles will be contacted)
	Sth grade reading level
	Legible handwriting.
17.	Is a valid Oregon Drivers' License required? Yes X No
18.	Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes No χ If yes, please attach an itmeized list (with prices) of tools required for each position.
19.	Education level needed to perform this job (if any)N/A
	(OVER)

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c.	•	Extreme heat with or without temp- erature changes		<u> </u>	-			Pul	ling _	0	<u> </u>	YES	NO
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e	•	Vibration	<u> X </u>					Stoopi			-	X	•
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Ţ	c :	public transportatio	-				05		No				

		Date rec'd TED	f
		OJT Customiz	ed training
		First Source (Ur DOT Code:	nsubsidized)
		DOT Code: SVP Hrs: Tr	rng Time
	JOB ORDER FORM City of Portland Training & Empl	oyment Division	
	Employer Portland Mailing Service ,	2. Date	10/23/81
	Job Title Data Entry Clerk	4. Number of	f Openings
	Job Location _ 905 NW 12th, Portland		-
	Contact Person David Torres		
	Supervisor		
	Starting salary \$ 4 50 per br DOS Salary after t	Evaluation a craining \$ per	fter 30 days
	Subject to eligibility criteria stated in Benefits employees may be eligible for paid medica	n employée procedures	
	paid holidays & sick leave; profit snari Days to be workedNonday-Friday	na	
	Will union membership be required? Yes No If yes, which union and local #	. X	
•	If this job involved on-the-job training to be subst	idized by the City, h	ow loca will that
	training period be?	(attach specif	ic training plan)
•	Specific Duties Data entry, organize mailing list	(attach specif	ic training plan)
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153012 220. (Acribe any on-the-jeb training you normally provide for this position (ie, without City funding)

2.	Env	ironmental Condition	5			23.	Phy	sical Demands		
	a،	Working Environment					a.	Strength - % time jo	b will	require
		Inside <u>100</u> % Outside <u></u> %	YES	NO	1 !			Standing <u>10</u> % Walking <u>10</u> % Sitting <u>80</u> %		
	b,	Extreme Cold with or without temp- erature changes		<u>x</u>				Weight (no. 1bs) Lifting 35 Carrying 35		
	C,	Extreme heat with or without temp- erature changes		¥				Pushing <u>35</u> Pulling <u>35</u>	YES	NO
	đ.	Wet and/or Humid					ь.	Climbing Balancing		$\frac{\mathbf{X}}{\mathbf{X}}$
	e.	Vibration	X	حمت دوردس				Stooping Kneeling	X	
	fr	Hazards Mechanical Electrical		<u>_X</u>				Crouching Crawling		 X
		Burns Explosives Radioactivity Other		X X X X				Reaching Handling Fingering Feeling	_X _X _X	
	g.	Atmospheric Condition Fumes	ons	X				Talking	<u> </u>	
		Dusts Mists Gases Poor Ventilation	<u> </u>	$\frac{\overline{X}}{\overline{X}}$				Hearing Ordinary Conversati Other Sounds	on_ <u>X_</u>	
	h.	Other Noise Estimated maximum no. of Decibels		X				Seeing Acuity, Near Acuity, Far Depth Perception Color Vision Field of Vision	X X X	
4.	a.	Could a person with	limit	ed Er	nalish s	peakin	a ski	ills perform this job		<u></u>
		Yes	No limii	x ted Er	iglish r			ting skills perform t		b?
5.	Is	public transportatio	n eas:	ily ac	cessibl	e? Ye	s	<u> </u>		
6.	Doe	s the job require sh	ift w	ork or	other	than t	radi	tional hours? Yes	v	No

		Date rec'd TED
		OJT customized training
		First Source (Unsubsidized)
		DOT Code: SVP Hrs: Trng Time
		JOB ORDER FORM d Training & Employment Division
Er	mployer Portland Mailing Service	2. Date 10/23/81
		4. Number of Openings
J	ob Location905 NW 12th, Port	tland .
		phone 221-0707
S	upervisor	8. Beginning dateEnding
S	tarting salary \$ 3 35 per hr	Evaluation after 30 days Salary after training \$ per riteria stated in employee procedures manual, o for paid medical dental & life insurance:
B	enefics: employees may be eligible	e for para meatcar, dentar a fire filoaranee,
D	paid holidays & sick le lays to be worked <u>Monday-Friday</u>	eave; profit sharing 12. Hours 8 - 5:30
W	ill union membership be required?	
I t	f this job involved on-the-job training period be?	ining to be subsidized by the City, how long will th (attach specific training pla
~	pectific buttes nationality of dels	from clients using materials in warehouse.
-	Also may do table work.	from clients using materials in warehouse.
-		
-		
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	Also may do table work.	
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	Also may do table work. RECESSARY QUALIFICATIONS:	vel of experience or training required to enter progr
	Also may do table work. RECESSARY QUALIFICATIONS: Ekill (ind	vel of experience or training required to enter progr
	Also may do table work. RECESSARY QUALIFICATIONS: Skill (in Manual dexterity	vel of experience or training required to enter progr aclude licenses and/or certificates necessary)
	Also may do table work. RECESSARY QUALIFICATIONS: Ekill (ind Manual dexterity 8th grade reading ability	vel of experience or training required to enter progr
	Also may do table work. RECESSARY QUALIFICATIONS: Exilin Manual dexterity 8th grade reading ability Number association skills	vel of experience or training required to enter progr nclude licenses and/or certificates necessary)
	Also may do table work. RECESSARY QUALIFICATIONS: Even Skill (interview) Manual dexterity 8th grade reading ability Number association skills Legible handwriting	vel of experience or training required to enter prograciude licenses and/or certificates necessary)
	Also may do table work. Also may do table work. RECESSARY QUALIFICATIONS: Leve Skill (intervention) Manual dexterity 8th grade reading ability Number association skills Legible handwriting Warehousing experience help Is a valid Oregon Drivers' License Are your employees in this position the job(s)? Yes No X	vel of experience or training required to enter prograciude licenses and/or certificates necessary)

ann stronger

(OVER)

