

## FIRST SOURCE AGREEMENT

This First Source Agreement, hereinafter referred to as the "Agreement," for recruitment, referral and placement is between the CITY OF PORTLAND, hereinafter referred to as the "CITY," and Keller Enterprises, Inc., hereinafter referred to as the "EMPLOYER." Under this Agreement, the 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 increase employment opportunities for economically disadvantaged CITY residents with employers located within the Portland Metropolitan area.
- B. The Port of Portland Commission has approved the sale of 4.8 acres of land in the Mocks Landing Industrial Park to the EMPLOYER.
- C. In consideration for the land sale, the EMPLOYER agrees to use the CITY as its first source for recruitment, referral, and placement of covered employees subject to the terms of this Agreement.
- D. 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 (HRB), Yeon Building, 522 SW Fifth Avenue, 8th floor, Portland, Oregon 97204, or such other CITY bureau or division designated by the CITY.
- E. This Agreement shall take effect when signed by the parties and shall be in full force and effect for a period of three years from the date TED receives the first job order from EMPLOYER or three years from the time EMPLOYER occupies facilities at Mocks Landing, whichever occurs first.

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 work force within the below listed job classifications:

- Promotion Assistant (fine paper)
- CRT Entry Clerk
- Accounts Receivable Clerk
- Billing Clerk
- Accounts Payable Clerk
- Receptionist/PBX Operator
- Janitor
- Order Filler

151870

- B. Whenever possible, EMPLOYER will notify TED of its need for new employees in covered positions at least eighteen (18) CITY working days prior to the hiring dates. When this is not possible, due to unforeseen attrition or similar circumstance, EMPLOYER will notify TED of openings at the earliest possible opportunity, but in no case later than five (5) CITY working days prior to the hiring dates.
- 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, a job description including minimum qualifications, stated in quantifiable and objective terms, will be agreed upon by the EMPLOYER and TED. These qualifications are a part of this Agreement and are included as Attachment "A."
- D. Positions created in the future by the EMPLOYER which are substantially similar to those listed in Section II.A shall also be regarded as covered positions.
- E. Job openings which are filled by internal promotion from the EMPLOYER's local work force need not be referred to TED for placement and referral.

III. REFERRAL

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

IV. PLACEMENT

- A. In cases where EMPLOYER has notified TED of openings in covered positions at least eighteen (18) CITY working days in advance, TED will notify the EMPLOYER no later than five (5) CITY working days prior to the anticipated hiring date of the number of applicants TED will refer. If TED has received less than the

eighteen (18) CITY working days notification, TED will notify the EMPLOYER of the applicants it will refer no later than two (2) CITY working days prior to the anticipated hiring date.

- 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. For the Receptionist/PBX Operator and <sup>the Order Filler position</sup> ~~positions covered by~~ collective bargaining agreements, EMPLOYER will make a good faith effort to hire from among qualified persons referred by TED, but may exercise the option to hire persons other than those 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 in the future to develop additional on-the-job, pre-employment or other 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.

#### 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 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 operations or its interest in the land, referred to in Paragraph I.B of this Agreement, to any other party by lease, sale or 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 transaction. For the purposes of this agreement "business operations" is defined as anything that involves employing or terminating covered positions.
- 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 positions on the issue(s). 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:
1. monetary damages directly related to any breach of this Agreement and the issue(s) raised;
  2. 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 17<sup>th</sup> day of JUNE, 1981.

Approved:

Eric E. H. Pluman  
Executive Director  
Human Resources Bureau

Joseph P. [Signature]  
Director  
Training and Employment Division

Approved as to Form:

\_\_\_\_\_  
City Attorney

KELLER ENTERPRISES

By [Signature]  
Title President

CITY OF PORTLAND

\_\_\_\_\_  
Commissioner of Public Utilities

\_\_\_\_\_  
City Auditor

CM contact \_\_\_\_\_  
 OJT customized training  
 First Source (Unsubsidized) 151870  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Western Paper Company 2. Date 6/11/81  
 3. Job Title Billing Clerk 4. Number of Openings \_\_\_\_\_  
 5. Job Location 700 NE 55th Portland  
 6. Contact Person Ron Wilson phone 288-5646  
 7. Supervisor Ron Wilson 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_  
 9. Starting salary \$ \$50 per month Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_  
 10. Benefits: Standard - Medical, Dental, Disability, Life-Insurance, Pension,  
Paid Vacation & Holidays and Sick Leave.  
 11. Days to be worked Monday - Friday 12. Hours 7 to 4  
 13. Will union membership be required? Yes \_\_\_\_\_ No X  
 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? N/A (attach specific training plan).  
 15. Specific Duties Process completed orders for computer billing.  
Review/correct results. Write freight charge/cost invoices.  
File and maintain accuracy of invoice, bills of lading and delivery receipt  
filing systems. Answer routine inquiries from customers about their  
invoices. Mail invoices and statements switchboard/PBX relief.  
 16. NECESSARY QUALIFICATIONS:  
 Skill Level of experience or training required to enter program  
 (include licenses and/or certificates necessary)  
Good mathematical aptitude.  
Good attention to detail.  
10-key calculator by touch.  
Ability to learn operation of mailing, folding and insertion equipment.  
Good telephone communication skills; Ability to learn switchboard/PBX  
operation.  
 17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X  
 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 itemized list (with prices) of tools required for each position.  
 19. Education level needed to perform this job (if any) High School diploma or G.E.D.

