

CONTRACT FOR SERVICES

150870

Between

CITY OF PORTLAND, HUMAN RESOURCES BUREAU, TRAINING AND EMPLOYMENT DIVISION (TED),
Yeon Building, 522 SW Fifth Avenue, 8th Floor, Portland, Oregon 97204

and

PORTLAND COMMUNITY COLLEGE (Contractor), 12000 SW 49th St., Portland, Oregon 97219.

This contract will serve sixteen (16) Comprehensive Employment and Training Act (CETA) participants at a total cost not to exceed \$148,629 funded by Title IID of CETA.

The purpose of this project is to offer fifteen (15) women and minorities sufficient career oriented training to obtain employment as professional firefighters. One person will be trained as a typist/clerk.

Contract performance shall commence when this contract is approved by City Council and signed by the parties, but in no case earlier than December 18, 1980. Contract costs must be incurred between the commencement date and September 30, 1981 to be allowable.

The Parties agree to all the terms of this contract, including the attached exhibits, by signing below:

Approved:

PORTLAND COMMUNITY COLLEGE

Ermy E. Hepburn 12/10/80
Executive Director / Date
Human Resources Bureau

By _____
Title _____

Approved:

CITY OF PORTLAND

[Signature] 12/10/80
Director / Date
Training & Employment Division

Commissioner-in-Charge Date

City Auditor Date

Approved as to Form:

City Attorney Date

A. General Provisions

Contractor shall:

1. Operate an employment and training project as described in the attached Project Narrative marked as Exhibit "A".
2. Comply with all CETA provisions, rules, regulations and fiscal requirements in effect during the life of this contract.
3. Comply with City of Portland, County of Multnomah, and State of Oregon ordinances and statutes in effect during the life of this contract.
4. Comply with TED policies and procedures in effect during the life of this contract.
5. Deliver to the City Auditor prior to the commencement of this contract evidence satisfactory to the Auditor:
 - a. that all persons handling funds received or disbursed under this contract are covered by a Fidelity Bond in the amount of \$31,300. The Fidelity Bond shall take effect before the contract commences and shall be in effect for at least six months after the end of this contract;
 - b. of a Standard Liability Insurance Policy including contractual liability coverage in the single limit amount of \$300,000, with an endorsement naming the City as an additional insured, which protects its agents and employees from claims for damages arising in whole or in part out of Contractor's performance under this contract; or if Contractor is approved as self-insured by the City, satisfactory evidence that Contractor agrees to hold harmless, defend and indemnify the City, its agents and employees, from any and all claims for damages, including costs and attorney's fees, arising in whole or in part out of the performance of this contract, except such claims due to the sole negligence of the City;
 - c. that all property and equipment purchased or received by Contractor pursuant to this contract is insured against fire, theft and destruction equal to the full replacement cost;
 - d. that the above policies of insurance are in force and will not be cancelled without thirty (30) days prior notice to the City;
 - e. if the Contractor enters into more than one (1) contract with the City, insurance and bonding shall be furnished, together with the proper endorsements for each separate contract. Failure to maintain current insurance and bonding and proper endorsements for each separate contract shall result in the withholding of payment to Contractor or termination of the contract.

6. Ensure that current up-to-date copies of the following documents are on file with TED's Fiscal Unit prior to contract commencement:
 - a. Personnel Policies which establish guidelines for hiring, termination, promotion and discipline;
 - b. a list of names and signatures of persons authorized to act as Contractor's agents;
 - c. Contractor's compensation plan affecting persons paid under this contract. Paid holidays and pay raise schedules must be included in compensation plan;
 - d. applicable collective bargaining agreements and letters of concurrence;
 - e. any affirmative action plan adopted by the Contractor.

Contractor shall file changes in these documents with TED's Fiscal Unit prior to their effective dates.

7. Submit to TED's Fiscal Unit within five (5) working days after the end of each month a Monthly Performance Report for that month. A Final Performance Report shall be submitted within forty-five (45) calendar days after the conclusion of the projects covered by this contract. Both Monthly and Final Performance Reports shall contain, at a minimum, those items specified in Exhibit "C". Performance reports which are not received on time or are incomplete may result in delayed or reduced reimbursement or contract termination.
8. Ensure that appropriate staff will attend monthly Contractor's meetings. Staff shall also, given reasonable notice, attend other meetings and training sessions as requested by TED.

B. Fiscal Provisions

1. Contractor shall expend project funds within the limits established by the Project Budget marked as Exhibit "B". Advance funds not spent and accounted for in the Monthly and Final Reimbursement Reports shall be returned to TED within 45 calendar days after the end of the contract period. Any cost incurred by Contractor over and above the sums set out in the budget shall be at Contractor's sole risk and expense.
2. All payments made pursuant to this contract are subject to audit. TED or its agents may perform spot audits at their discretion at any time during the contract period to provide additional controls. If Contractor violates or permits violation of contract terms or conditions and the Federal Government demands repayment of funds from TED as a result of those violations, Contractor shall repay TED the amount of funds directly related to the violation. If a contract cost is disallowed after reimbursement has occurred, Contractor shall repay TED within 45 calendar days or on a written alternative schedule assigned by TED Fiscal Unit.

3. Allowable costs incurred by Contractor shall be reported using the "Accounting Report Forms" included in Exhibit "C". Expenses incurred during a given month must be reported to TED's Fiscal Unit by the fifth (5th) working day after the end of that month.
4. All allowable contract expenses incurred during the life of this contract must be reported to TED's Fiscal Unit within forty-five (45) calendar days following the end of the contract period. Monthly and Final Reimbursement reports and accompanying documentation received late may not be paid or processed unless the reporting deadline is extended in writing by the TED Director.
5. Contractor shall pay or set aside funds to pay all required Federal and State taxes prior to the submission of project reimbursement requests.
6. Contractor will use accrual accounting methods in tracking and recording payments under this contract.

C. Personnel and CETA Participant Provisions

1. Contractor agrees that all CETA participant grievances initiated as a result of this contract shall be received and resolved in accordance with the TED Grievance Procedure.
2. Contractor agrees that all CETA participants employed under this contract shall:
 - a. be oriented by the worksite supervisor concerning worksite goals and work conditions, including: 1) work duties; 2) training which will be made available; 3) pay rate, raises (if applicable), and fringe benefits; and 4) other worksite expectations. This orientation shall take place during the participant's first week of work. Participant shall be informed of changes or corrections in the orientation information prior to the change effective dates;
 - b. not be engaged by Contractor in any political or religious activities or lobbying.
 - c. be afforded adequate supervision during work hours and safe work conditions which, at a minimum, shall conform to the regulations established by the State of Oregon Bureau of Labor;
 - d. not be paid for overtime out of contract funds or be required to work overtime without compensation;
 - e. be counseled concerning punctuality and regular attendance requirements.
 - f. be paid in full, on time, and at least every other week by Contractor. It is intended that unnecessary absences can be influenced by speedy and early intervention on the part of the worksite supervisor.

3. Contractor shall make necessary staff time available to meet with City personnel on participant matters.
4. Contractor shall make sufficient staff time available to fill out questionnaires and participate in interviews or other research and program monitoring activities.
5. Contractor shall notify appropriate City staff at least 24 hours prior to an anticipated termination of a participant.
6. Contractor shall not discriminate against, or deny employment or services to any person on the grounds of race, color, religion, sex, national origin, age (except as provided in YCCIP regulations), handicap, or political affiliation or belief.
7. Contractor ensures that this contract does not in any way violate or contravene established collective bargaining agreements that have valid, legal jurisdiction within the geographic area(s) served by the contract.
8. If any CETA participants placed under this agreement work in occupations covered by collective bargaining agreements, Contractor ensures that a written concurrence be obtained from the appropriate bargaining agent prior to the worksite placement.
9. Contractor is the employer of record for all CETA participants employed under this contract. Contractor shall provide Worker's Compensation Coverage for participants. Contractor shall hold harmless and indemnify the City of Portland by providing to the City of Portland an insurance certificate exhibiting the limits of such Worker's Compensation Coverage.

D. Records and Property Control

1. Contractor shall maintain and safeguard accurate participant files and records, including but not limited to daily time and attendance records for CETA participants, project records and documents, and evidence of accounting procedures and practices. Records must be sufficient to justify all costs claimed to have been incurred during the performance of this contract. These records shall be preserved and made available to TED and/or its agents for a period of five (5) years. However, in the event of an audit, records shall be kept by Contractor until all audit expectations are resolved.
2. All the files and records preserved in accordance with paragraph "1" above shall be open to inspection by designated TED staff.
3. Contractor shall provide, at TED's request, sufficient staff or board interview time and reports necessary to: a) perform project research; b) perform project evaluation; c) monitor the project; and d) complete fiscal reviews and audits.
4. If disclosure of participant records is requested by other parties, current TED confidentiality standards shall apply. If Contractor has more restrictive confidentiality provisions than TED, the more restrictive confidentiality provisions shall control.

5. Contractor shall submit to TED copies of all requests for Federal, State or local grants that affect this contract prior to submitting the request to the funding source.
6. Contractor shall submit to TED's Fiscal Unit one (1) copy of all formal documents produced under this contract.
7. Any program income received as a result of activities under this contract shall be used and accounted for as provided in 29-70.205-3 of 41 CFR Part 29-70.
8. All purchases of non-expendable property with funds from this contract shall be approved, in writing, in advance, by TED. All non-expendable property purchased with CETA funds is owned by TED and shall be disposed of in accordance with instructions furnished by TED. The provisions of this clause do not apply to equipment which will become the property of the participant as provided by CETA Rules and Regulations.
9. All items with a purchase price of one hundred (\$100) dollars or more and purchased hereunder shall be purchased in the name of TED. Such purchases shall be for cash and not include any credit terms and shall be reported to TED within ten (10) days, tagged by TED, included in TED's Property Control, and shall be the property of TED. Contractor shall maintain an acceptable and current log of this property and property acquired under previous contracts with TED. All non-expendable items shall be returned to TED within ten (10) days after the contract has terminated. Property is not transferrable, either geographically or between projects without approval by TED.

SECTION II. AGREED TED

A. TED shall:

1. formulate overall CETA policy and programs;
2. provide copies of CETA related information listed in Section I, Paragraphs "B", "C", and "D";
3. provide interpretation of Federal Rules and Regulations and Department of Labor issuances;
4. supply required reporting forms; and
5. give Contractor written notice within a reasonable time after becoming aware of contract performance deficiencies.

- B. Payment for the services described in this contract will be made to Contractor after satisfactory performance and after receipt of billing with appropriate documentation by TED's Fiscal Unit, 522 SW Fifth Ave., 6th Floor, Portland, Oregon 97204. Payment shall not be construed as a waiver of TED's right to challenge the level of Contractor's performance or the adequacy of supporting programmatic or fiscal documentation under this contract.

SECTION III: CONTRACT ASSIGNMENT, MODIFICATION, TERMINATION, AND SANCTIONS

- A. This contract is personal between the parties and Contractor shall not assign or subcontract in whole or part any contractual duties without approval by TED.
- B. In the event TED decides to assign its interest in this contract in whole or part, TED shall give written notice of the assignment to Contractor thirty (30) calendar days prior to the assignment.
- C. The term "approval by TED", as used throughout this contract, means written approval by the Director of the Training and Employment Division.
- D. Documents submitted to TED by Contractor shall be regarded as received when delivered to the Training and Employment Division.
- E. Any major change in the contract or its attached exhibits shall be submitted for approval by TED before becoming effective. A contract modification may be required when:
1. Line item controls change.
 2. Changes in Federal or State law, Rules and Regulations or allocations.
 3. A substantial change in program design and/or program goals is planned.
- F. This contract may be terminated, in whole or in part, without limiting remedies, by either party to this agreement if the other party fails to perform in accordance with the terms of the contract, and fails to initiate remedial action within ten (10) days after receiving written notification specifying the failure of performance.
- G. Either party to this contract may elect to terminate the contract without cause, providing a thirty (30) day written notice of intent to terminate is delivered to the other party.
- H. TED 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. In the event of termination, the contractor shall be entitled to reimbursement for allowable costs incurred up to the date of termination indicated in the written notice.
- I. Nothing in this contract shall be construed to limit either parties' legal contract remedies, including but not limited to the right to sue for damages or specific performance, should either party materially violate any of the terms of this contract. Failure to act on any default shall not constitute waiver of rights on such default or on any subsequent default.