Is If	there a possibility yes, to what positio	for pr on(s)?	omotior	from	this	job?	Yes X NoMachine_Operator		•
	ironmental Condition						sical Demands		
a.	Working Environment	:				a.	Strength - % time j	ob will	require
	Inside <u>100 g</u> Outside <u>0</u> %	YES	: NO	1 !			Walking 60 Sitting 0		
ο.	Extreme Cold with or without temp- erature changes		X				Weight (no. lbs) Lifting <u>35</u> Carrying <u>35</u> Pushing <u>35</u>		
с.	Extreme heat with or without temp- erature changes		<u>X</u>		•	b.	Pulling 35	YES	NO
d.	Wet and/or Humid		<u>X</u>			υ.	Climbing Balancing	$\frac{1}{X}$	······································
е.	Vibration	<u> </u>					Stooping Kneeling	<u> </u>	
f.	Hazards Mechanical Electrical Burns Explosives Radioactivity Other		X X X X X		•		Crouching Crawling Reaching Handling Fingering Feeling		× · · · · · · · · · · · · · · · · · · ·
g.	Atmospheric Condit Fumes Dusts Mists Gases Poor Ventilation Other	X	×			•	Talking Hearing Ordinary Conversat Other Sounds Seeing	<u> </u>	•
h.	Noise Estimated maximur no. of Decibels	n 					Acuity, Near Acuity, Far Depth Perception Color Vision Field of Vision		
a.		h limit	ed Eng	lish s	peaki	ng sk	ills perform this jo	b?	
b.	Yes Could a person wit Yes			lish r	eadin	g/wri	ting skills perform	this jo	b?

ł

	153012
	Date rec'd TED CM contact
	. OJT customized training
	First Source (Unsubsidized) DOT Code:
	DOT Code:
	JOB ORDER FORM City of Portland Training & Employment Division
1.	Employer Portland Mailing Service 2. Date 10/23/81
3.	Job Title Table Worker-Custom Mail 4. Number of Openings
5.	Job Location 905 HW 12th, Portland
6.	Contact Person <u>David Torres</u> phone <u>221-0707</u>
7.	Supervisor 8. Beginning date Ending
9.	Evaluation after 30 days Starting salary \$ 3.35 per br Salary after training \$ per
10.	Subject to eligibility criteria stated in employee procedures manual,
11.	paid holidays and sick leave; profit sharing.
13.	Will union membership be required? Yes <u>No X</u> If yes, which union and local #
14.	If this job involved on-the-job training to be subsidized by the City, how long will that training period be?
15.	Specific Duties
:	
16	NECECCADY OUN LEICATIONS.
16.	NECESSARY QUALIFICATIONS: Level of experience or training required to enter program
	Skill (include licenses and/or certificates necessary)
	Manual dexterity, ability to follow instructions
	Legible bandwriting
	8th grade reading level
17.	Is a valid Oregon Drivers' License required? Yes NoX
18.	Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes No X If yes, please attach an itmeized list (with prices) of tools required for each position.
19.	Education level needed to perform this job (if any)
	(OVER)

		possibili What posit				om this			X Mac	No hine Op	erator	
En	vironment.	1 Conditi	ions			23.	Phy	sical D	emands	2		
a.	Working	Environme	ent				a.			% time j 90		requir
	Inside Outside	<u>100</u> %	YES	NO	t	•		- Wal	king ting	<u>1.0</u>	0/ 20 20 20	
b.		Cold with out temp-		NO	:	• •			ting	35		
	erature			<u>X</u>				Car Pus	rying hing	35		
с.	or with	heat with out temp-	ר	v	_			Pul	ling		YES	NO
A	erature			<u>×</u>			ь.	Climbi Balanc				<u> </u>
d. e.	Vibratio	/or Humid	 V	X				Stoopi	•		 Y	
c. f.	Hazards							Kneeli Crouch	ng			
	Mechai Electi		<u></u>	<u>х</u>				Crawli				X
	Burns Explos	sives		X	• •			Reachi Handli	ng		<u> </u>	
	Radio: Other	activity		<u>х</u>	•			Finger F <mark>eel</mark> in			$\frac{X}{X}$	
g.	Atmos phe Fumes	eric Cond		: ¥		• .		Talkin	g		<u>_X</u>	
	Dusts Mists			<u>×</u>				Hearin Ordin		onversat	ion	×
•	Gases	Ventilati	on	$\frac{\overline{X}}{\overline{X}}$				Other	Sound	onversat İs		X
	Other			<u>×</u>				Seeing Acuit	y, Nei		<u></u>	
h.		ated maxim					:		Perci	eption	_X	
	no. o	f Decibel:	S	*******				Color Field				_X
a.	Could a	person W Yes X	ith limi No	ted En	glish	speaki	ng sk	ills pe	rform	this jo	ь?	•
b.	Could a	person w Yes <u>x</u>	ith limi			readin	g/wri	iting sk	i ll s	perform	this jo	b?
Is	public t	ransporta	tion eas	ily ac	cessil	ole? Y	es	X	Ko			

			CM contact OJT Custodized 153012 First Source (Unsubsidized, DOT Code: SVP Hrs:Trng Time
		JOB ORDER FORM	SVP Hrs:Irng filme
	City of Portl	and Training & Employ	•
. Er	ployer Portland Mailing Sei	rvice	2. Date 0ctober 23, 19
	b Title <u>General Clerical</u>		4. Number of openings
. Jo	b Location905 NV 12th	. 1	
. Co	ntact David Torres	1	phone221-0707
. Su	pervisor Nancy Torres		8. Beginning date Ending
. St	carting salary \$3.35 per H	-lour Evaluation Salary aft	after 30 days ter training \$ per
	Subject to eligibil emefitsemployees_may_be_el	ity criteria stated in igible for paid medica	n employee procedures manual, al. dental & life insurance; paid
	holidays & sick lea ays to be workedMonday-Fric	ve: profit sharing.	
. Wi	ill union membership be requir f yes, which union and local #	red? Yes No >	
. If tr	f this job involved on-the-job raining period be?	o training to be subs ⁻	idized by the City, how long will th (attach specific training pla
	• • • .		typing, filing, answering phones.
			nail room with large job orders.
	ECESSARY QUALIFICATIONS:		or training required to enter progr nd/or certificates necessary)
T	Typing 50 wpm	Previous work expe	erience typing, filing, answering
6	Good spelling	phones. Organized	i, thorough, friendly and outgoing.
_8	Bth grade reading level		
	egible handwriting		•
19	s a valid Oregon Drivers' Lic	ense required? Yes	X. No
t	he job(s)? Yes No	X	vide any necessary tools involed in) of tools required for each position
. E c	ducation level needed to perf	orm this job (if any)	Assessments should be at the
	8th grade level.		
	HRB/PD	•) (OVER)

Er.v	vironmental Conditions				23.	Phy	sical Demands	
a .	Working Environment					a.		equire
	Inside 100 % Outside%	YES	NO				Standing <u>10</u> Walking <u>%</u> Sitting <u>90</u> %	
ь.	Extreme Cold with or without temp- erature changes		_ <u>X</u>	• !			Weight (no. 1bs) Lifting 70 occasiona Carrying 0 Pushing 0	1
с.	Extreme heat with or without temp- erature changes		<u>_X</u>			b.	Pulling O YES	NO X
d.	Wet and/or Humid		<u> X </u>				Balancing	<u>X</u>
e.	Vibration .	<u> X </u>					Stooping Kneeling X	<u>X</u>
f.	Hazards Hechanical Electrical Burns Explosives Radioactivity Other	× 	X X X X X				Crouching Crawling Reaching X Handling X Fingering X Feeling X	
g.	Atmospheric Condition	าร	v				Talking X	
	Fumes Dusts Mists Gases	<u>Χ</u>	X X X				Hearing Ordinary Conversation X Other Sounds	
	Poor Ventilation		X				Seeing	
h.	Other Noise Estimated maximum no. of Decibels		_ <u>_</u>				Acuity, NearXAcuity, FarXDepth PerceptionXColor VisionField of Vision	

Occasional overtime required.