(OVER)

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

21. Is there a possibility for promotion from this job? Yes X No \_\_\_\_\_  
 If yes, to what position(s)? Accounts Payable

22. Environmental Conditions

23. Physical Demands

a. Working Environment  
 Inside 95%  
 Outside 5%

a. Strength - % time job will require  
 Standing 15%  
 Walking 10%  
 Sitting 75%

b. Extreme Cold with or without temperature changes YES NO  
 \_\_\_\_\_ X

Weight (no. lbs)  
 Lifting 30  
 Carrying 30  
 Pushing 30  
 Pulling 30

c. Extreme heat with or without temperature changes \_\_\_\_\_ X

b. Climbing X \_\_\_\_\_  
 Balancing \_\_\_\_\_ X

d. Wet and/or Humid \_\_\_\_\_ X

Stooping X \_\_\_\_\_  
 Kneeling X \_\_\_\_\_  
 Crouching \_\_\_\_\_ X  
 Crawling \_\_\_\_\_ X

e. Vibration \_\_\_\_\_ X

Reaching X \_\_\_\_\_  
 Handling X \_\_\_\_\_  
 Fingering X \_\_\_\_\_  
 Feeling X \_\_\_\_\_

f. Hazards  
 Mechanical \_\_\_\_\_ X  
 Electrical \_\_\_\_\_ X  
 Burns \_\_\_\_\_ X  
 Explosives \_\_\_\_\_ X  
 Radioactivity \_\_\_\_\_ X  
 Other \_\_\_\_\_ X

Talking X \_\_\_\_\_

g. Atmospheric Conditions  
 Fumes \_\_\_\_\_ X  
 Dusts \_\_\_\_\_ X  
 Mists \_\_\_\_\_ X  
 Gases \_\_\_\_\_ X  
 Poor Ventilation \_\_\_\_\_ X  
 Other \_\_\_\_\_ X

Hearing  
 Ordinary Conversation X \_\_\_\_\_  
 Other Sounds X \_\_\_\_\_

h. Noise  
 Estimated maximum no. of Decibels \_\_\_\_\_

Seeing  
 Acuity, Near X \_\_\_\_\_  
 Acuity, Far X \_\_\_\_\_  
 Depth Perception X \_\_\_\_\_  
 Color Vision X \_\_\_\_\_  
 Field of Vision X \_\_\_\_\_

24. a. Could a person with limited English speaking skills perform this job?  
 Yes \_\_\_\_\_ No X  
 b. Could a person with limited English reading/writing skills perform this job?  
 Yes \_\_\_\_\_ No X

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes X No \_\_\_\_\_  
 (if yes, please clarify) 7 to 4

## ATTACHMENT "A"

Date rec'd TED \_\_\_\_\_  
 CM contact 151870  
 OJT customized training  
 First Source (Unsubsidized)  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Western Paper Company 2. Date 6/11/81
3. Job Title Receptionist / X Operator 4. Number of Openings 1
5. Job Location 700 NE 55th, Portland
6. Contact Person Ron Wilson phone 288-5646
7. Supervisor Ron Wilson 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_
9. Starting salary \$ 800 per month Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_
10. Benefits: Standard (medical, dental, disability, life insurance, pension, paid vacation and holidays, sick leave)
11. Days to be worked Monday-Friday 12. Hours 8am - 5pm
13. Will union membership be required? Yes \_\_\_\_\_ No x  
 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? N/A (attach specific training plan).
15. Specific Duties Operate switchboard to include message taking.  
Receive and direct all visitors at front desk.  
Type all fine paper purchase orders and correspondence.  
Control list and distribution of fine paper price books and updates.  
Open and distribute all incoming mail.
16. NECESSARY QUALIFICATIONS:  
 Skill Level of experience or training required to enter program (include licenses and/or certificates necessary)  
Ability to operate a PBX switchboard at a 500+ call/day volume (prior experience required)  
Excellent communication and people skills.  
Must operate well under pressure.  
Type 60 wpm accurately.
17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No x
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 itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) High school diploma or GED

(OVER)