EXHIBIT A

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PROPOSAL APPLICATION

PART A: PROJECT INFORMATION (If consortium, each should provide this information)

1. Short Title of Project: MINORITY AND WOMEN FIREFIGHTER TRAINING PROJECT

| | | |
|--|---|------------------------------------|
| 2. Number of positions requested: <u>16</u> CETA <u>0</u> NON-CETA | 3. Project Duration From <u>12/80</u> to <u>12/81</u> PHASE 1: 12/80 - 9/30/81 PHASE 2: 10/1/80 - 12/11/81 | 4. City Support Sought \$ _____ |
|--|---|------------------------------------|

| | |
|--|--|
| 5. Applicant: (Name, address and telephone) PORTLAND COMMUNITY COLLEGE 12000 SW 49TH DRIVE. PORTLAND, OREGON, 97219. 244-6111 (X201) PRESIDENTS OFFICE | 6. Project Director: (Name, address, and telephone) JOHN M. KOROLOFF DEPARTMENT CHAIRMAN GOVERNMENT SERVICES - PCC 12000 SW 49TH DR. PORTLAND, OR. |
|--|--|

| | |
|--|---|
| 7. Financial Officer: (Name, address and telephone) RAY SMITH, DEAN OF COLLEGE SUPPORT SERVICES. PORTLAND COMMUNITY COLLEGE 12000 SW 49TH. PORTLAND (X205) | 8. Official authorized to sign application: (Name, address and telephone) DR. JOHN ANTHONY, PRESIDENT PORTLAND COMMUNITY COLLEGE 12000 SW 49TH ST. PORTLAND, OREGON. (X201) |
|--|---|

9. Type of applicant: (check one)

- | | |
|---|--|
| <input type="checkbox"/> County | <input type="checkbox"/> Local School District |
| <input type="checkbox"/> City | <input checked="" type="checkbox"/> Community College |
| <input type="checkbox"/> State Agency | <input type="checkbox"/> Higher Educational Institution |
| <input type="checkbox"/> Federal Agency | <input type="checkbox"/> Private Non-Profit Organization |
| <input type="checkbox"/> Consortium | <input type="checkbox"/> Other Unit of Government - |

(Specify: _____)

10. Does applicant have federal tax-exempt status? YES NO
If YES, Number _____

11. Date of incorporation: _____

12. Is applicant a "sectarian" organization as defined on page ?

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YES _____ NO xxx

13. Does applicant have liability, fire, and theft insurance? YES xxx NO _____
Amount: \$ OVER \$300,000

14. Are one or more of staff bonded? YES xx NO _____ NAME RAY SMITH
TITLE DEAN OF COLLEGE SERVICES

15. Briefly state what applicant's organizational purpose is (For Private Non-Profit the types of public services performed, including number of persons receiving service).

PORTLAND COMMUNITY COLLEGE IS A LARGE EDUCATIONAL INSTITUTION THAT PROVIDES A VARIETY OF EDUCATIONAL PROGRAM(S) AND SERVICES TO THE RESIDENTS WITHIN ITS DISTRICT. PCC PROVIDES ACADEMIC TRANSFER AND VOCATIONAL EDUCATIONAL PROGRAMS TO THE COMMUNITY; AMONG THESE IS THE FIRE SCIENCE TECHNOLOGY A.S. DEGREE PROGRAM WHICH IS A LARGE AND GROWING PROGRAM AT PCC. TRADITIONALLY STUDENTS, HAVE BEEN ORIENTED TOWARD PROFESSIONAL VOCATIONAL PROGRAMS (E.G. NURSING, PRE-MED, LAW ENFORCEMENT, SOCIAL-WORK) AND THIS TREND HAS INCREASED IN THE RECENT YEARS. MANY YOUNG ADULTS ARE TRAINED AT PCC TO ENTER THE OREGON FIRE SERVICE INCLUDING PORTLAND FIRE BUREAU.

16. Does applicant have any collective bargaining agreement? YES xxx NO _____
If YES, specify each bargaining unit, the union or employee association representing each unit, the name and address of their representative, and the expiration date of the current agreements. Attach on a separate sheet if necessary.

(1) PORTLAND COMMUNITY COLLEGE CLASSIFIED ASSOCIATION, REPRESENTING CLASSIFIED EMPLOYEES AT PCC; THESE ARE PRIMARILY CLERICAL, MAINTENANCE AND OTHER SUPPORTIVE EMPLOYEES; THEIR NATIONAL AFFILIATION IS WITH THE AMERICAN FEDERATION OF TEACHERS, AFL-CIO (LOCAL #3922). CURRENT EXECUTIVE OFFICER IS JANET RILEY, 12000 S.W. 49TH. PORTLAND, OREGON.

(2) B. HILDERBRAND PRESIDENT OF THE PORTLAND COMMUNITY COLLEGE FACULTY FEDERATION REPRESENTING FACULTY, COUNSELORS AND OTHER PROFESSIONAL STAFF. AFT LOCAL 2277.

17. Geographic Area(s) which agency serves: PCC DISTRICT; MULTNOMAH, WASHINGTON, COLUMBIA, YAMHILL AND CLACKAMAS COUNTIES. ALSO A SEPARATE AGREEMENT WITH THE TREATY OAKS EDUCATIONAL DISTRICT, THE DALLES, OREGON.

18. Staffing:
a. Number of full time paid non-CETA employees currently employed: 800+
b. Number of part-time paid non-CETA employees currently employed: 200+
c. Number of full-time paid CETA employees currently employed: 20*
d. Number of volunteers: 400+

* EX. 70 TWO MONTH JOBS ENDING 9/30/80.

19. This information is required to determine if the proposed positions will infringe upon the maintenance of effort requirements of CETA regulations. Please explain and state the specific positions affected:

A. Have there been any layoffs in your agency during the past Year? NO Number _____

- B. Does your agency anticipate any layoffs of regular staff during the proposed period of CETA funding? NO Number _____.
- C. Has your agency had any hiring or promotion freezes during the past year? yes NO no.
- D. Will hiring of CETA participants as outlined in this proposal affect the staffing pattern of regular employees? NO number _____.
- E. Will the hiring of CETA participants as outlined in this proposal affect any of your plans to hire seasonal or temporary staff? NO number _____.

Miscellaneous information

- F. Does your agency presently have sufficient funds to cover the salary and fringe benefit costs of the positions requested for the period of 60 working days? X yes _____ no.
- G. Does your agency utilize an accrual system of accounting? xx yes _____ no

20. Certification and assurances:

In making this request, the applicant certifies that all regulations and policies of the Comprehensive Employment and Training Act, U.S. Department of Labor and the City of Portland will be adhered to and that all information contained in this proposal is complete and correct.

I hereby certify that the information I have provided in this application is accurate to the best of my knowledge and that I am duly authorized and empowered to sign contracts on behalf of this organization.

John H. Anthony
 Signature
 DR. JOHN ANTHONY
11/6/80
 Date

DR. JOHN H. ANTHONY
 Typed Name
PRESIDENT, PORTLAND COMMUNITY COLL.
 Position

PART B. AGENCY DESCRIPTION (#1). WHAT IS YOUR PRESENT INVOLVEMENT AND PAST EXPERIENCE AND SUCCESS IN CONDUCTING PROGRAMS FOR PUBLIC SECTOR EMPLOYMENT?

PCC HAS HAD SUBSTANTIAL EXPERIENCE IN EMPLOYMENT TRAINING AND HAS BEEN THE PRIME CONTRACTOR FOR A NUMBER OF LARGE TRAINING GRANTS. FOR EXAMPLE, SINCE 1978, THE COLLEGE HAS SUCCESSFULLY OPERATED AT LEAST SIXTEEN (16) DIFFERENT PSE TRAINING PROJECTS THROUGH THE PORTLAND CETA AND MULTNOMAH/WASHINGTON CONSORTIUM. EIGHT PROGRAMS ARE OPERATING AT THE PRESENT TIME TO PROVIDE JOB TRAINING IN A VARIETY OF FIELDS SUCH AS SECURITY OFFICER TRAINEES AND METAL WORKERS. RECENTLY, THERE HAVE ALSO BEEN SEVERAL IMPORTANT CETA PROJECTS AT PCC OF A NON-PSE NATURE, INCLUDING THE WACKER/CETA SILICON TECHNOLOGY TRAINING PROJECT (OVER \$2 MILLION) AND INDOCHINESE EMPLOYMENT PROJECT(S).

AS A COMMUNITY COLLEGE, PORTLAND COMMUNITY COLLEGE ATTACHES CONSIDERABLE IMPORTANCE TO THE JOB PLACEMENT OUTCOME(S) OF ITS STUDENTS. VIRTUALLY ALL OF THE NEW FIREFIGHTERS AND POLICE OFFICERS IN THE PORTLAND METROPOLITAN AREA HAVE ATTENDED COURSES IN RELATED PROGRAMS. IN FACT, ACCORDING TO THE PORTLAND CIVIL SERVICE COMMISSION, VIRTUALLY EVERY FIREFIGHTER HIRED WITHIN THE LAST FIVE (5) YEARS HAS HAD SOME FIRE SCIENCE ACADEMIC COURSEWORK PRIOR TO APPLYING FOR THE JOB. THE FIRE SERVICE, LIKE MOST PUBLIC SECTOR AGENCIES, ATTACH IMPORTANCE TO RECRUITING PROFESSIONALS WHO HAVE DEMONSTRATED PRIOR INTEREST IN THE DISCIPLINE THEY ARE BEING CONSIDERED FOR AS MEASURED BY PRIOR COMMITMENT ACADEMICALLY.

BECAUSE PCC HAS RETAINED A 'REAL-WORLD' ORIENTATION, PLACEMENT OF GRADUATES HAS BEEN HIGH. FOR A YOUNG ADULT TO BE COMPETITIVE IN THE EMPLOYMENT MARKET OF THE 80'S, THEY NEED TO BRING TO INSTITUTIONS AND AGENCIES A VARIETY OF SKILLS, ATTRIBUTES AND CHARACTERISTICS. VERY FEW JOBS DEPEND SOLELY ON ACADEMIC PERFORMANCE ALTHOUGH ACADEMIC PERFORMANCE IS A MINIMUM REQUIREMENT IN MANY CASES. ACCORDINGLY, PCC HAS DEVELOPED CAREER DEVELOPMENT PROGRAMS TO AUGMENT THE STUDENT'S SKILL SET TO INCLUDE; JOB FINDING SKILLS, RESUME WRITING, CREATIVE JOB SEARCH, SIMULATED PUBLIC SECTOR EMPLOYMENT EXAMINATION WORKSHOPS, PSYCHOLOGY OF TEST ANXIETY, ETC. THIS PHILOSOPHY HAS CARRIED OVER TO VIRTUALLY EVERY CETA GRANT PCC HAS BEEN INVOLVED IN AND BECAUSE OF THE PHILOSOPHY AND SUPPORTIVE SERVICES AVAILABLE TO THE INSTITUTION, JOB PLACEMENT AND TRANSITION STATISTICS HAVE BEEN HIGH.

IT SHOULD BE POINTED OUT THAT PCC, AS AN EDUCATIONAL INSTITUTION, HAS ESTABLISHED A NUMBER OF VITAL LINKS TO VARIOUS PROFESSIONAL COMMUNITIES. IN THE GOVERNMENT SERVICES DEPARTMENT, LINKAGES HAVE BEEN DEVELOPED WITH VIRTUALLY ALL OF THE METROPOLITAN FIRE AND POLICE AGENCIES; PROFESSIONAL ORGANIZATIONS ASSOCIATED WITH THE DISCIPLINE (E.G. INTERNATIONAL ASSOCIATION OF FIRE CHIEFS, INTERNATIONAL ASSOCIATION OF POLICE CHIEFS, OREGON FIRE MARSHALS' ASSOCIATION, TRI-COUNTY FIRE EDUCATORS ASSOCIATION, ETC.). THE GRANT DESCRIBED HERIN IS A RESULT OF A STRONG LINKAGE AND RELATIONSHIP THAT EXISTS BETWEEN PCC AND THE PORTLAND FIRE BUREAU AND ORIGINATED WHEN THE PORTLAND FIRE BUREAU CONTACTED PCC REPRESENTATIVES WITH A REQUEST OF ASSISTANCE IN THE AREA OF MINORITY RECRUITING. PORTLAND FIRE BUREAU CONTACTED PCC BECAUSE OF THE REPUTATION THE INSTITUTION HAS IN THE AREA OF EDUCATION, TRAINING AND MINORITY EDUCATION. PCC ALSO HAS A NUMBER OF LINKAGES WITH ORGANIZATIONS THAT ARE CONCERNED WITH MINORITY GROUP CONCERNS AND HAS DEVELOPED A RECORD OF BEING ABLE TO DEVELOP EFFECTIVE ACTION ORIENTED PROGRAMS THAT SATISFY COMMUNITY NEEDS.

AGENCY
PART B. DESCRIPTION (#2). DESCRIBE CURRENT STAFFING PATTERNS THAT WOULD
ALLOW FOR THE INTEGRATION OF A PROGRAM OF THIS
DIMENSION INTO YOUR AGENCY. HOW WILL IT AFFECT THE OPERATION OF THE AGENCY?