ATTACHMENT B

QUARTERLY HIRING SUMMARY

For Quarter ending: 3-31-82

PORTLAND MAILING SERVICE

Listed below are the positions in your firm which are covered under the First Source Agreement with the City. Please list the total number of hires for this quarter and return this form to the Training and Employment Division within 30 days following the close of that quarter.

Position Title	1 1	<u>Total New</u> Permanent	Hires Temporary
Machine Operators			/
Clerical Worker		-63-	/
Data Entry Clerk		(-)	
Table Workers		2	14
Fulfillment Workers		-0-	-6-
Truck Drivers			-0-

I certify that the above information is true and accurate.

Author

Authorized Signature Vice President Fitle March 12, 1982 Title

Date

Please return this form to:

Training and Employment Division 522 S. W. Fifth Ave., 8th flr. Portland, OR 97204

153012

CITY OF

PORTLAND, OREGON

Margaret D. Strachan, Commissioner Training and Employment Division 522 S.W. Fifth Avenue, 8th Floor Portland, Oregon 97204 (503) 248-4474

EXHIBIT'B

HUMAN RESOURCES BUREAU

FIRST SOURCE AGREEMENT

This First Source Agreement for recruitment, referral and placement is between the CITY OF PORTLAND, hereinafter referred to as the "CITY", and MASONS SUPPY COMPANY, INC., 2637 SE 12th Ave., Portland, Oregon, hereinafter referred to as "EMPLOYER". Under this First Source Agreement, EMPLOYER will use the CITY as its first source for recruitment, referral and placement of covered employees.

- I. GENERAL TERMS
 - A. The CITY wishes to assure continuing employment opportunities for economically disadvantaged CITY residents with employers located within the Portland Metropolitan area.
 - B. The EMPLOYER wishes to use the CITY as a first source for recruitment, referral and placement of employees.
 - C. The CITY, through the City Loan Corporation, has negotiated a lowinterest loan of \$150,00D to EMPLOYER in consideration for the EMPLOYER's entry into this Agreement.
 - D. The CITY will provide employment recruitment, referral and placement services to the EMPLOYER subject to the limitations set out in this Agreement.
 - E. The CITY's participation in this Agreement will be carried out by the Training and Employment Division (TED) of the CITY's Human Resources Bureau, Yeon Building, 522 S.W. Fifth Avenue, 8th floor, Portland, Oregon 97204, or such other CITY bureau or division designated by the CITY.
 - F. This Agreement shall take effect when signed by the parties below and shall be in full force and effect for the period of five (5) years.
 - G. This Agreement shall not be construed as a loan agreement and shall not obligate the City Loan Corporation in any way. If, for any reason, the loan referred to in Section I.C. above should be withdrawn or cancelled by the CITY, this Agreement will be null and void.

153012

Mason's Supply Co., Inc. First Source Agreement Page 2

II. RECRUITMENT

A. The CITY and EMPLOYER agree that for purposes of this Agreement, "covered positions" include all EMPLOYER's job openings in the Portland metropolitan area created as a result of internal promotions, terminations and expansion of EMPLOYER's workforce, within the below-listed job classifications:

> Warehouse Apprentice Retail-Floor Sales Clerk Receptionist Rental Operations Janitor/Maintenance Person Clerical, Asst. Bookkeeper

- B. At least eighteen (18) CITY working days prior to the anticipated hiring dates, the EMPLOYER will notify TED of its needs for new employees in covered positions.
- C. For covered positions, notification to TED shall include, but need not be limited to, the number of employees needed by job title, hiring dates, rates of pay, hours of work, anticipated duration of employment and work to be performed. In order for TED to determine whether persons meet the EMPLOYER's personnel needs, job descriptions, including minimum qualifications stated in quantifiable and objective terms, are made a part of this Agreement and are included as Attachment "A".
- D. Positions which are not managerial, highly technical, or professional created in the future by the EMPLOYER, shall also be regarded as positions covered by this Agreement. Positions of a supervisory nature or which require two or more years of formal training are not considered covered positions.
- E. The EMPLOYER will also notify TED of all position vacancies which are not "covered positions" as defined in Sections IIA, B, and C, above. Notification shall include qualifications, the rates of pay and the anticipated hiring dates. The EMPLOYER will also notify TED of the date by which TED must refer qualified applicants to the EMPLOYER for management, technical and professional vacancies; however, the EMPLOYER will not be bound to hire from these referrals.
- F. Job openings to be filled by internal promotion from the EMPLOYER's local work force need not be referred to TED for placement and referral.

Mason's Supply Co., Inc. First Source Agreement Page 3

III. REFERRAL

- A. TED will refer CETA eligible job applicants to the EMPLOYER in response to the notification of need for new employees described in Section II, above.
- B. TED will screen applicants according to the qualifications agreed upon with the EMPLOYER.

IV. PLACEMENT

- A. TED will notify the EMPLOYER no later than five (5) working days prior to the anticipated hiring date of the number of applicants TED will refer. TED will make every reasonable effort to refer at least one qualified person for each job opening.
- B. In the event TED cannot refer the total number of qualified personnel requested, the EMPLOYER will be free to directly fill remaining positions for which no qualified applicants have been referred. In this event, the EMPLOYER will make a good faith effort to hire City of Portland residents.
- C. The EMPLOYER will make all decisions on hiring new employees but will select its employees for covered positions from among the qualified persons referred by TED.
- D. TED will track job retention of employees placed under this Agreement for 90 days following placement. EMPLOYER agrees to cooperate in TED's follow-up efforts.
- E. TED is required to monitor EMPLOYER's performance under this Agreement. EMPLOYER will cooperate in TED's monitoring efforts and will submit Quarterly Hiring Summaries in accordance with Attachment "B".
- F. After the EMPLOYER has selected its employees, TED will not be responsible for the employees' actions and the EMPLOYER hereby releases the CITY from any liability for their actions.