PCC CURRENTLY HAS AN EDUCATIONAL TRAINING PROGRAM IN THE FIRE SCIENCE TECHNOLOGY AREA AND REGULARLY RUNS ABOUT TWELVE (12) SECTIONS PER TERM IN THE AREA. IN ADDITION, PCC HAS ESTABLISHED FIRE SERVICE FIELD PLACEMENTS (BEAVERTON FIRE DEPARTMENT, PORTLAND FIRE DEPARTMENT, TUALATIN FIRE DEPARTMENT, HAPPY VALLEY FIRE DEPARTMENT) WHICH ALLOWS STUDENTS TO OBTAIN COOPERATIVE WORK EXPERIENCE CREDIT (FP 5.299) FOR PROGRAM RELATED FIELD EXPERIENCE. SUPPORTING THIS ACADEMIC PROGRAM ARE A VARIETY OF SUPPORT SERVICES SUCH AS STUDENT RECORDS, INSTRUCTIONAL MATERIALS CENTER, STUDENT COUNSELING AND ADVISING, CAREER DEVELOPMENT, ETC. ACCORDINGLY, PCC HAS THE ORGANIZATIONAL RESOURCES IN WHICH TO SUCCESSFULLY IMPLEMENT THE PROGRAM DESCRIBED IN THIS PROJECT.

THE PROGRAM PROPOSED WOULD INVOLVE A BALANCED MIXTURE OF PROFESSIONAL ACADEMIC TRAINING IN THE AREA OF FIRE SCIENCE (PDD) AND RELATED COURSES AS WELL AS AN ON-THE-JOB FIELD EXPERIENCE COMPONENT IN A REGULAR PORTLAND FIRE BUREAU ENGINE COMPANY. THE PROGRAM WOULD OPERATE VERY MUCH LIKE THE "POLICE CADET" PROGRAMS THAT ARE COMMON IN THE AREA OF LAW ENFORCEMENT AND HAS BEEN USED FOR A NUMBER OF YEARS AS A VEHICLE FOR MINORITY RECRUITING. THIS PROGRAM IS UNIQUE IN THAT APPROXIMATELY 40% OF THE PARTICIPANT'S TIME WILL BE DEDICATED TO PROFESSIONAL ACADEMIC TRAINING IN THE AREA OF FIRE SCIENCE AND JOB RELATED DISCIPLINES (ENGLISH, MATHEMATICS, PSYCHOLOGY). 60% OF THE PARTICIPANTS TIME IS IN A SUPERVISED FIELD EXPERIENCE SETTING THAT OPERATES UNDER THE SUPERVISION OF A COMPANY OFFICER WHO EVALUATES PRE-DETERMINED LEARNING OBJECTIVES THAT HAVE BEEN CO-DEVELOPED WITH THE PARTICIPANT, THE COUNSELOR AND THE OFFICER.

THE COLLEGE HAS HAD SUBSTANTIAL EXPERIENCE IN THE DEVELOPMENT AND ADMINISTRATION OF GRANT-FUNDED TRAINING AND EMPLOYMENT PROGRAMS. IN A NORMAL FISCAL YEAR, SEVERAL DOZEN NEW GRANTS ARE RECEIVED BY PCC; THE MANNER IN WHICH THEY ARE INTEGRATED INTO THE ORGANIZATION DEPENDS UPON THE SIZE AND DURATION OF THE PROJECT. HOWEVER, BECAUSE OF THE STRENGTH OF VOCATIONAL EDUCATION PROGRAMS WITHIN THE STRUCTURE OF THE COLLEGE, TRAINING PROGRAMS HAVE BEEN SUCCESSFUL BECAUSE OF THE IN-PLACE RESOURCES THAT EXIST.

PART B. AGENCY DESCRIPTION. (#3). WHAT FACILITIES HAVE YOU, OR DO YOU NEED TO PERFORM THIS PROGRAM? INCLUDE ALL OVERHEAD COSTS INVOLVED IN EXPANDING FOR THIS PROGRAM.

PORTLAND COMMUNITY COLLEGE HAS RECENTLY OPENED THE SOUTHEAST CENTER WHICH HOUSES A SIMULATED TWO BAY FIRE STATION IN WHICH MOST OF THE FIRE SCIENCE COURSES ARE CONDUCTED. ALSO, PCC HAS A LARGE QUANTITY OF PROFESSIONAL FIREFIGHTING APPARATUS (LADDERS, HOSES, FIRE ENGINE, HYDRANTS, TURN-OUT COATS, ETC.) FOR THE COURSES IN THE PROGRAM. ATTACHED TO THE SOUTHEAST PROGRAM OFFERINGS, ARE THE SUPPORT COURSES (ENGLISH, MATHEMATICS, POLITICAL SCIENCE, ETC.) THAT FIRE SCIENCE STUDENTS NEED TO MEET PROGRAM REQUIREMENTS AND STATE OF OREGON FIRE STANDARDS AND ACCREDITATION REQUIREMENTS. FURTHER, PCC HAS AN ESTABLISHED COOPERATIVE WORK EXPERIENCE CONTRACT WITH THE PORTLAND FIRE BUREAU WHICH ALLOWS PRE-SERVICE STUDENTS THE OPPORTUNITY TO DEVELOP A PROGRAM-RELATED FIELD PLACEMENT IN ORDER TO GAIN ON-THE-JOB EXPERIENCE.

THE PORTLAND FIRE BUREAU, WHICH IS A "PARTNER" IN THIS PROJECT, HAS AN EXISTING ORGANIZATION WHICH CAN BE UTILIZED FOR THE SOPHISTICATED TRAINEE FIELD ASSIGNMENTS SPECIFIED IN THIS PROJECT. BECAUSE PCC OPERATES THE LARGEST FIRE SCIENCE PROGRAM IN THE STATE OF OREGON AND HAS ALL OF ITS PROGRAM COORDINATED WITH FSAB ACCREDITATION, WE FEEL THAT THE RESOURCES ARE IN PLACE THAT WILL ALLOW THE IMPLEMENTATION OF THIS PROGRAM WITHOUT MAJOR ADDITIONS TO FACILITIES OR SUPPORT PERSONNEL. THE MAJORITY OF PROGRAM COSTS WILL INVOLVE: (1) PARTICIPANT WAGES AND, (2) TUITION AND BOOKS. BECAUSE PARTICIPANTS WILL BE REQUIRED TO WORK AT THE PORTLAND FIRE BUREAU ON SCHEDULED DAYS DURING THE WEEK AND ATTEND CLASSES AT THE PCC SOUTHEAST CENTER ON ALTERNATE DAYS, THERE MAY BE SOME TRANSPORTATION COSTS (REFER BUDGET) AND STUDENT ADVISING IN THE FIELD BY THE PART-TIME COUNSELORS ATTACHED TO THIS PROJECT.

ACTIVITIES WILL BE CENTERED AT THE SOUTHEAST CENTER BECAUSE OF THE PROXIMITY OF THE FIRE SCIENCE PROGRAM AND TO THE VARIOUS PFB ENGINE COMPANIES WITHIN THE CITY OF PORTLAND AS WELL AS THE TRAINING DIVISION OF PFB WHICH IS LOCATED AT APPROXIMATELY SE 13TH AND POWELL BLVD.

BECAUSE THE IMPLEMENTATION OF THIS GRANT WILL ASSIST THE PORTLAND FIRE BUREAU IN MINORITY AND WOMEN RECRUITING; PROVIDE AN OPPORTUNITY FOR COMMUNITY MEMBERS; AND DEVELOP A MODEL THAT MAY HAVE APPLICATION TO THE NATIONAL FIRE SERVICE IN TERMS OF MINORITY AND WOMEN RECRUITING, WE FEEL THAT THE COMBINATION OF RESOURCES PROPOSED REPRESENTS AN EFFECTIVE AND FISCALLY SOUND APPROACH TO AN IMPORTANT SOCIAL NEED. LASTLY, IT SHOULD BE POINTED OUT THAT COMMITMENTS HAVE BEEN MADE AT VARIOUS LEVELS OF THE PORTLAND FIRE BUREAU AND PORTLAND COMMUNITY COLLEGE, INDICATING A STRONG BASE OF SUPPORT FOR BOTH THE CONCEPT AND MODEL PROPOSED HEREIN.

4. Include an organizational chart for the proposed project and its relationship to the applicant agencies. If a consortium proposal is being submitted, include descriptions of the involvement of all agencies, clearly defined lines of authority. Fiscal Control and Administrative Management responsibility should be clearly indicated.

PARTICIPANT RECRUITING URBAN LEAGUE

PARTICIPANT ASSESSMENT PORTLAND COMMUNITY
COLLEGE - SPECIAL PROJECTS

PROJECT COORDINATION PORTLAND FIRE BUREAU
COMMAND OFFICER/
PORTLAND COMMUNITY COLLEGE
JOHN M. KOROLOFF

ON-THE-JOB EXPERIENCE SUPERVISOR PORTLAND FIRE BUREAU,
COMPANY OFFICER.
PORTLAND COMMUNITY COLLEGE,
COUNSELOR.

PARTICIPANT PAYROLL PORTLAND COMMUNITY COLLEGE
BUSINESS OFFICE

PARTICIPANT EVALUATION PORTLAND FIRE BUREAU,
COMPANY OFFICER
PORTLAND COMMUNITY COLLEGE,
COURSE INSTRUCTOR

AS INDICATED IN THE MODEL ABOVE, THE PARTICIPANTS WILL BE RECRUITED BY THE URBAN LEAGUE. THEY WILL BE TRAINED, SUPERVISED AND EVALUATED JOINTLY BY THE PORTLAND FIRE BUREAU AND PORTLAND COMMUNITY COLLEGE. THE ON-THE-JOB FIELD EXPERIENCE WILL BE PROVIDED BY MEMBERS OF THE PORTLAND FIRE BUREAU AND THE ACADEMIC COURSEWORK AND STUDENT COUNSELING AND ADVISING WILL BE PROVIDED BY THE PORTLAND COMMUNITY COLLEGE FACULTY. PARTICIPANTS WILL BE SCHEDULED TO WORK AT PFB ON A FIXED SCHEDULE (E.G. MONDAY, WEDNESDAY, FRIDAY) AND TAKE COURSEWORK AT PCC ON A FIXED SCHEDULE (E.G. TUESDAY, THURSDAY). BECAUSE PCC HAS MANAGED NUMEROUS CETA GRANTS IN THE PAST AND IS CURRENTLY MANAGING ONGOING CETA GRANTS, A SOPHISTICATED SUPPORT SYSTEM IS CURRENTLY AVAILABLE WITHIN THE ORGANIZATIONAL FRAMEWORK INCLUDING PAYROLL, BENEFITS, ETC. CAPABILITY.

THE PRIMARY GOAL OF THIS PROJECT IS TO IDENTIFY FIFTEEN (15) MINORITY GROUP MEMBERS AND WOMEN FROM THE PORTLAND METROPOLITAN AREA; EXPOSE THEM TO A TRAINING AND FIELD EXPERIENCE ENVIRONMENT DEVELOPED JOINTLY BY PFB AND PCC AND DEVELOP INDIVIDUAL PARTICIPANTS TO THE POINT THAT THEY POSSESS THE CHARACTERISTICS REQUIRED TO PASS THE RIGOROUS PRE-EMPLOYMENT EXAMINATION OF THE PORTLAND FIRE BUREAU.

1. SEE ATTACHEMENT #3 - JOB DESCRIPTION: FIREFIGHTER INTERN, PORTLAND COMMUNITY COLLEGE/PORTLAND FIRE BUREAU.

5. Describe the interaction you would expect to have with other organizations and training resources in the community. What existing organization linkages do you now have with such community resources?

THIS PROJECT PROPOSAL ORIGINATED CONCEPTUALLY THROUGH PROFESSIONAL LINKAGES BETWEEN PCC AND PFB. BESIDES BEING A CONSUMER OF THE PCC EDUCATIONAL SERVICES (FIRE SCIENCE DEGREE PROGRAM), PFB PROVIDES A NUMBER OF THE PROFESSIONAL PART-TIME FACULTY MEMBERS WITHIN THE FIRE SCIENCE PROGRAM. HISTORICALLY, PCC HAS WORKED CLOSELY WITH VARIOUS DEPARTMENTS OF THE CITY OF PORTLAND AS WELL AS WITH OTHER METROPOLITAN UNITS OF GOVERNMENT WITHIN ITS DISTRICT. THIS GRANT IS AN EXAMPLE OF THE CLOSE PARTNERSHIP THAT VARIOUS UNITS OF GOVERNMENT CAN ESTABLISH AND MAINTAIN TO IMPLEMENT EFFECTIVE AND COST-EFFECTIVE PROGRAMS. BECAUSE BOTH ORGANIZATIONS POSSESS IN-PLACE RESOURCES THAT ARE ESSENTIAL TO THE SUCCESS OF A MINORITY AND WOMEN FIREFIGHTER RECRUITING PROJECT, IT IS NATURAL TO COMBINE THESE RESOURCES TO ACCOMPLISH AN IMPORTANT SOCIAL GOAL. BESIDES HAVING THE LARGEST FIRE SCIENCE PROGRAM WITHIN THE STATE OF OREGON, PCC HAS A WIDE ARRAY OF LINKAGES TO MINORITY GROUPS WITHIN THE CITY OF PORTLAND AS WELL AS WITH THE METROPOLITAN FIRE ORGANIZATIONS WITHIN THE PORTLAND METROPOLITAN AREA. THE PORTLAND FIRE BUREAU IS ONE OF THE LARGEST FIRE DEPARTMENTS ON THE WEST COAST AND HAS A NATIONAL REPUTATION IN FIRE SUPPRESSION. (SEE ATTACHMENT #1).