V. TRAINING

- A. The EMPLOYER will not discontinue providing routine on-the-job training due to this Agreement.
- B. TED and the EMPLOYER may agree to develop additional on-the-job training programs; the training specifications and cost for such training will be mutually agreed upon by the EMPLOYER and the CITY and covered in a separate Training Agreement.

Mason's Supply Co., Inc. First Source Agreement Page 4

VI. CONTROLLING REGULATIONS AND LAWS

- A. If this Agreement conflicts with any labor laws or other governmental regulations, the laws or regulations shall prevail.
- B. If this Agreement conflicts with a collective bargaining agreement to which the EMPLOYER is a party, the bargaining agreement shall prevail.
- C. The EMPLOYER will provide TED with written documentation that the EMPLOYER has provided the representative of any involved collective bargaining unit with a copy of this Agreement and has requested comments or objections. If the representative has any comments or objections, the EMPLOYER will provide them to TED.
- D. The EMPLOYER will not discriminate against any applicant for employment because of race, religion, age, handicap, color, sex, national origin, citizenship, or political affiliation.
- VII. ASSIGNMENT MODIFICATIONS, RENEWAL AND SANCTIONS
 - A. If, during the term of this Agreement the EMPLOYER should transfer possession of all or a portion of its business concerns affected by this Agreement to any other party by lease, sale, assignment or otherwise, the EMPLOYER as a condition of transfer shall require the party taking possession to agree, in writing, to the terms of this Agreement. A new First Source Agreement will be executed with the new party prior to the effective date of the transaction.
 - B. The EMPLOYER and TED, or such other agent as the CITY may designate, may mutually agree to modify this Agreement in order to improve the working relationship described herein.
 - C. The CITY may terminate this agreement at any time by written notification if its federal, state or local grants are suspended or terminated before or during the contract period.
 - D. Either the EMPLOYER or the CITY may elect to employ binding arbitration to settle any material dispute under this Agreement which informal good faith negotiating efforts have failed to resolve. If either party elects to employ arbitration, the electing party shall deliver written notice to the other party appointing one arbitrator, specifying the issue(s) to be resolved and detailing the desired remedy. The responding party shall return a written response to the electing party within fifteen (15) days. The response shall appoint a second arbitrator and shall outline the responding party's position on the issue(s). If the responding party either fails to respond and/or appoint a second arbitrator

Mason's Supply Co., Inc. First Source Agreement Page 5

> within the required timelines, the electing party shall be awarded a judgment by default. The two arbitrators so appointed shall select a third arbitrator within fifteen (15) days after the appointment of the second arbitrator. If the two arbitrators first appointed are unable to agree upon the third arbitrator within the time limit, then the third arbitrator shall be appointed by the presiding judge of the Multnomah County Circuit Court. After all arbitrators have been appointed, they shall make a written report within thirty (30) days to the parties on the issue(s). The determination of a majority of the arbitrators shall be final and binding upon the EMPLOYER and the CITY and may include:

- Monetary damages directly related to any breach of this Agreement and to the issue(s) raised;
- Specific performance of the Agreement provisions and steps reasonably necessary to implement and monitor specific performance, which might include retention of a professional job analyst designated by the arbitrators;
- Declaration of default on and calling in of any CITY loan provided in consideration for EMPLOYER's entry into this Agreement;
- 4. Allocation of costs associated with the arbitration determination and steps necessary to implement and monitor that determination.

The arbitration determination shall be fully enforceable in a court of law.

Dated this _____ day of _____, 19___.

Approved:

Executive Direction Human Resources Bureau

5511 Dinector

Trainling and Employment Division

Approved as to Form:

MASON'S SUPPLY COMPANY. INC. Bγ Title

CITY OF PORTLAND

Commissioner of Public Utilities Autom City Auditor

City Attorney

General Teamsters

AUTO TRUCK DRIVERS AND HELPERS

Affiliated with the L.B. OF T, C, W. AND H OF A

Local 720. 162

103012

TPAMSTER BLDG - 1850 N.F. 18280 AVE, PORTLAND, ORIGON \$7730 5697 PHONE 257.0162

March 18, 1982

DE THE AT LIFE R

B 6. C ...

Mr. Nick Merriman, Jr. Masons Supply Company P. O. Box 42367 Portland, Oregon 97242

Dear Nick:

In reference to your letter of March 2, 1982, as in the past, Local 162 has never required an employer under the terms of your agreement to hire exclusively through our Local Union. This letter will confirm with you that your company is free to seek and hire employees from whatever source that you deem necessary to acquire employees to suit standards of Masons Supply Company. Furthermore, it is understood and agreed between the parties that neither party would discriminate in their hiring as per the terms set forth in the labor agreement.

Of course, any new employee must join the Union thirty days after his date of hire.

I hope this will answer all questions concerning your first source agreement with the City of Portland.

Very trily yours,

HGward Hurst Business Representative

HH:rw



ATTACHMENT A

1530 12 Date rec'd TED
CM contact OJT customized training First Source (Unsubsidized) DOT Code: SVP Hrs: Trng Time
M mployment Division
2. Date3/1/82
4. Number of Openings
phone 234-4321
8. Beginning date Ending ney wage (10.75/M) r training \$ per
cation, sick leave
12. Hours 8 hr scheduled between 7-5pm
0 162 (join after 30 days)
bsidized by the City, how long will that (attach specific training plan).
d orders onto customer of company
iving of shipment from manufacturer
ice or training required to enter program
and/or certificates necessary)
571115
warehousing operation
dable
s <u>x</u> No
S X No
s <u>x</u> No

(OVER)

Is If	there a possibility yes, to what positio	for pr n(s)?	omotion	from	this	job?	Yes No		
Env	ironmental Condition	<u>s</u>			23.	Phys	sical Demands		
a.	Working Environment			t		a.	Strength - % time j Standing 50	ob will	require
	Inside <u>60</u> % Outside <u>40</u> %	YES	NO	!			Walking 50 Sitting 0	10 10 10 10	
b.	Extreme Cold with or without temp- erature changes		X				Weight (no. 1bs) Lifting <u>100</u> Carrying <u>100</u>		
c.	Extreme heat with or without temp-						Pushing <u>100</u> Pulling <u>100</u>	YES	NO
d.	erature changes Wet and/or Humid		<u> </u>			b.	Climbing Balancing	<u>X</u>	
e.	Vibration		_X				Stooping	<u> </u>	
۴.	Hazards Mechanical Electrical		X				Kneeling Crouching Crawling	X X X X	
	Burns Explosives Radioactivity Other		_X _X _X _X				Reaching Handling Fingering Feeling	X X X	
g.	Atmospheric Conditi	ons					Talking	X	
	Fumes Dusts Mists Gases Poor Ventilation	<u>X</u>	<u>X</u> <u>X</u> X				Hearing Ordinary Conversat Other Sounds	ion <u>x</u>	-
L	Other		X				Seeing Acuity, Near	<u>X</u>	
h.	Noise Estimated maximum no. of Decibels) 					Acuity, Far Depth Perception Color Vision Field of Vision	<u> </u>	<u> </u>
a.	Could a person with Yes	limit No	ted Engl	lish s	peaki	ng sk	ills perform this jo	b?	
b.		limi	ted Eng	lish r	eadin	g/wri	ting skills perform	this jo	ib?
Is	public transportatio	on eas	ily acce	essib]	e?Y	es)	XNo		

20.