HISTORICALLY, THE FIRE SERVICE HAS HAD DIFFICULTY ATTRACTING AND RETAINING QUALIFIED MINORITY GROUP MEMBERS AS WELL AS WOMEN. THIS HAS BEEN DUE TO A VARIETY OF CAUSES: WOMEN APPLICANTS EXPERIENCE DIFFICULTY IN THE PHYSICAL EXAMINATION PHASE OF THE SELECTION PROCESS AND, AS A GROUP, TEND NOT TO BE WELL REPRESENTED AMONG APPLICANTS. BLACKS AND HISPANTICS HAVE NOT HAD MANY REFERENT MODELS TO IDENTIFY WITH AND CONSEQUENTLY, DO NOT VIEW THE FIRE SERVICE AS A POSSIBLE CAREER PATH. FURTHER, THE FIRE SERVICE REQUIRES A PROFESSIONAL COMMITMENT NOT UNLIKE THE FIELD OF MEDICINE; MEMBERS OF THE POPULATION MUST IDENTIFY WITH THE PROFESSION AND UNDERGO BASIC PREPARATION BEFORE BECOMING COMPETITIVE FIRE SERVICE APPLICANTS. LASTLY, THE STANDARDS OF MOST PROFESSIONAL PAID FIRE ORGANIZATIONS ARE EXTREMELY HIGH AND THIS, COUPLED WITH AN EXTREMELY COMPETITIVE AND RIGOROUS PRE-EMPLOYMENT SELECTION TEST, MAKES COMPETITION FOR AVAILABLE POSITIONS VERY SEVERE. ACCORDINGLY, WE BELIEVE THAT EFFECTIVE RECRUITING IN THE FIELD OF FIRE SERVICE REQUIRES THE DEDICATED PARTNERSHIP OF METROPOLITAN GOVERNMENTAL AGENCIES COMMITTED TO THE GOAL OF MINORITY AND WOMEN REPRESENTATION IN THE PUBLIC SECTOR AND SPECIFICALLY, THE FIRE SERVICE.

BECAUSE PCC HAS HAD NUMEROUS PROJECTS IN THE PAST THAT HAVE INVOLVED MINORITY GROUP AND WOMEN POPULATIONS, EFFECTIVE LINKAGES HAVE BEEN DEVELOPED THAT CAN BE UTILIZED IN THE RECRUITING PHASE OF THIS PROJECT. AS IN PAST CETA PROJECTS, PCC HAS ALWAYS ATTEMPTED TO PLACE A MAJORITY OF THE TRAINED APPLICANTS INTO PROGRAM RELATED POSITIONS AND AS AN ORGANIZATION, THESE EFFORTS HAVE BEEN SUCCESSFUL.

IT SHOULD BE POINTED OUT THAT BOTH PCC AND PFB HAVE THE FLEXIBILITY TO BEGIN THIS PROJECT AT A LATER DATE (SPRING TERM, 1981) IF RECRUITING EFFORTS FAIL TO GENERATE A SUFFICIENT NUMBER OF PARTICIPANTS QUALIFIED FOR THE PROJECT.

PART C: PROJECT NARRATIVE

Using the project goals as outlined on page 2 together with any you may wish to add, describe in detail the program you are proposing. Please be very specific in this section in your description and justification of services proposed.

AS POINTED OUT IN OTHER PARTS OF THIS GRANT APPLICATION, THE PRIMARY GOAL OF THIS PROJECT IS:

"Select fifteen (15) minority and women candidates. Using the joint resources of Portland Community College and the Portland Fire Bureau; provide the necessary academic and cooperative work experience training that will allow a minimum of 90% of the participant population (n=13) to place within the hireable range of the next Portland Fire Bureau Firefighter Examination scheduled to occur in November, 1981".

TO ACCOMPLISH THIS GOAL, PARTICIPANTS WILL HAVE TAKEN A MINIMUM OF FORTY-FIVE (45) CREDIT HOURS OF PROFESSIONAL FIRE RELATED COURSEWORK AT PORTLAND COMMUNITY COLLEGE (DEPENDING ON SPECIFIC APPLICANT NEEDS, THIS WILL VARY - IT WILL BE POSSIBLE FOR PARTICIPANTS TO TAKE UP TO TAKE SEVENTY (70) HOURS DEPENDING ON ACADEMIC NEED. ALSO, PARTICIPANTS WILL HAVE TAKEN A SIMULATED PUBLIC SECTOR EXAMINATION (PA 199) INCLUDING A WRITTEN, ORAL, PHYSICAL AND PSYCHOLOGICAL TEST SERIES AND HAVE RECEIVED TARGETED CURRICULUM RECOMMENDATIONS. PARTICIPANTS WILL HAVE HAD A MINIMUM OF 150 PERSON DAYS OF ON-THE-JOB WORK EXPERIENCE WITHIN THE PORTLAND FIRE BUREAU UNDER THE SUPERVISION OF A PFB COMPANY OFFICER AND OPERATING UNDER LEARNING OBJECTIVES MONITORED AND CO-DEVELOPED WITH A PART-TIME PCC COUNSELOR ATTACHED TO THE PROJECT.

ALTHOUGH INDIVIDUALS POSSESSING THE CHARACTERISTICS DESCRIBED ABOVE WILL BE MARKETABLE AND COMPETITIVE WITHIN THE APPLICANT GROUPS OF A WIDE VARIETY OF PORTLAND METROPOLITAN FIRE ORGANIZATIONS, IT WILL BE THE SPECIFIC INTENT OF THIS PROJECT TO TARGET THE PARTICIPANT POPULATION TO THE PORTLAND FIRE BUREAU. CETA FIREFIGHTER INTERNS NOT SUCCESSFUL IN THE PFB EXAMINATION PROCESS WILL BE REFERED TO OTHER FIRE ORGANIZATIONS THROUGH PCC JOB PLACEMENT SERVICES. IT IS EXPECTED THAT ANY PARTICIPANT COMPLETING THE PROJECT DESCRIBED HEREIN WILL BE ABLE TO ENTER THE FIRE SERVICE WITH A HIGH PROBABILITY OF SUCCESS.

BECAUSE THE PROJECT DESCRIBED REPRESENTS A UNIQUE COMBINATION OF PUBLIC RESOURCES, WE BELIEVE THAT SUCCESSFUL IMPLEMENTATION OF THE PROJECT AND ATTAINMENT OF THE GOALS WILL PROVIDE OTHER FIRE ORGANIZATIONS AND COMMUNITY COLLEGES WITH A VIABLE MINORITY RECRUITING MODEL THAT WILL HAVE NATIONAL IMPLICATIONS. ULTIMATELY, THE PROJECT MUST BE MEASURED BY THE NUMBER OF PARTICIPANTS ACTUALLY GETTING A JOB IN THE FIRE SERVICE AND IT IS THIS BASE-LINE EVALUATION METHODOLOGY THAT WILL BE USED TO DETERMINE THE OVERALL EFFECTIVENESS OF THE PROJECT.

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PART D. SERVICE DELIVERY SCHEDULE AND TIMELINE

Write a timeline and service level chart for participants being served to meet the service delivery expectations and your program goals.

THE FOLLOWING EVENTS REPRESENT CRITICAL PHASES OF THE FIREFIGHTER INTERN PROJECT DESCRIBED IN THIS APPLICATION.

I. RECRUITING - PCC AND PFB WILL WORK WITH THE TRAINING AND EMPLOYMENT DIVISION (TED) AND ITS CONTRACTORS IN THE RECRUITING PHASE OF THIS PROJECT.

II. TESTING AND EVALUATION - PCC/PFB/TED (BY: 1/23/80)

- | | |
|---------------------------------------|------------------------|
| A. ELIGIBILITY SCREENING (2D FUNDING) | TED |
| B. MATH/ENGLISH PLACEMENT TESTING | PCC (SPECIAL PROJECTS) |
| C. ASSESSMENT TESTING | PCC (SPECIAL PROJECTS) |
| *GATES | |
| *GATB | |
| *WRAT | |
| *WORKER Trait GROUP INVENTORY | |
| D. MEDICAL EXAMINATION | PFB |
| E. FINAL SELECTION COMMITTEE | TED/PCC/PFB |
| F. STUDENT ADVISING/FIELD PLACEMENT | PCC COUNSELOR |
| * LEARNING AGREEMENTS & OBJECTIVES | |
| * CREATE STUDENT FILES | |

III. BEGIN WINTER TERM (BY: 1/30/80)

- A. STUDENTS ARE ASSIGNED TO A SPECIFIC PFB ENGINE COMPANY WITH A COMPANY OFFICER DESIGNATED AS SUPERVISOR; LEARNING AGREEMENT FOR WINTER 81 IS NEGOTIATED WITH SPECIFIC AND MEASURABLE LEARNING OBJECTIVES CREATED FOR EACH PARTICIPANT.
- B. STUDENTS ARE ASSIGNED TO A PCC FIRE SCIENCE CURRICULUM WITH PARTICULAR SUPPORT COURSES (MATH, ENGLISH, PSYCHOLOGY) AS DETERMINED IN THE PRE-EMPLOYMENT SCREENING AND DIAGNOSTIC WORK-UP.

IV. PROJECT: STUDENTS WILL CONTINUE WITH A MIXED FIELD-EXPERIENCE ASSIGNMENT AT THE PORTLAND FIRE BUREAU WORKING A 24 HOUR, A, B OR C SHIFT AND MAINTAIN THE STATUS OF A FULL-TIME STUDENT (15-18 HRS/TERM). THE PROJECT WILL CONTINUE AS DESCRIBED DURING SPRING TERM 1981 AND FALL TERM, 1981. DURING SUMMER TERM 1981, STUDENTS WILL BE EXPOSED TO SPECIFIC LEARNING EXPERIENCES THAT HAVE BEEN DETERMINED AS SUITABLE DURING THE SPRING AND WINTER TERM., INCLUDING A SIMULATED PUBLIC SECTOR EMPLOYMENT WORKSHOP AND SPECIFIC CAREER DEVELOPMENT COURSES.

V. CITY OF PORTLAND FIREFIGHTER EXAMINATION, NOVEMBER 1981: STUDENTS WILL TAKE THE FIREFIGHTER EXAMINATION IN NOVEMBER, 1981 AND CONTINUE THROUGH FALL TERM, 1981 TO COMPLETE THEIR ACADEMIC COURSEWORK. STUDENTS NOT PLACING ON THE ELIGIBLE PORTION OF THE LIST WILL BE REFERRED BY PCC JOB PLACEMENT, TO OTHER METROPOLITAN FIRE AGENCIES THAT ARE IN THE PROCESS OF RECRUITING FIREFIGHTERS. THE PROJECT WILL END AT THE CLOSE OF FALL TERM, 1981.

NOTE: BECAUSE OF FEDERAL PROGRAM YEARS, THIS PROJECT WILL BE DIVIDED INTO TWO (2) SEPARATE CONTRACTS. PHASE I INCLUDES THE TIME FRAME FROM DECEMBER 1980 TO SEPTEMBER 1981. PHASE II FROM SEPTEMBER 1981 TO THE END OF PROJECT.

PART E. GOALS AND OBJECTIVES (form on following page)

Goals should clearly address the needs identified in the previous section. Remember, the goal is NOT to have a program; the goal is to meet the need.

Your program design is usually the method and activities planned to achieve the objectives. Detail the specific activities of the project.

State methods/activities for each objective. List as many activities as necessary to outline the work product. Use as many copies of the form as necessary.

Provide a detailed realistic time line for implementation of the program.

Cover the total work plan for the period up through September 30, 1981.