	Date rec'd TED
	CM contact OJT customized training First Source (Unsubsidized) DOT Code: SVP Hrs: Trng Time
	JOB ORDER FORM
	City of Portland Training & Employment Division
1.	Employer <u>Masons Supply Co.</u> 2. Date <u>3/1/32</u>
3.	Job Title 4. Number of Openings
5.	Job Location2637_SE_12th
6.	Contact Person Nick Merriman, Jr phone234-4321
7.	Supervisor Vic Lundeen 8. Beginning date Ending
9.	Starting salary \$ 800 per mo Salary after training \$ per
10.	
11.	Days to be workedM-F12. Hours8-5 (possible 7-4 in summer
13.	
14.	If this job involved on-the-job training to be subsidized by the City, how long will that training period be? (attach specific training plan).
15.	Specific Duties <u>Handle walk in sales including selling, handling of money; complete</u>
	necessary paperwork on transactions; provide customers with product information;
	solve customer problems with proper product. Inform customer of proper use of
	product. Maintain sales area.
16	
16.	NECESSARY QUALIFICATIONS: Level of experience or training required to enter program
	Skill (include licenses and/or certificates necessary)
	Communication - must be able to sell
	Math Skills - be able to make necessary computations required for placing proper
	orders - basic functions, measurements, <u>volume</u> , ratio & fractions
17.	Is a valid Oregon Drivers' License required? Yes NoX
18.	Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes No χ If yes, please attach an itmeized list (with prices) of tools required for each position.
19.	Education level needed to perform this job (if any) <u>N/A</u>

.

(OVER)

Is If	there a possibility yes, to what positio	for pr n(s)?	romotion	from	this	job?	Yes	No		
Env	ironmental Condition	<u>s</u>			23.	Phy	sical Demands			
a.	Working Environment			1		a.	Strength - % t Standing	ime job 50 %	will	requir
	Inside <u>90 %</u> Outside <u>10 </u> %	YES	NO	!				30 % 10 %		
Ь.	Extreme Cold with or without temp-	123	NO					20		
	erature changes		<u> </u>				Pushing	20 20 20		
с.	Extreme heat with or without temp- erature changes		v				Pulling	20	YES	N0
d.	Wet and/or Humid		<u>X</u>			b.	Climbing Balancing			X
e.	Vibration		<u>X</u>				Stooping Kneeling		<u> X </u>	
f.	Hazards Mechanical Electrical		<u></u> X				Crouching Crawling		<u> X </u>	X
	Burns Explosives Radioactivity Other		X X X X X X				Reaching Handling Fingering Feeling		$\frac{X}{\frac{X}{\frac{X}{\frac{X}{\frac{X}{\frac{X}{\frac{X}{\frac{X}$	
g.	Atmospheric Conditi						Talking		X	
	Fumes Dusts Mists Gases		_X _X _X _X				Hearing Ordinary Conv Other Sounds	versatio	n X	X
	Poor Ventilation Other		X X				Seeing Acuity, Near		X	
h.	Noise Estimated maximun no. of Decibels		_X				Acuity, Far Depth Percep Color Vision Field of Vis	tion	X X X	X
a.	Could a person with			lish sp	peaki	ng sk	kills perform t	his job?	?	
b.	Yes Could a person with Yes	limi			eadin	g/wri	iting skills pe	rform th	nis jo	ob?
Is	public transportatio	on eas	ily acc	essib7.	e? Y	es	<u>X</u> No			

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	Date rec'd TED CM contact OJT customized training First Source (Unsubsidized) DOT Code: SVP Hrs: Trng Time
	JOB ORDER FORM City of Portland Training & Employment Division
1.	Employer <u>Masons Supply Co.</u> 2. Date <u>3/1/82</u>
3.	Job Title <u>Receptionist</u> 4. Number of Openings
	Jub Location2637_SF_12th
	Contact Person Nick Merriman, Jr. phone 234-4321
7.	SupervisorVic_Lundeen8. Beginning date Ending
9.	Supervisor Vic Lundeen 8. Beginning date Ending 800 month Possible increase after evaluation within Starting salary \$
	Benefits:
	Days to be workedM_E12. Hours
	Will union membership be required? Yes No If yes, which union and local #
14.	If this job involved on-the-job training to be subsidized by the City, how long will that training period be?
15.	Specific Duties Answer telephone and route call to proper person and/or department
	Greet customers, salesmen and others visiting company. Must project a "professional"
	image when making contact with company's customers and other contacts
16.	NECESSARY QUALIFICATIONS:
	Level of experience or training required to enter programSkill(include licenses and/or certificates necessary)
	<u>Telephone - Experienced in prompt handling of large volume of calls (Masons' key link</u> to its customers is by telephone; therefore, experience is of utmost importance)
	Ability to work under pressure - able to learn resources
	Typing (statistical, accurate skills) 35-40 wpm minimum
	10 key - by touch
17.	Is a valid Oregon Drivers' License required? Yes No
18.	Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes No χ If yes, please attach an itmeized list (with prices) of tools required for each position.
19.	Education level needed to perform this job (if any)N/A

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요즘 것이 있는 것**!** 그는 가슴으로 한다.

20. Describe any on-the-job training you normally provide for this position (ie, without City funding)

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Is If	there a possibility a yes, to what position	for pr n(s)?	romotion	from	this	job?	Yes	No	₽~₩++= { \$}µ++ <u></u> ++	`
Env	vironmental Conditions	5			23.	Phys	sical Demands			
a.	Working Environment					a.	Strength - %		wi]]	require
	Inside <u>100</u> % Outside <u>%</u>	YES	ND	1. !			Standing Walking Sitting	<u>10</u> % 20% 70%		
b.	Extreme Cold with or without temp-	14.0					Weight (no. Lifting	·		
	erature changes		<u>_X</u>				Carrying Pushing		N/A	
с.	Extreme heat with or without temp- erature changes		x				Pulling	nal dagat, gu anto e e el engle de anto	YES	NO
d.	Wet and/or Humid		<u> </u>			b.	Climbing Balancing			<u>X</u> X
e.	Vibration		X				Stooping Kneeling		<u> X </u>	- <u>x</u>
f.	Hazards Mechanical Electrical		<u>×</u> _ <u>×</u>				Crouching Crawling			×
	Burns Explosives Radioactivity						Reaching Handling Fingering		X _X _X	
	Other		<u> </u>				Feeling		<u> </u>	
g.	Atmospheric Conditi Fumes	ons	<u>_X</u> _				Talking		<u> </u>	
	Dusts Mists Gases Dave Ventilation		$\frac{X}{X}$				Hearing Ordinary Co Other Sound		n <u>x</u>	-
	Poor Ventilation O t her		<u> </u>				Seeing Acuity, Nea	r	х	
h.	Noise Estimated maximum no. of Decibels		-				Acuity, Far Depth Perce Color Visio Field of Vi	ption n	<u>X</u> <u>X</u>	X
a.	Could a person with	limi	ted Engl	ish s	peaki	ng sk				6
b.	Yes Could a person with Yes	limi	ted Engl	ish r	eadin	g/wri	ting skills p	erform th	is jo	b?
Is	public transportatio	n eas	ily acce	ssib]	e? Y	es	X No			
Doe	es the job require sh	ift w	ork or a	ther	than	tradi	tional hours?	Yes		No X

15	30	12

	Date rec'd TED CM contact OJT customized training First Source (Unsubsidized) DOT Code: SVP Hrs:Trng Time
	JOB ORDER FORM City of Portland Training & Employment Division
1.	Employer <u>Masons Supply Co.</u> 2. Date <u>3/1/82</u>
3.	Job Title <u>Rental Operations</u> 4. Number of Openings
5.	Job Location2637 SE 12th
6.	Contact Person Nick Merriman, Jr. phone 234-4321
	Starting salary \$ _7.50 perhr_ Salary after training \$ per
	Benefits:Medical, dental, life insurance, vacation, sick leave
	Days to be workedH-F12. Hours12. Hours12. Hours12.
	Will union membership be required? Yes No If yes, which union and local #
14.	If this job involved on-the-job training to be subsidized by the City, how long will that training period be? (attach specific training plan).
15.	Specific Duties <u>Repair and maintain rental equipment</u> . Deliver and pick up rental equipment from job sites. Maintain accurate accounting of status of equipment including location and condition.
16.	NECESSARY QUALIFICATIONS: Level of experience or training required to enter program Skill (include licenses and/or certificates necessary)
	Mechanical skills, engine repair knowledge
	Knowledge_of_city_for_delivery_purposes
	Organizational_skills
	Ability to meet and work with customers
17.	Is a valid Oregon Drivers' License required? Yes X No
18.	Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes No X If yes, please attach an itmeized list (with prices) of tools required for each position.
19.	Education level needed to perform this job (if any) <u>N/A</u>

Is 1f	there a possibility yes, to what position	for pr n(s)?	omotion	from	this	job?	Yes	No		an an the state of the state of
Env	vironmental Conditions	<u>5</u>			23.	Phys	sical Dem	ands		
a.	Working Environment					a.		- % time jol	o will	requir
	Inside <u>90 %</u> Outside <u>10 </u> %	YES	NO	1 !			Stand Walki Sitti	ng <u>20 %</u>		
ь.	Extreme Cold with	10.0	NU				Weight (
	or without temp- erature changes	_X						ing 100		
с.	Extreme heat with						Pushi Pulli	ng <u>100</u> ng <u>100</u>		
	or without temp- erature changes	x							YES	NO
d.	Wet and/or Humid		X			b.	Climbing Balancin		<u>-X</u>	
								-	<u> </u>	
e.	Vibration		<u> X </u>				Stooping Kneeling		$\frac{X}{X}$	
f.	Hazards Mechanical	x					Crouchin	g	X	
	Electrical	X	X				Crawling		<u> </u>	
	Burns Explosives		<u> </u>				Reaching Handling		$\frac{X}{X}$	
	Radioactivity		<u>X</u>				Fingerin		-X	
	Other		X				Feeling		X	
g.	Atmospheric Conditi	ons	v				Talking		<u> </u>	
	Fumes Dusts	- <u>X</u> -	<u> X </u>				Hearing			
	Mists		X					ry Conversati	on X	
	Gases Poor Ventilation		<u> X </u>				Other S	Sounds	<u> </u>	
	Other		<u> </u>				Seeing			
							Acuity		Χ	
h.	Noise Estimated maximum						Acuity			
	no. of Decibels	I					Color \	Perception /ision		<u> </u>
								of Vision		<u> </u>
a.	Could a person with	limi	ted Eng	lish s	peaki	ng sk	ills per	form this job	?	
ь.	Yes	No	X							1.0
υ.	Could a person with Yes	No		rish r	eadin	g/wri	ting ski	is pertorm t	:nis j() D (
Is	public transportatio	on eas	ily acc	essibl	e? Y	es	x	No		