GOAL SUMMARY

1. COMPLETE THE ASSESSMENT TESTING AND EVALUATION OF MINORITY AND WOMEN APPLICANTS REFERRED FROM THE TRAINING AND EMPLOYMENT DIVISION. MINIMUM CUT-OFF LIMITS WILL BE ESTABLISHED BY TED AND PCC EVALUATION SPECIALISTS PRIOR TO ASSESSMENT OF PARTICIPANTS.
2. CONDUCT STUDENT ADVISING WHICH WILL PLACE PARTICIPANT IN A COOPERATIVE WORK EXPERIENCE PLACEMENT WITH THE PFB AND A DEFINED CURRICULUM IN THE PCC FIRE SCIENCE TECHNOLOGY PROGRAM LOCATED AT THE PCC SOUTHEAST CENTER.
3. PARTICIPANTS WILL COMPLETE THE FIRE SCIENCE CURRICULUM SPECIFIED AND ACCOMPLISH THE LEARNING OBJECTIVES SPECIFIED IN THE INDIVIDUAL STUDENT LEARNING AGREEMENTS.
4. PARTICIPANTS WILL TAKE THE CITY OF PORTLAND FIREFIGHTER EXAMINATION WITH A MAJORITY (90%) OF THE POPULATION PLACING ON THE 'HIREABLE' PORTION OF THE ELIGIBILITY LIST - NOVEMBER, 1981.
5. UPON TERMINATION OF THE PROJECT, THE FOLLOWING CHARACTERISTICS OR INDICATORS SHALL BE USED TO DETERMINE SUCCESS OF THE PROJECT:
 1. PARTICIPANTS SUCCESSFULLY COMPLETE NINE (9) MONTHS OF WORK-EXPERIENCE IN THE PORTLAND FIRE BUREAU; SATISFACTORY COMPLETION OF NEGOTIATED LEARNING AGREEMENT AND INSTRUCTIONAL GOALS.
 2. PARTICIPANTS SUCCESSFULLY COMPLETE A MINIMUM OF 45 HOURS OF PROFESSIONAL, BALANCED COMMUNITY COLLEGE CURRICULUM COURSES IN THE PRIMARY AREA OF FIRE SCIENCE AND SECONDARY AREAS OF ENGLISH COMPOSITION, MATHEMATICS.
 3. EIGHTY PERCENT (80%) OF THE PARTICIPANT POPULATION WILL BE LOCATED ON THE CITY OF PORTLAND PFB FIREFIGHTER ELIGIBILITY LIST CREATED AFTER TESTING ON A SPECIFIC TIME-FRAME IN NOVEMBER, 1981.
 4. FIFTY PERCENT (50%) OF THE PARTICIPANT POPULATION WILL BE EMPLOYED AS PROBATIONARY FIREFIGHTERS WITH THE PORTLAND FIRE BUREAU WITHIN ONE YEAR OF COMPLETION OF PROJECT OR RESIDE ON ELIGIBILITY LISTS WITH OTHER METROPOLITAN FIRE AGENCIES.

PART E. GOALS AND OBJECTIVES

| Goal # <u>1.</u> : Complete the assessment testing and evaluation of minority and women applicants referred from TED. Students will take the following examinations to include, but not limited to: (1) GATES, (2) WRAT-Math, (3) GATB, (4) PCC English and math placement tests. | | | | | City Use Only |
|--|----------------|-----------------|---|-------------------------|---------------|
| Method/Activity to Achieve Goal | Beginning Date | Completion Date | Measure of Completion of Activity | Other Agencies Involved | Goal Met |
| 1. Administer the following tests a. GATES (min =8.0 reading level) b. WRAT-Math (minimum = comprehension of whole numbers) c. GATB (minimum G=80, S=84, P=86, M=79) d. PCC English placement (min= Wr 1.101) e. PCC Math placement (min= Mth 4.200) f. Worker Trait Group Inv | 12/18/80 | 1/09/81 | All participants referred from TED to be screened & tested | TED/PCC | |
| 2. Simulated Portland Fire physical examination including ladder raise, exhaust ventillation installation, etc. | 12/22/80 | 1/16/81 | All participants completing #1 will take a physical exam at PFB Training Cr. | PCC/PFB | |
| 3. Provide medical examination of applicants | 12/15/80 | 12/20/80 | All participants completing #2 will take a medical exam | PFB | |
| 4. Assessment Review Committee review of participant performance and final selection of trainees | 12/24/80 | 12/26/80 | Applicants notified of selection/ non-selection | TED/PFB | |
| 5. Participant orientation - tour of PFB/PCC facilities, order uniforms, lectures on introductory principles, etc. | 1/26/81 | 1/30/81 | Participants will be oriented to the program, goals & objectives and performance expectations | PCC (SE Cr.) | |

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PART E. GOALS AND OBJECTIVES

Goal # 2 & 3: Conduct student advising which will place participant in a cooperative work experience placement with the Portland Fire Bureau and a defined curriculum in the Portland Community College Fire Science Technology Program at the Southeast Center.

City Use Only

Goal Met

Method/Activity to Achieve Goal

Beginning Date

Completion Date

Measure of Completion of Activity

Other Agencies Involved

1. Students will be assigned to a PFB engine company with a specific learning agreement negotiated between the participant; company officer and PCC Counselor

1/26/81

1/30/81

Students assigned to PFB engine co. and shift - completed learning agreement between participants

PCC/PFB

2. Students will be registered for a minimum of 15 hours of balanced curriculum in:
a. Fire Science technology
b. mathematics (Mth 4.200)
c. English (Wr 1.101)

1/26/81

1/30/81

Students registered for classes and assigned to advisor at PCC

PCC

3. Participants will complete at least 45 credit hours of balanced curriculum and a minimum of 1056 hours of field experience in a PFB engine company with satisfactory course grades and field evaluations

2/02/80

12/11/81

Students will be evaluated on a term to term basis by standard course grading systems; and receiving monthly field evaluations based on their learning objectives

PCC/PFB

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A 10 a

PART E. GOALS AND OBJECTIVES

Goal # 4 : Participants completing the Portland Fire Bureau/Portland Community College Firefighter Intern Program will take the Firefighter Examination by the City of Portland with at least 90% of the participant population placing on the eligibility list.

City Use Only

| Method/Activity to Achieve Goal | Beginning Date | Completion Date | Measure of Completion of Activity | Other Agencies Involved | Goal Met |
|--|----------------|-----------------|---|----------------------------|----------|
| 1. Participants completing the Firefighter Intern Program will take the City of Portland Firefighter Examination | 11/81 | 11/81 | 90% of population placing on the eligibility list | PFB/Portland Civil Service | |
| 2. 90% of the population will place on the eligible portion of the firefighter list | 11/81 | 11/81 | 90% of population placing on the eligibility list | PFB/Portland Civil Service | |
| 3. Participants not placing on PFB eligibility list will be referred to the metropolitan fire agencies that are recruiting for probationary firefighters | 11/81 | end of project | Participants not on PFB eligibility list will take other firefighter examinations with 50% of the non-selected group being on other eligibility lists within six (6) months of project termination. | PCC | |

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PART F. PROJECT STAFF

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(Give the following information for each agency staff person who will be involved in this project, beginning with the Program Director.)

| | | | |
|--|---|--------------------------|----------------------------|
| Name (last, first, initial) | Title | Social Security No. | |
| KOROLOFF, JOHN MICHAEL | DEPARTMENT CHAIRMAN GOVERNMENT CAREERS | 547-56-4603 | |
| Relationship to Proposed Program | | | |
| DIRECTOR OF THE PCC/FFB <u>FIREFIGHTER INTERN PROJECT</u> | | | |
| Education | | | |
| Institution and Location (1) | Degree (2) | Year Conferred (3) | Discipline (4) |
| CALIFORNIA STATE UNIVERSITY, SAN FRANCISCO | B.A. | 1965 | BIOLOGY |
| CALIFORNIA STATE UNIVERSITY, SAN FRANCISCO | M.A. | 1969 | ZOOLOGY-ANIMAL BEHAVIOR |
| PORTLAND STATE UNIVERSITY, PORTLAND | M.P.A. | 1978 | PUBLIC ADMINISTRATION (1) |
| Professional Employment (Start with present position---Agency, position, dates) | | | |
| 1976 - PRESENT: PORTLAND COMMUNITY COLLEGE. <u>DEPARTMENT CHAIRMAN</u> - GOVERNMENT CAREERS | | | |
| 1971 - 76: MULTNOMAH COUNTY SHERIFF'S OFFICE. <u>MANAGEMENT SERVICES</u> ; STATISTICAL UNIT; CRIME ANALYSIS; PLANNING AND RESEARCH; JUVENILE INVESTIGATIONS; OPERATIONS. | | | |
| 1970 - 76: U.S. FISH & WILDLIFE SERVICE. <u>DISTRICT SUPERVISOR/WILDLIFE MANAGEMENT &</u> | | | |
| 1965 - 70: ENFORCEMENT. PALO ALTO POLICE DEPARTMENT, PATROLMAN. | | | |
| Professional Experience (List significant experience relevant to program) | | | |
| IN ALL OF MY OCCUPATIONS, I HAVE BEEN RESPONSIBLE FOR PROGRAM DEVELOPMENT, PROGRAM EVALUATION, COORDINATION, BUDGETING. ACCORDINGLY, I HAVE LEARNED A NUMBER OF PRO- FESSIONAL ADMINISTRATIVE SKILLS THAT ARE IMPORTANT TO THE DEVELOPMENT AND IMPLEMENTA- TION OF LARGE PROGRAMS WHICH REQUIRE THE COORDINATION OF PERSONNEL AND CAPITAL EQUIP- MENT TO ACCOMPLISH VARIOUS SPECIFIC GOALS AND OBJECTIVES, FURTHER, I HAVE HAD APPROX- IMATELY 12 YEARS OF TEACHING EXPERIENCE THAT INVOLVES CLASSROOM INSTRUCTION; DEVELOPING TESTS AND EVALUATION TECHNIQUES; EVALUATION OF TEACHING STRATEGIES. | | | |
| Principle Job Duties in Present Position | | | |
| AS DEPARTMENT CHAIRMAN, I AM RESPONSIBLE FOR THE OVERALL MANAGEMENT OF THE FOLLOWING PROGRAMS: FIRE SCIENCE TECHNOLOGY (A.S. DEGREE AND TWO CERTIFICATE PROGRAMS IN FIRE & MANAGEMENT AND FIRE PREVENTION), CRIMINAL JUSTICE ADMINISTRATION (A.A. DEGREE, A.S. DEGREE AND ONE CERTIFICATE PROGRAM IN POLICE MIDDLE MANAGEMENT) PUBLIC ADMINISTRATION (A.A. DEGREE) INDUSTRIAL/RETAIL SECURITY CERTIFICATE, MANAGEMENT INFORMATION/RESEARCH CERTIFICATE. THESE PROGRAMS ARE OFFERED ON FOUR (4) MAJOR CAMPUS LOCATIONS WITH DAY AND EVENING PROGRAMS, FOUR TERMS A YEAR. | | | |

(1) CONCENTRATION: SYSTEMS SCIENCE, OPERATIONS RESEARCH, PLANNING & EVALUATION

PART G. JOB DESCRIPTION - CETA PARTICIPANT(S)

Job Title: FIREFIGHTER INTERN

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(Submit one description for each job title)

1. Worksite Address: PORTLAND COMMUNITY COLLEGE - SOUTHEAST CENTER
 2. # Positions: 15 3. Hours and days of work: VARIABLE
 4. Supervisor's Name: JOHN M. KOROLOFF 5. Phone: 244-6111 X275
 Supervisor's Title: DEPARTMENT CHAIRMAN
 6. Is this position covered by a collective bargaining agreement? YES NO
 7. Description of Activities:

PCC/PFB FIREFIGHTER INTERN

INTERNS WILL ATTEND FIRE SCIENCE AND RELATED CLASSES AT PORTLAND COMMUNITY COLLEGE, SOUTHEAST CENTER. IN ADDITION, THEY WILL BE ASSIGNED TO A PORTLAND FIRE BUREAU ENGINE COMPANY TO WORK ONE SHIFT PER WEEK (A,B, OR C SHIFT). THEIR ACTIVITY WILL INVOLVE A BALANCED MIX OF ACADEMIC COURSEWORK AND SUPERVISED FIELD EXPERIENCE THAT WILL HAVE SPECIFIED LEARNING OBJECTIVES. PARTICIPANTS WILL BE PREPARED TO TAKE THE FIREFIGHTER EXAMINATION THAT WILL BE HELD IN NOVEMBER, 1981 AND CONDUCTED BY THE PORTLAND CIVIL SERVICE COMMISSION AND PFB. PARTICIPANTS SHALL BE TESTED AND ASSESSED INITIALLY AND WILL FUNCTION UNDER A WRITTEN AGREEMENT THAT WILL SPECIFY THE CONDITIONS AND EXPECTATIONS OF THEIR PERFORMANCE WHILE ON THE PROJECT.