	Date rec'd TED CM contact OJT customized training First Source (Unsubsidized) DOT Code: SVP Hrs: Trng Time
	JOB ORDER FORM City of Portland Training & Employment Division
1.	Employer <u>Masons Supply Co.</u> 2. Date <u>3/1/82</u>
3.	Job Title <u>Janitor/Maintenance Person</u> 4. Number of Openings
5.	Job Location _ 2637_SE_12th
6.	Contact Person Nick Merriman, Jr. phone 234-4321
7.	Supervisor Vic_Lundeen 8. Beginning date Ending
9.	Starting salary \$ perhr Salary after training \$ per
0.	
1.	Benefits: <u>N/A while part time</u> Days to be worked <u>probably M-F</u> 12. Hours <u>be arranged</u>
3.	
4.	
5.	Specific Duties
5.	Specific Duties Keep up yard, warehouses
5.	Keep up yard, warehouses Daily maintenance of building and warehouse
5.	Keep up yard, warehouses
	Keep up yard, warehouses Daily maintenance of building and warehouse General janitorial duties
.5.	Keep up yard, warehouses Daily maintenance of building and warehouse General janitorial duties NECESSARY QUALIFICATIONS: Level of experience or training required to enter program
	Keep up yard, warehouses Daily maintenance of building and warehouse General janitorial duties NECESSARY QUALIFICATIONS: Level of experience or training required to enter program (include licenses and/or certificates necessary)
	Keep up yard, warehouses Daily maintenance of building and warehouse General janitorial duties NECESSARY QUALIFICATIONS: Level of experience or training required to enter program (include licenses and/or certificates necessary) General Janitorial Skills
	Keep up yard, warehouses Daily maintenance of building and warehouse General janitorial duties NECESSARY QUALIFICATIONS: Level of experience or training required to enter prog Skill General Janitorial Skills
	Keep up yard, warehouses Daily maintenance of building and warehouse General janitorial duties NECESSARY QUALIFICATIONS: Level of experience or training required to enter progration (include licenses and/or certificates necessary) General Janitorial Skills
	Keep up yard, warehouses Daily maintenance of building and warehouse General janitorial duties NECESSARY QUALIFICATIONS: Skill Level of experience or training required to enter program (include licenses and/or certificates necessary) General Janitorial Skills Bondable
	Keep up yard, warehouses Daily maintenance of building and warehouse General janitorial duties NECESSARY QUALIFICATIONS: Level of experience or training required to enter program (include licenses and/or certificates necessary) General Janitorial Skills Bondable
.6.	Keep up yard, warehouses Daily maintenance of building and warehouse General janitorial duties NECESSARY QUALIFICATIONS: Level of experience or training required to enter program (include licenses and/or certificates necessary) General Janitorial Skills Bondable Is a valid Oregon Drivers' License required? Yes NoX
.6.	Keep up yard, warehouses Daily maintenance of building and warehouse General janitorial duties NECESSARY QUALIFICATIONS: Level of experience or training required to enter program Skill (include licenses and/or certificates necessary) General Janitorial Skills Bondable Is a valid Oregon Drivers' License required? Yes No Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes No If yes, please attach an itmeized list (with prices) of tools required for each position

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Is If	there a p	oossibility what positio	for pr	romotion	from	this	job?	Yes	No		KahadMi ki je na stanov
		al Condition				23.	Phys	sical Demands			ander an
a.	Working	Environment			ı		a.	Strength - %	time job	will	require
	Inside Outside	90 % 10 %	YES	NO	!			Standing Walking Sitting	50 %		
b.		Cold with	165	NO				Weight (no.			
	erature	out temp- changes		X				Lifting Carrying	100		
с.		heat with						Pushing Pulling	100	VEC	NO
		out temp- changes		X			L	Climbing		YES	NO
d.	Wet and,	/or Humid		X			b.	Climbing Balancing		<u>X</u>	

e.	Vibration	X	Stooping Knéeling	<u> </u>	-
f.	Hazards		Crouching	<u> </u>	
	Mechanical	<u> </u>	Crawling	X	
	Electrical	<u> </u>	Reaching	v	
	Explosives	$-\frac{\lambda}{X}$	Handling	- <u>X</u>	
	Radioactivity	<u> </u>		X	
	Other	<u> </u>	Feeling	χ	
g.	Atmospheric Conditions	5	Talking	х	
0	Fumes	Х			
	Dusts		Hearing		
	Mists	<u> </u>	Ordinary Conversation	<u>X</u>	
	Gases Poor Ventilation	X	Other Sounds		
	Other	X	Seeing		
		\	Acuity, Near	Х	
h.	Noise		Acuity, Far	X	
	Estimated maximum		Depth Perception	X	
	no of Decibels	V	Color Vision		-X

Field of Vision 24. Could a person with limited English speaking skills perform this job? a. Yes X No Could a person with limited English reading/writing skills perform this job? b. No _____ Able to understand written & verbal instructions Yes X Is public transportation easily accessible? Yes <u>x</u> 25. No 26. Does the job require shift work or other than traditional hours? Yes No X (if yes, please clarify)

		Data woold TID	153012
		Date rec'd TED CM contact	
		CM contact OJT customiz First Source (Un	
	-	DOT Code: SVP Hrs: Tr	
		SVP Hrs: Ir	ng lime
	JOB ORDER FORM City of Portland Training & Emplo	oyment Division	
1.	EmployerMasons_Supply_Co	2. Date	3/1/82
.3.	Job TitleClerical (Asst. to Bookkeeper)		
5,	Job Location2637 SE 12th		
6.	Contact Person Nick Merriman, Jr.		
7.	SupervisorMariane_Cox		
9.	Starting salary \$ per hr Salary after t		
10.	Benefits:	urance, 1 week paid	vacation and
11.	sick leave after 1 year	12. Hours <u>8-5</u>	
13.		Х	
14.	If this job involved on-the-job training to be subsi training period be?	dized by the City, he	ow long will that ic training plan).
	If this job involved on-the-job training to be subsi training period be? Specific DutiesAssistant Bookkeeper. Would beco	dized by the City, he city, he city, he	ic training plan).
	training period be?	dized by the City, he (attach specif me responsible for o	ic training plan).
	training period be? Specific DutiesAssistant Bookkeeper. Would beco	dized by the City, he (attach specif me responsible for o	ic training plan).
	training period be? Specific Duties Assistant Bookkeeper. Would beco company accounting system under direction o	dized by the City, he (attach specif me responsible for o	ic training plan).
15.	<pre>training period be? Specific Duties Assistant Bookkeeper. Would beco</pre>	dized by the City, he (attach specif me responsible for o	ic training plan).
	<pre>training period be? Specific Duties Assistant Bookkeeper. Would beco company accounting system under direction o NECESSARY QUALIFICATIONS: Level of experience</pre>	dized by the City, he (attach specif me responsible for o	ic training plan). one area of to enter program
15.	<pre>training period be? Specific Duties Assistant Bookkeeper. Would beco company accounting system under direction o NECESSARY QUALIFICATIONS: Level of experience</pre>	dized by the City, he (attach specif me responsible for o f Office Manager. or training required d/or certificates ne	ic training plan). one area of to enter program cessary)
15.	training period be? Specific Duties Assistant Bookkeeper. Would beco company accounting system under direction o NECESSARY QUALIFICATIONS: Skill Level of experience Skill (include licenses ar)	dized by the City, he (attach specifi me responsible for o f Office Manager. or training required d/or certificates ne company computer sy	ic training plan). one area of to enter program cessary) ystem
15.	training period be? Specific Duties Assistant Bookkeeper. Would beco company accounting system under direction o NECESSARY QUALIFICATIONS: Skill Level of experience Computer-must be able to learn and adapt to	dized by the City, he (attach specifi me responsible for o f Office Manager. or training required d/or certificates ne o company computer sy e entry bookkeeping	ic training plan). one area of to enter program cessary) ystem
15.	<pre>training period be? Specific Duties Assistant Bookkeeper. Would beco company accounting system under direction o NECESSARY QUALIFICATIONS: Level of experience Skill (include licenses an Computer-must be able to learn and adapt to Bookkeeping - basic understanding of double 10 key - must be able to operate adding made Typing - basic skills - statistical - 35-40</pre>	dized by the City, he (attach specify me responsible for o f Office Manager. or training required d/or certificates ne o company computer sy e entry bookkeeping chine by touch D wpm	ic training plan). Ine area of to enter program cessary) ystem
15.	training period be? Specific Duties Assistant Bookkeeper. Would beco company accounting system under direction o NECESSARY QUALIFICATIONS: Level of experience Skill (include licenses ar Computer-must be able to learn and adapt to Bookkeeping - basic understanding of double 10 key - must be able to operate adding made Typing - basic skills - statistical - 35-40	dized by the City, he (attach specify me responsible for o f Office Manager. or training required ad/or certificates ne o company computer sy e entry bookkeeping chine by touch 0 wpm	ic training plan). Ine area of to enter program cessary) ystem
15.	<pre>training period be? Specific Duties Assistant Bookkeeper. Would beco company accounting system under direction o NECESSARY QUALIFICATIONS: Level of experience Skill (include licenses an Computer-must be able to learn and adapt to Bookkeeping - basic understanding of double 10 key - must be able to operate adding made Typing - basic skills - statistical - 35-40 Is a valid Oregon Drivers' License required? Yes</pre>	dized by the City, he (attach specified me responsible for o f Office Manager. or training required d/or certificates ne o company computer sy e entry bookkeeping chine by touch 0 wpm No <u>x</u> vide any necessary to	ic training plan). ine area of to enter program cessary) ystem ols involved in