8. Minimum Qualifications/Requirements

1. EXCELLENT HEALTH, FREE FROM MENTAL OR PHYSICAL DEFECT WHICH AFFECTS PERFORMANCE
 2. EXCELLENT PHYSICAN CONDITION
 3. HIGH SCHOOL GRADUATION, GED OR EQUIVALENT (OR ABLE TO OBTAIN GED WITHIN
 4. TIME FRAME OF PROJECT).
 5. APPLICANTS MUST POSSESS OR BE ABLE TO OBTAIN AN OREGON DRIVERS LICENSE.
 6. APPLICANTS MUST BE AT LEAST 20 YEARS OLD.
9. Describe the flexibility of hours or working arrangements, if any, which would consider for this job (e.g. flex time, less than full time, job sharing, etc.) should a qualified applicant need it:
10. Physical demands:
- a. Strength - % time job will require: walking, standing, sitting
 - b. Weight - No. pounds: 100 lifting, 100 carrying, 100 pushing, 100 pulling
 - c. Activities - Circle necessary items: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing, seeing, color vision.

11. Could a person with limited English skills learn this job? YES NO

PCC-JOHN KOROLOFF

12. Monthly salary: 722/MO. (PHASE I) 13. Contact: 244-6111 X 275

14. Fringe benefits offered:

1. MEDICAL AND DENTAL COVERAGE
2. MINNISOTA MUTUAL LIFE INSURANCE
3. STANDARD LONG-TERM DISABILITY

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JOB DESCRIPTION - CLERK/TYPIST TRAINEE.

DUTIES: THE CLERK/TYPIST TRAINEE IS RESPONSIBLE TO THE DEPARTMENT OF GOVERNMENT SERVICES FOR THE FOLLOWING:

1. MAINTAIN PARTICIPANT FILES AND RECORDS
2. COMPLETE, UNDER DIRECTION, ALL FORMS NECESSARY FOR IMPLEMENTATION AND OPERATION OF THE PSE FIREFIGHTER INTERN PROJECT.
3. ANSWER PHONES AND TAKE MESSAGES FOR PCC COUNSELING OR ADMINISTRATIVE STAFF ATTACHED TO THIS PROJECT
4. APPROPRIATE CLERICAL DUTIES AS ASSIGNED.

QUALIFICATIONS:

1. BASIC KNOWLEDGE OF FILING PROCEDURES.
2. ABILITY TO TYPE A MINIMUM OF 30 WPM.
3. ABILITY TO PRESENT A FAVORABLE IMAGE TO THE COMMUNITY AND COMMUNICATE ORALLY.
4. MAINTAIN SCHOOL ATTENDANCE RECORDS AS REQUIRED.

HOURS:

BECAUSE THIS PROJECT WILL INVOLVE THE FLEXIBLE SCHEDULING OF FIFTEEN (15) PARTICIPANTS THAT WILL BE IN A FIELD AND ACADEMIC SETTING AT VARIOUS TIMES OF THE DAY AND VARIOUS DAYS OF THE WEEK, IT IS POSSIBLE TO DETERMINE A FLEXIBLE SCHEDULE AROUND THE DEMANDS OF THE PROJECT.

THE WORK-WEEK IS 40 HOURS.

PART H. JOB DESCRIPTION - NON-CETA STAFF

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Job Title: COUNSELOR/FIELD PLACEMENT SUPERVISOR

(Submit one description for each job title)

1. Worksite Address: 12000 SW 49TH ST. PORTLAND, OREGON.
 2. # Positions: ONE (1) 3. Hours and days of work: VARIABLE
 4. Supervisor's Name: JOHN M. KOROLOFF 5. Phone: 244-3885
 6. Is this position covered by a collective bargaining agreement? YES XX NO
 7. Description fo Activities:

COUNSELOR

THE COUNSELOR ATTACHED TO THIS PROJECT WILL BE RESPONSIBLE FOR STUDENT ADVISING, COUNSELING AND NEGOTIATING AND DEVELOPING THE LEARNING AGREEMENT AND LEARNING OBJECTIVES WITH PARTICIPANT WORKING AT A PFB ENGINE COMPANY. THE COUNSELOR WILL MAKE AT LEAST ONE AGENCY CONTACT PER MONTH FOR EACH PARTICIPANT PLACED IN THE FIELD TO DETERMINE PROGRESS ON STUDENT LEARNING OBJECTIVES. COUNSELOR WILL MAKE CONTACTS WITH PARTICIPANTS WHEN THEY ARE IN CLASS AND ARE RESPONSIBLE FOR SERVING AS ADVOCATES FOR THE PARTICIPANTS, EVALUATING BOTH ACADEMIC COURSEWORK AND FIELD PERFORMANCE AND OVERALL PROGRESS OF THE PARTICIPANT. COUNDELOR WILL PROVIDE THE COOPERATIVE WORK-EXPERIENCE

8. Minimum Qualifications/Requirements AS REQUIRED BY THE OREGON STATE DEPARTMENT OF EDUCATION (OSDE).

1. COUNSELOR MUST HAVE A MINIMUM OF FIVE (5) YEARS EXPERIENCE IN A UNIFORMED PUBLIC SECTOR AGENCY (POLICE OR FIRE) OR CLOSELY RELATED EXPERIENCE.
2. COUNSELOR MUST HAVE A MINIMUM OF FIVE (5) YEARS OF CLASSROOM INSTRUCTION AND BE FAMILIAR WITH THE THEORY AND PRACTICE OF ADULT EDUCATION AND TRAINING.
3. COUNSELOR SHOULD HAVE AT LEAST THREE (3) YEARS ACADEMIC COUNSELING & ADVISING EXPERIENCE
9. Describe the flexibility of hours or working arrangements, if any, which would consider for this job (e.g. flex time, less than full time, job sharing, etc.) should a qualified applicant need it:

HOURS WILL BE VERY FLEXIBLE AND PARTICIPANTS MAY BE REQUIRED TO WORK EVENINGS, WEEK-ENDS OR HOLIDAYS; COUNSELORS MUST CONFORM TO PROJECT NEEDS.

10. Physical demands:
 - a. Strength - % time job will require: XX walking, XX standing, XX sitting
 - b. Weight - No. pounds: lifting, carrying, pushing, pulling
 - c. Activities - Circle necessary items: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing, seeing, color vision.
11. Could a person with limited English skills learn this job? YES XX NO
12. Monthly salary: \$382/MONTH 13. Contact: JOHN M. KOROLOFF
14. Fringe benefits offered: NONE-PART TIME EMPLOYEES ARE NOT COVERED UNDER EITHER THE CLASSIFIED OR FACULTY AGREEMENT, NOR DO THEY RECEIVE FRINGE BENEFITS ESTABLISHED UNDER THESE CONTRACT(S).

1. ESTIMATE IS BASED ON THE CURRENT REGULAR COUNSELING RATE FOR SIX (6) MONTHS AND INCREASED BY 12% TO COVER A COST-OF-LIVING NEGOTIATION WE EXPECT BEGINNING 1 JULY 81. ACCORDINGLY; IT IS \$360/MO-6 MOS; \$403/MO-6MOS. AVERAGE MONTHLY TO BE BUDGETED FOR PHASE I AND PHASE II IS \$382/MONTH.

150870

PART I. TRAINING

A carefully worked out training plan is one of the most important elements of this proposal. Submit one plan for each position title proposed and other program activities which may include training. List all skills employee will learn on the following form. DESIGN YOUR TRAINING PLAN WORKING FROM THE BASIS THAT THE CETA PARTICIPANT HAS ONLY THE MINIMUM SKILLS. Be specific and complete.

Please include:

- A. Training schedule (hours, days/week).
- B. Classroom and on-the-job mix.
- C. Educational materials to be used.
- D. Estimated training costs.

Starting 5 January 1980, participants will be registered for the following classes at the Southeast Center:

WINTER TERM 1981

Mathematics (MTH 4.200)
 Communication Skills (WR 1.101)
 Elementary Fire Science (FP 5.256)
 Fire Company Organization and Station Assignment (FP 5.258)
 Mixed elective (Psychology, Political Science, Supervisory Development)
 Adult Fitness (PE 185)

*Cooperative work experience (FP 5.299) - Field Placement, PFB

SPRING TERM 1981

Fire Science I (FP 5.275)
 Fundamentals of Fire Prevention (FP 5.262)
 Blueprint Reading and Sketching (FP 4.853)
 Fire Service Rescue Practice (FP 5.268)
 Psychology of Human Relations
 Writing for Results (SDP 111)

*Cooperative work experience (FP 5.299) - Field Placement, PFB
 Adult Fitness (PE 195)

SUMMER TERM 1981

Simulated Public Sector Employment Examination Workshop (CJA 299)
 Assertiveness Training (CD 9.142)
 Decision Making (CD 9.142)
 Job Finding Skills & Interviews (CD 9.142)
 Adult Fitness (PE 185)

*Cooperative work experience (FP 5.299) - Field Placement, PFB

FALL TERM 1981

Mathematics (MTH 4.202)
 Firefighting Skills I (FP 5.250)
 Introduction to Fire Protection (FP 5.254)
 Fire Apparatus and Equipment (FP 5.253)
 Communication Skills (WR 1.102)

*Cooperative Work Experience (FP 5.299) - Field Placement, PFB
 Adult Fitness (PE 185)

PART I. TRAINING (Cont'd)

150870

- *Study Group - Firefighter Test Preparation manual (1)
- *Test Prep manual, study group

Students shall be scheduled for coursework not to exceed twenty-one (21) hours of in-class training to be supplemented with at least twenty-four (24) hours of supervised field experience per week at the Portland Fire Bureau.

To remain in the project, students must maintain at least a 2.0 G.P.A. (C average) and pass all classes registered for; further, they must receive satisfactory field evaluations from the work experience site they are assigned to.

During the normal breaks between academic quarters, students shall work a minimum of two (2) shifts with the Portland Fire Bureau per week in order to receive full pay through the duration of the project. These assignments will be the product of a mutual agreement between the: 1) participant, 2) PFB Company Officer and 3) PCC field experience counselor.

- * See Attachment #3 - Job Description of Firefighter Intern, Portland Fire Bureau.

- (1) During Fall term, 1981, a study group will be formed that will utilize the City of Portland Test Preparation Manual - Firefighter Test. This Manual contains sample questions that correlate to the type of questions that will be found on the actual examination. A study group will be formed to systematically go through the Manual to review basic definitions, concepts and other essential components of questions in order to maximize performance on the actual examination.

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PART J. SUPERVISION

1. Identify in detail the frequency and type of supervision that project employees will receive. Include name(s) and supervisor(s).

PARTICIPANTS will be supervised in class the same way regular Portland Community College Fire Science Technology students are. While in the field, participants will be contacted regularly by a Counselor to determine the progress they are making on the negotiated learning objectives of the Cooperative Work Experience phase of the project. In addition, participants shall receive monthly performance and progress reports from the Company Officer at the Engine Company where they have been assigned for field experience.

As in the past, participants shall receive feed-back on their performance. The Community College is committed to a position of advocacy and the "supervision" shall include as much support and advocacy of each individual as is possible within the framework of the grant. Supervision of the field placement shall be a function of the relationship between the company officer, participant, and the student counselor.

PART K. EVALUATION PLAN

Describe how you will monitor the progress toward your goals on at least a quarterly basis. Quarterly reports to TED must be included.

1. Mid-term and final grades will be made available to each participant.
2. Evaluation of field performance shall be made available to each student and discussed with them by the counselor.
3. Results of the Civil Service Firefighter Examination shall be made available with the ranking of each participant relative to the entire applicant population to determine the degree of goal attainment.
4. A quarterly report shall be submitted to the Training and Employment Division by John M. Koroloff, Department Chairman of Government Services, or his designate, regarding this project, conforming to information requirements of TED and/or DOL.

PART L. INSTITUTIONALIZATION

150870

The major goal of the Training and Employment Division for this project is that the handicapped services be "institutionalized". This means that CETA funds are intended to be start up funds and that your agency will make specific plans for continuing these services once CETA funds are no longer available.

Please state below your plans and time frame for institutionalization.

PROGRAM PHILOSOPHY:

This grant is specifically oriented toward the needs of the Portland Fire Bureau and is geared to increase the probability of minority group members and women being on the "eligible" portion of the Civil Service list to be developed after formal testing in November of 1981. Participants not being hired by the City of Portland shall be referred to any and all of the other fire agency examinations that will occur within that year. We estimate that a number of participants will, in fact, be selected by the Portland Fire Bureau and also other unsuccessful candidates will ultimately be employed in other metropolitan fire agencies.

Accordingly, the primary goal of this grant is to place minorities, and women, in the Portland Fire Bureau, the secondary goal of this grant is to place minorities, and women into other metropolitan fire districts. We believe that these goals will be accomplished within the framework of this grant.