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Is If	there a possibility yes, to what positio	for pi n(s)?	romotio	n from	this j	ob?	Yes	No	i
	ironmental Condition						sical Demands		
a.	Working Environment					a.	Strength - % t	ime job wil:	l requi
	Incide 100 %			t			Standing Walking	<u>10 %</u>	·
	Inside 100 % Outside 0 %			!			Sitting		
э.	Extreme Cold with	YES	NO				Weight (no. 1b		
۶.	or without temp-						Lifting	57	
	erature changes		<u> X </u>				Carrying	Ν / Λ	
							Carrying Pushing	N/A	
с.	Extreme heat with						Pulling	YES	NO
	or without temp- erature changes		Х					163	NU
						b.	Climbing		Х
d.	Wet and/or Humid		<u> </u>				Balancing		X
е.	Vibration		х				Stooping	v	
			<u></u>				Kneeling		 X
f.	Hazards						Crouching	·	_X
	Mechanical		<u> X </u>				Crawling		<u> </u>
	Electrical Burns		<u>X</u>				Reaching	v	
	Explosives		$\frac{x}{X}$				Handling	_ <u>_X</u>	
	Radioactivity		X				Fingering	- <u>^</u> X	****
	Other		X X X X X X				Feeling	_X	
J.	Atmospheric Conditi	ons					Talking	X	
	Fumes		X						
	Dusts		<u> </u>				Hearing		
	Mists Gases						Ordinary Conv Other Sounds	ersation <u>X</u>	
	Poor Ventilation		X X X X				other sounds	<u> </u>	
	Other		X				Seeing		
							Acuity, Near		
h.	Noise						Acuity, Far		
	Estimated maximun no. of Decibels						Depth Percept Color Vision	10n <u>X</u>	
	no. of Deciders		****				Field of Visi		
<u>.</u>		7 d		3 4 - 1			dile manfarm th		
a.				lisn sp	peaking	JSK	ills perform th	ITS JOD?	
b.	Could a person with Yes	l i mi ⁷	ted Eng		eading/	/wri	ting skills per	form this j	ob?
		No limi ⁻	X ted Eng	lish re	_			-	,

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QUARTERLY HIRING SUMMARY

For Quarter Ending:

MASONS SUPPLY COMPANY

Listed below are the positions in your firm which are covered under the First Source Agreement with the City. Please list the total number of hires for this quarter and return this form to the Training and Employment Division within 30 days following the close of that quarter.

Position Title	Total New Hires
Warehouse Apprentice	
Retail-Floor Sales Clerk	
Receptionist	
Rental Operations	
Janitor/Maintenance Person	-
Clerical, Asst. Bookkeeper	

I certify that the above information is true and accurate.

Authorized Signature

Title

Date

Please return this form to: Training and Employment Division 522 SW 5th Ave., 8th flr. Portland, OR 97204

153012

ORDINANCE NO. 153012

An Ordinance authorizing two (2) First Source Agreements between the City of Portland and Portland Mailing Service and Masons Supply Co. for recruitment, screening, referral and placement of entry level employees under the Human Resources Bureau, AU 682, Training and Employment Division and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

- The City of Portland has been designated by the U. S. Department of Labor as Prime Sponsor for administering funds under the Comprehensive Employment and Training Act (CETA) to provide employment and training to eligible City residents.
- 2. As a condition of low-interest loans from the City Loan Corporation's Revolving Loan Fund, Portland Mailing Service and Masons Supply Co. have agreed to enter into a First Source Agreement with the City.
- 3. Two First Source Agreements providing for the recruitment, screening, referral and placement of entry level employees have been agreed upon between the Training and Employment Division and Portland Mailing Service and Masons Supply Co.
- 4. These First Source Agreements do not result in obligation of CETA Funds or the expenditure of General Fund revenues.
- 5. It is therefore appropriate that the Commissioner of Public Utilities and the City Auditor execute, on behalf of the City, First Source Agreements with Portland Mailing Service and Masons Supply Co. for recruitment, screening, referral and placement of entry level employees under the Human Resources Bureau, AU 682, Training and Employment Division, for a period of five (5) years from the execution of the Agreement as set forth in Exhibits "A" and "B".

NOW, THEREFORE, the Council directs:

a. The Commissioner of Public Utilities and the City Auditor are hereby authorized to execute, on behalf of the City, First Source Agreements with Portland Mailing Service and Masons Supply Co. for recruitment, screening, referral and placement of entry level employees under the Human Resources Bureau, AU 682, Training and Employment Division, for a period of five (5) years from the execution of the Agreement, as set forth in Exhibits "A" and "B".



ORDINANCE No.

Section 2. The Council declares that an emergency exists because delay in the enactment of this Ordinance will cause unnecessary administrative delay in the function of the CETA program and the closing arrangements between the City of Portland and Portland Mailing Service and Masons Supply Co.; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, MAR 31 1982

Commissioner Margaret Strachan JPG:LN:pj 3/17/82

Attest:

Avditor of the City of Portland

Page No. 2 of 2