OREGON

DEPARTMENT OF
PUBLIC WORKS

MIKE LINDBERG
COMMISSIONER

BUREAU OF FIRE

FRANCIS J. SARGANT
CHIEF

55 S.W. ASH ST.
PORTLAND, OR 97204
503/248-4375

November 3, 1980

Program Development Unit
310 SW 4th, Room 417
Portland, Oregon 97204

Over the years the Portland Fire Bureau has initiated numerous programs directed toward providing women and minorities with an opportunity to successfully compete in entrance examinations. These programs have had extremely limited success primarily because of the Bureau's inability to financially sustain participants during the training period. Further, past efforts did not include any practical experience within the bureau nor did they emphasize personalized educational needs and evaluation.

The minority recruitment program jointly sponsored by Portland Community College and the Portland Fire Bureau will eliminate such problems and therefore increase the success ratio for participants. The Fire Bureau strongly endorses this programmatic approach and obligates itself to maintaining a productive relationship with Portland Community College officials during the program's duration.

Francis J. Sargent, Fire Chief
Bureau of Fire

FJS:jd

October 30, 1980

Program Development Unit
310 SW 4th, Room 417
Portland, Oregon 97204

The International Association of Firefighters AFL-CIO Local 43 Union of the Portland Fire Bureau recognizes the need to recruit individuals from the community that represent diverse ethnic backgrounds to provide an important public service to the community; that minority group individuals should be attracted to the bureau that possess the qualifications necessary to pass the rigorous examination process of the bureau.

PFB and PCC have jointly developed a training program for a small group of community members to insure a broader representation in the upcoming firefighter examination, and to expand the number of qualified minorities which can pass the high standards set by the Bureau. On behalf of Local 43 I would like to hereby express concurrence with and support for this proposed program.



RON USHER
President
Local 43 Firefighters' Union
Portland Fire Bureau

RU:jd

ATTACHMENT #3

JOB DESCRIPTION - FIREFIGHTER INTERN, PORTLAND FIRE BUREAU.

STUDENTS ASSIGNED TO AN ENGINE COMPANY AT THE PORTLAND FIRE BUREAU SHALL WORK A SPECIFIED 24 HOUR SHIFT (A,B, OR C) EACH WEEK. IN ADDITION, STUDENTS WILL TAKE FIRE SCIENCE COURSES AT PORTLAND COMMUNITY COLLEGE TO SUPPLEMENT THEIR ON-THE-JOB TRAINING. FIELD EXPERIENCE RESPONSIBILITIES WITH THE PORTLAND FIRE BUREAU SHALL INCLUDE BUT NOT BE LIMITED TO:

1. ON-THE-SCENE ASSISTANCE TO PFB SUPPRESSION AND RESCUE CREWS WHICH MAY INCLUDE TRAFFIC CONTROL, LAYING HOSE, CROWD CONTROL AT THE FIREGROUND AND SALVAGE AND OVERHAUL OPERATIONS.
2. GENERAL MAINTENANCE WORK ON PFB APPARATUS AND EQUIPMENT, FIREHOUSE AND GROUNDS. THIS MAY BE THE DAY TO DAY DUTIES FIREFIGHTERS PERFORM WHILE MANNING A STATION.
3. ACADEMIC STUDY: PARTICIPANTS ARE EXPECTED TO KEEP CURRENT IN THEIR PCC FIRE SCIENCE STUDIES AND MUST MAINTAIN AT LEAST A 2.0 GRADE POINT AVERAGE TO STAY IN THE PROJECT AS WELL AS RECEIVING PASSING GRADES FOR A MINIMUM OF 15 GRADED HOURS/TERM.
4. FIELD STUDY: PARTICIPANTS ARE EXPECTED TO LEARN THE BASIC STRUCTURE AND FUNCTION(S) OF THE APPARATUS AND EQUIPMENT USED IN VARIOUS OF FIRE SUPPRESSION AND RESCUE. THEY WILL LEARN THE CORRECT NAME AND USE OF VARIOUS EQUIPMENT ITEMS USED BY PROFESSIONAL FIREFIGHTERS IN THEIR ENGINE COMPANY AND THE CORRECT USE AND APPLICATION OF THIS EQUIPMENT IN A FIREGROUND SITUATION. PARTICIPANTS WILL CONFORM TO THE GENERAL RULES AND REGULATIONS OF THE PORTLAND FIRE BUREAU AND LEARN THE BASIC CONCEPTS OF FIRE COMPANY ORGANIZATION AND STATION ASSIGNMENT.
5. IN-SERVICE TRAINING: PARTICIPANTS SHALL ENGAGE IN ALL IN-SERVICE TRAINING REQUIRED OF REGULAR FIREFIGHTERS AND COMPANY OFFICERS AND MEET THE SAME STANDARDS OF PERFORMANCE AS THE REGULAR MEMBERS OF PFB. ALSO, PARTICIPANTS MAY BE GIVEN THE OPPORTUNITY TO BE A PART OF SOME OF THE REGULAR IN-SERVICE TRAINING SESSIONS THAT THE BUREAU CONDUCTS FOR ITS REGULAR PERSONNEL SUCH AS SMOKE DIVERS SCHOOL, FOAM APPLICATION, ETC.
7. SPECIAL TRAINING: AS PART OF THIS EXPERIENCE, STUDENTS MAY BE ASSIGNED, FOR A SHORT PERIOD, TO SPECIALIZED UNITS OF THE BUREAU FOR MORE INTENSIVE TRAINING AND EXPERIENCE, (I.E. PFB TRAINING CENTER; PFB FIRE EDUCATION PFB FIRE PREVENTION OFFICE, ETC.) THESE ASSIGNMENTS SHALL BE MADE FROM THE REGULAR ENGINE COMPANY THEY ARE ASSIGNED TO WITH STATED LEARNING OBJECTIVES AND MEASURABLE EDUCATIONAL OUTCOMES.
8. APPLICANTS MUST POSSESS OR BE ABLE TO OBTAIN A VALID OREGON DRIVER'S LICENSE.
9. APPLICANTS MUST BE AT LEAST TWENTY (20) YEARS OF AGE UPON DATE OF APPLICATION.

EXHIBIT B

| |
|----------------|
| BUDGET SUMMARY |
|----------------|

150870

PHASE I BUDGET
12/17/81 - 10/1/80

Contractor : PORTLAND COMMUNITY COLLEGE
Name and : 12000 SW 49TH ST.
Address : PORTLAND, OREGON 97219.

Contract # _____
Modification # _____

| | <u>Total Amount</u> | <u>% of total budget</u> |
|---------------------------------------|-------------------------------|--------------------------|
| Participant wages and fringe benefits | <u>\$122,702.00</u> | <u>82.5%</u> |
| Training Costs | <u>\$ 11,272.00</u> | <u>7.5%</u> |
| Services | <u>\$ 2,388.00</u> | <u>2%</u> |
| Administration | <u>12,267.00</u> | <u>8%</u> |
| TOTAL BUDGET REQUESTED | <u><u>\$ \$148,629.00</u></u> | <u>100%</u> |

Budget: ADMINISTRATION

** PHASE I **

150870

Contractor : PORTLAND COMMUNITY COLLEGE
Name and : FIREFIGHTER INTERN PROJECT
Address :

Contract # _____
Modification # _____

Contract dates 12/17/80
to 10/1/81, 198__

ADMINISTRATION

| | |
|--|--------------------|
| 1 Staff salaries (Itemize on ADMIN 2) | \$ 2923.71 |
| 2 Fringe benefits (Itemize on ADMIN 2) | 889.32 |
| 3 Office supplies | 400.00 |
| 4 Travel (\$.20 per mile for 1 staff members) | 80.00 |
| 5 Rent (_____ square feet at _____ specify location) | CONTRIBUTED BY PCC |
| 6 Utilities | CONTRIBUTED BY PCC |
| 7 Telephone - local service (INSTALL-\$225, \$25/MO X 8) | 425.00 |
| 8 Telephone - long distance service | CONTRIBUTED BY PCC |
| 9 Postage (\$6.00/MONTH X 8 MO) | 48.00 |
| 10 Insurance and bonding | CONTRIBUTED BY PCC |
| 11 Equipment repair and maintenance | CONTRIBUTED BY PCC |
| 12 Staff training | CONTRIBUTED BY PCC |
| 13 Reproduction and printing | SEE PSE #1 |
| 14 Equipment rental | SEE PSE #1 |
| 15 Authorized equipment (Itemize on AUTHORIZED EQUIP.) | DOES NOT APPLY |
| 16 Other PCC ASSESSMENT AND TESTING FOR 100 APPLICANTS (\$75.00/APPLICANT X 100) | 7500.00 |
| 17 Other _____ | _____ |
| 18 Other _____ | _____ |
| 19 Other _____ | _____ |

TOTAL ADMINISTRATION BUDGET

\$ 12,266.03

PERSONNEL ITEMIZATION
for
ADMINISTRATIVE STAFF

** PHASE I **

150870

Contractor : PORTLAND COMMUNITY COLLEGE
Name and : FIREFIGHTER INTERN PROJECT
Address :

Contract # _____
Modification # _____
Contract dates 12/17/80
to 10/1/81, 198

| (A) No. of Positions | Position titles | (B) Salary Rate (monthly FT) | (C) % of time on project | (D) # of months on project | (AxBxCxD) TOTAL COST |
|--|------------------------|------------------------------------|--------------------------------|----------------------------------|----------------------------|
| 1 | DEPARTMENT CHAIRPERSON | \$2,331.50 ¹ | 15% | 5 (FY 80/81) | \$1,748.63 |
| 1 | DEPARTMENT CHAIRPERSON | \$2,611.28 ² | 15% | 3 (FY 81/82) | \$1,175.08 |
| <u>FOOTNOTES</u> | | | | | |
| THIS IS ONE (1) POSITION BROKEN INTO TWO FISCAL YEARS TO ACCOUNT FOR AN ESTIMATED COST-OF-LIVING INCREASE IN FY 81/82. | | | | | |
| 1. FY 80/81 SALARY GUIDE | | | | | |
| 2. FY 81/82 EXPECTED 12% COST-OF-LIVING INCREASE | | | | | |
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Fringe Benefits

| | | |
|------------------------------|-----------|-----------------|
| FICA | \$ | 194.40 (6.65%) |
| Workers' compensation | | 22.80 (.78%) |
| Retirement | | 502.23 (17.18%) |
| Life insurance | | NA |
| Health insurance | | 89.23 |
| Unemployment insurance | | 17.54 |
| Other <u>DISABILITY INS.</u> | | 40.34 |
| Other <u>DENTAL INS.</u> | | 22.78 |
| TOTAL | \$ | 889.32 |

| | | |
|------------------------------|----|----------------|
| Personnel Total | \$ | 2923.71 |
| Fringe Benefits Total | | 889.32 |
| TOTAL PERSONNEL COSTS | | 3813.03 |

Budget: PUBLIC SERVICE EMPLOYMENT

PHASE I

150870

Contractor: PORTLAND COMMUNITY COLLEGE
 Name and : 12000 SW 49TH ST.
 Address : PORTLAND, OREGON. 97219.

Contract # _____
 Modification # _____
 Contract dates: 12/17/80
 to 10/1/81, 198__

IID VI Project VI Non-Project

PARTICIPANT WAGES AND FRINGE BENEFITS WHILE ON THE JOB

| | | |
|----|--|--|
| 1. | Wages earned on the job (Itemize on PSE 2) | \$ <u>93,981.00</u> |
| 2. | Fringe benefits | <u>28,720.17</u> |
| | FICA | \$ <u>6249.74</u> (6.65%) |
| | Workers' Compensation | <u>8007.18</u> (8.52%) |
| | Health Insurance | <u>9518.08</u> (\$74.36/MO X 16 PARTIC X 8 MO) |
| | Other: <u>DENTAL</u> | <u>2429.44</u> (\$18.98/MO X 16 PARTIC X 8 MO) |
| | Other: <u>DISABILITY</u> | <u>1315.73</u> (1.4%) |
| | OTHER: <u>TRAVEL \$1200.00</u> | |
| | (\$.20/MI X 50 MI X 15 P X 8MO) | |
| | SUBTOTAL | <u>\$122,701.17</u> |

PARTICIPANT WAGES AND FRINGE BENEFITS WHILE IN TRAINING

are budgeted in above category. However, you will be required to report these items separately on a monthly basis.

PSE TRAINING COSTS

| | | |
|-----|--|--|
| 3. | Instructors' Wages (Itemize on PSE 3) | \$ <u>TUITION COVERED</u> |
| 4. | Instructors' fringe benefits (Itemize on PSE 3) | <u>TUITION COVERED</u> |
| 5. | Tuition and fees (Itemize) | |
| | <u>TUITION (FULL-TIME)</u> | \$ <u>6480.00</u> (3 TERMS X \$144/TERM X 15 PARTICIP) |
| | <u>BOOK STIPEND</u> | <u>2250.00</u> (3 TERMS X \$50/TERM X 15 PARTICIP) |
| 6. | Training supplies and materials | <u>CONTRIBUTED BY PFB (PP #7)</u> |
| 7. | Office Supplies | <u>-0-</u> |
| 8. | Telephone | <u>-0-</u> |
| 9. | Printing(\$50/MO X 8 MO) | <u>\$ 400.00</u> |
| 10. | Equipment rental (TYPEWRITER: \$75/MO X 8 MO) | <u>\$ 600.00</u> |
| 11. | Other: <u>UNIFORMS</u> (\$100/UNIFORM X 15 PARTICIP) | <u>\$1500.00</u> |
| 12. | Other: <u>NAME-TAGS</u> (\$2.75 X 15 PARTICIP) | <u>\$ 41.25</u> |
| | SUBTOTAL | <u>\$ 11,271.25</u> |

SERVICES

| | | |
|-----|--|-------------------|
| 13. | Services staff wages (Itemize on PSE 4) | \$ <u>2136.67</u> |
| 14. | Services staff fringe benefits (Itemize on PSE 4) | <u>170.94</u> |
| 15. | Office supplies | <u>-0-</u> |
| 16. | Telephone | <u>-0-</u> |
| 17. | Printing | <u>-0-</u> |
| 18. | Equipment rental | <u>-0-</u> |
| 19. | Other: <u>TRAVEL: 1 STAFF X 50 MI X \$.20 X 8MO.</u> | <u>-80.00</u> |
| 20. | Other: _____ | |
| | SUBTOTAL | <u>\$ 2387.61</u> |

ESTIMATED

PARTICIPANT MONTHLY WAGES
(round to nearest dollar)

** PHASE I ** 12/17/80 - 10/1/81

| Position Title | Number of Positions | Monthly Wages | | | | | | | | | | | | TOTAL |
|--------------------------------------|---------------------|--------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------------------|-----|-----|----------|
| | | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | |
| FIREFIGHTER INTERNS | 15 | xx | xx | xx | xx | 722 | 722 | 722 | 722 | 722 | 748 ¹ | 748 | 748 | \$87,810 |
| CLERK/TYPIST ASSIST. | 1 | xx | xx | xx | xx | 744 | 744 | 744 | 744 | 744 | 817 ² | 817 | 817 | \$ 6,171 |
| FOOTNOTES: | | | | | | | | | | | | | | |
| 1. \$4.17/HOUR X 40 HR X 4.33 WEEK = | | \$722.00/MO DEPARTMENT OF LABOR RATE | | | | | | | | | | | | |
| 2. \$4.32/HOUR X 40 HR X 4.33 WEEK = | | \$748.00/MO DEPARTMENT OF LABOR RATE | | | | | | | | | | | | |
| 3. STEP INCREASE TO \$816.67/MONTH. | | | | | | | | | | | | | | |

Total Number of Participants 16

Total participant wages \$ 93,981.00

150870

PERSONNEL ITEMIZATION
for
INSTRUCTORS
(Training Staff)

PHASE I

Contractor : PORTLAND COMMUNITY COLLEGE
Name and : 12000 SW 49TH ST.
Address : PORTLAND, OREGON. 97219.

Contract # _____
Modification # _____
Contract dates 12/17/80
to 10/1/81, 1981

FIREFIGHTER INTERN PROJECT

| (A) No. of Positions | (B) Position titles | (B) Salary Rate (monthly FT) | (C) % of time on project | (D) # of months on project | (AxBxCxD) TOTAL COST |
|----------------------------|--------------------------------------|------------------------------------|--------------------------------|----------------------------------|----------------------------|
| | ** TUITION WILL COVER THESE EXPENSES | | | | |
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Fringe Benefits

FICA \$ _____
 Workers' compensation _____
 Retirement _____
 Life insurance _____
 Health insurance _____
 Unemployment insurance _____
 Other _____
 Other _____
 TOTAL \$ _____

Personnel Total \$ _____
 Fringe Benefits Total _____
 TOTAL PERSONNEL COSTS _____

PERSONNEL ITEMIZATION
for SERVICES
~~INSTRUCTORS~~
(Training Staff)

** PHASE I **

150870

Contractor : PORTLAND COMMUNITY COLLEGE
Name and : FIREFIGHTER INTERN PROJECT
Address :

Contract # _____
Modification # _____
Contract dates 12/17/80
to 10/1/81, 198__

| (A) No. of Positions | Position titles | (B) Salary Rate (monthly FT) | (C) % of time on project | (D) # of months on project | (AxBxCxD) TOTAL COST |
|--|------------------------|------------------------------------|--------------------------------|----------------------------------|----------------------------|
| 1 | COUNSELOR ¹ | \$1022.33 | 25% | 5(FY 80/81) | \$1278.00 |
| 1 | COUNSELOR ² | \$1145.01 | 25% | 3(FY 81/82) | \$ 858.67 |
| FOOTNOTES: | | | | | |
| THIS IS ONE (1) COUNSELOR POSITION (PART-TIME) BROKEN INTO TWO (2) FISCAL YEARS TO ACCOUNT FOR AN ESTIMATED COST OF LIVING INCREASE OF 12% FOR FY 81/82. | | | | | |
| 1. FY 80/81 CURRENT SALARY GUIDE | | | | | |
| 2. FY 81/82 EXPECTED 12% COST-OF-LIVING INCREASE. | | | | | |
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Fringe Benefits

| | | |
|------------------------|----|----------------------|
| FICA | \$ | <u>142.09 (6.65)</u> |
| Workers' compensation | | <u>16.03 (0.75%)</u> |
| Retirement | | <u>NA</u> |
| Life insurance | | <u>NA</u> |
| Health insurance | | <u>NA</u> |
| Unemployment insurance | | <u>12.82 (0.6%)</u> |
| Other | | <u>NA</u> |
| Other | | <u>NA</u> |
| TOTAL | \$ | <u><u>170.94</u></u> |

| | | |
|-----------------------|----|------------------------|
| Personnel Total | \$ | <u>2,136.67</u> |
| Fringe Benefits Total | | <u>170.94</u> |
| TOTAL PERSONNEL COSTS | | <u><u>2,307.61</u></u> |

150870

EXHIBIT C

REPORT FORMS

DIRECTOR'S MONTHLY REPORT TO TED

150870

Contractor _____ Report Period _____
 month year

Contract Number _____

A. Agency Staff

1. Number of Staff On-Board: _____
2. Vacancies by Position Title:
 - a) _____ b) _____ c) _____
 - d) _____ e) _____ f) _____
3. Estimate savings due to vacancies: \$ _____
4. Staff hired (during report period) by Position Title:
 - a) _____ b) _____ c) _____
 - d) _____ e) _____ f) _____

B. Participant Activity

1. Number participants carried (+)
over (from FY80)
2. New participants since (+)
10/01/80
3. TOTAL PARTICIPANTS (=)
4. Number Dropped Out (-)
5. Number Trng Completers (& (-)
left agency)
6. No. for whom agency found (-)
jobs
7. No. participants found own (-)
jobs
8. Total On-Board (End of (=)
Report Period)

| | | TOTAL (a) | | | | | | |
|--|--|-----------|---|------------------|---|---|----|------|
| | | (b) Sex | | (c) Ethnic Group | | | | |
| | | M | F | W | B | H | AI | A/PI |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |

C. Goal vs Actual Performance

1. Total Participants
2. Total Trng Completers (if applicable)
3. Total for whom Agency Found Jobs
4. Total Participants Found own Jobs
5. Total On-Board (End of Period)

| | (a) Qtrly Goal | (b) Actual | (c) % of Goal |
|--|-------------------|---------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |

6. Identify why the contractor is behind schedule on any goals and what corrective action will be taken. (Use the attached Corrective Action Plan form.)

7. Have you performed any monitoring activities of your program during the report period? Explain: _____

8. Other significant program achievements/highlights: _____

9. Further comments, concerns, requests for technical assistance, etc.: _____

Director's Signature _____ Date _____

FOR TED OFFICE USE ONLY:

1. Total Expenditures during report period _____ 2. Total Participants _____
3. Cost per Participant _____ 4. Cost per Placement or Completer _____
5. Identify required TED follow-up.

| ACTIVITY | UNIT/STAFF RESPONS. |
|----------|---------------------|
| | |
| | |
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| | |
| | |

6. Follow-up notes: _____

Signature _____ Title _____ Date _____

ORDINANCE NO. **150870**

An Ordinance authorizing a contract between the City of Portland, Human Resources Bureau, AU 682, Training and Employment Division and Portland Community College creating sixteen (16) Public Service Employment positions under CETA Title IID; the contract effective December 18, 1980 through September 30, 1981; authorizing an expenditure of \$148,629 within the CETA Fund 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 a prime sponsor for administering funds under the Comprehensive Employment and Training Act (CETA) to provide employment to the economically disadvantaged.
2. This request for positions has been reviewed and determined appropriate for funding under CETA Title IID, Human Resources Bureau.
3. The positions requested have been reviewed in accordance with City Resolution No. 32216 and have the approval of the Training and Employment Division Manager and the Executive Director of the Human Resources Bureau.
4. Funds have been budgeted and are available for FY 80-81 under CETA Title IID from the Department of Labor.
5. The project narrative, position descriptions and costs are set out in Exhibit "A".
6. It is therefore appropriate that the Commissioner in Charge and the City Auditor execute, on behalf of the City, one (1) contract with Portland Community College in the amount of \$148,629; under CETA Title IID, Human Resources Bureau, effective December 18, 1980 through September 30, 1981, as set forth in Exhibit "A" attached hereto and made a part hereof.

NOW, THEREFORE, the Council directs:

- a. That the Commissioner in Charge and the City Auditor execute, on behalf of the City, one (1) contract with Portland Community College in the amount of \$148,629 under CETA Title IID, Human Resources Bureau, effective December 18, 1980 through September 30, 1981, as set forth in Exhibit "A" attached hereto.

ORDINANCE No.

- b. The Mayor and the Auditor are hereby authorized to draw and deliver warrant(s) chargeable to the FY 80-81 Budget; CETA Title IID, Special Projects, RU 682, Human Resources Bureau, Training and Employment Division, when demand is presented, approved by the proper authorities.

Section 2. The Council declares that an emergency exists because delay in enactment of this Ordinance will cause unnecessary program interruption and administrative delay in the function of the CETA Program; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Ordinance No. 1333

ORDINANCE No. 1333

RESOLUTION NO. 1333
 AN ORDINANCE TO AUTHORIZE THE MAYOR AND THE AUDITOR TO DRAW AND DELIVER WARRANT(S) CHARGEABLE TO THE FY 80-81 BUDGET; CETA TITLE IID, SPECIAL PROJECTS, RU 682, HUMAN RESOURCES BUREAU, TRAINING AND EMPLOYMENT DIVISION, WHEN DEMAND IS PRESENTED, APPROVED BY THE PROPER AUTHORITIES.

DEC 17 1980

GEORGE JENSEN
 MAYOR OF THE CITY OF PORTLAND

Passed by the Council, DEC 17 1980

Commissioner Mike Lindberg
 JPG:pj
 12/9/80

Attest:

Serg. [Signature]
 Auditor of the City of Portland

Calendar No. 4398

ORDINANCE No. 150870

Title

An Ordinance authorizing a contract between the City of Portland, Human Resources Bureau, AU 682, Training and Employment Division and Portland Community College creating sixteen (16) Public Service Employment positions under CETA Title IID; the contract effective December 18, 1980 through September 30, 1981; authorizing an expenditure of \$148,629 within the CETA Fund and declaring an emergency.

| THE COMMISSIONERS VOTED AS FOLLOWS: | | |
|-------------------------------------|------|------|
| | Yeas | Nays |
| Jordan | 1 | |
| Lindberg | | |
| Schwab | | |
| Ivancie | | |

| FOUR-FIFTHS CALENDAR | |
|----------------------|--|
| Jordan | |
| Lindberg | |
| Schwab | |
| Ivancie | |

Filed DEC 11 1980

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By Gordon Hall
Deputy

| |
|----------------------------|
| INTRODUCED BY |
| Commissioner Mike Lindberg |

| |
|----------------------------|
| NOTED BY THE COMMISSIONER |
| Affairs |
| Finance and Administration |
| Safety |
| Utilities |
| Works ML/MS |

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|---|
| BUREAU APPROVAL |
| Bureau: Human Resources |
| Prepared By: <u>Joseph Gonzalez</u> Date: <u>12/9/80</u> |
| Budget Impact Review: <input type="checkbox"/> Completed <input type="checkbox"/> Not required |
| Bureau Head: <u>Erma E. Hepburn</u> by <u>[Signature]</u> |

| |
|--|
| CALENDAR |
| Consent <input checked="" type="checkbox"/> Regular <input type="checkbox"/> |

| |
|---------------|
| NOTED BY |
| City Attorney |
| City Auditor |
| City Engineer |