20. Describe any on-the-job training you normally provide for this position (ie, City funding) 150870

21. Is there a possibility for promotion from this job? Yes \_\_\_\_\_ No X  
If yes, to what position(s)? \_\_\_\_\_

22. Environmental Conditions

a. Working Environment

Inside 100%  
Outside \_\_\_\_\_

YES NO

b. Extreme Cold with or without temperature changes \_\_\_\_\_ X

c. Extreme heat with or without temperature changes \_\_\_\_\_ X

d. Wet and/or Humid \_\_\_\_\_ X

e. Vibration \_\_\_\_\_ X

f. Hazards  
Mechanical \_\_\_\_\_ X  
Electrical \_\_\_\_\_ X  
Burns \_\_\_\_\_ X  
Explosives \_\_\_\_\_ X  
Radioactivity \_\_\_\_\_ X  
Other \_\_\_\_\_ X

g. Atmospheric Conditions  
Fumes \_\_\_\_\_ X  
Dusts \_\_\_\_\_ X  
Mists \_\_\_\_\_ X  
Gases \_\_\_\_\_ X  
Poor Ventilation \_\_\_\_\_ X  
Other \_\_\_\_\_ X

h. Noise  
Estimated maximum no. of Decibels \_\_\_\_\_ \_\_\_\_\_

23. Physical Demands

a. Strength - % time job will require

Standing \_\_\_\_\_  
Walking 5%  
Sitting 95%

Weight (no. lbs)

Lifting 30  
Carrying 30  
Pushing 30  
Pulling 30

YES NO

b. Climbing X \_\_\_\_\_  
Balancing \_\_\_\_\_ X

Stooping X \_\_\_\_\_  
Kneeling X \_\_\_\_\_  
Crouching \_\_\_\_\_ X  
Crawling \_\_\_\_\_ X

Reaching X \_\_\_\_\_  
Handling X \_\_\_\_\_  
Fingering X \_\_\_\_\_  
Feeling X \_\_\_\_\_

Talking X \_\_\_\_\_

Hearing  
Ordinary Conversation X \_\_\_\_\_  
Other Sounds X \_\_\_\_\_

Seeing  
Acuity, Near X \_\_\_\_\_  
Acuity, Far X \_\_\_\_\_  
Depth Perception X \_\_\_\_\_  
Color Vision \_\_\_\_\_ X  
Field of Vision X \_\_\_\_\_

24. a. Could a person with limited English speaking skills perform this job?  
Yes \_\_\_\_\_ No X

b. Could a person with limited English reading/writing skills perform this job?  
Yes \_\_\_\_\_ No X

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes \_\_\_\_\_ No X  
(if yes, please clarify) \_\_\_\_\_

Date rec'd TED \_\_\_\_\_  
 CM contact \_\_\_\_\_  
 OJT customized training  
 First Source (Unsubs) 151970  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Western Paper Company 2. Date June 11, 1981
3. Job Title Accounts Payable Clerk-Industrial 4. Number of Openings \_\_\_\_\_
5. Job Location 700 NE 55th Portland
6. Contact Person Ron Wilson phone 233-5646
7. Supervisor Ron Wilson 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_
9. Starting salary \$850.00 per month Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_
10. Benefits: Standard - Medical, Dental, Disability, Life-Insurance, Pension, Paid Vacation & Holidays, and Sick Leave.
11. Days to be worked Monday-Friday 12. Hours 8 to 5
13. Will union membership be required? Yes \_\_\_\_\_ No X  
 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? N/A (attach specific training plan).
15. Specific Duties Process and vouch all industrial department payables.  
Type and mail all industrial purchase orders.  
Handle mill correspondence, adjustments and freight coding.  
Maintain customer/item price exception system.  
Industrial department filing; Switchboard/PBX relief.
16. NECESSARY QUALIFICATIONS:  
 Level of experience or training required to enter program  
 Skill (include licenses and/or certificates necessary)  
Good mathematical aptitude.  
Good organization, accuracy and efficiency.  
Type 60 wpm accurately.  
10-key calculator by touch.  
Good telephone communication skills; ability to learn switchboard/PBX operation.
17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X
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 itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) High School diploma or G.E.D.

(OVER)

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

21. Is there a possibility for promotion from this job? Yes X No \_\_\_\_\_  
If yes, to what position(s)? Buyer

22. Environmental Conditions

23. Physical Demands

a. Working Environment

Inside 100 %  
Outside \_\_\_\_\_ %

YES NO

b. Extreme Cold with or without temperature changes \_\_\_\_\_ X

c. Extreme heat with or without temperature changes \_\_\_\_\_ X

d. Wet and/or Humid \_\_\_\_\_ X

e. Vibration \_\_\_\_\_ X

f. Hazards  
Mechanical \_\_\_\_\_ X  
Electrical \_\_\_\_\_ X  
Burns \_\_\_\_\_ X  
Explosives \_\_\_\_\_ X  
Radioactivity \_\_\_\_\_ X  
Other \_\_\_\_\_ X

g. Atmospheric Conditions  
Fumes \_\_\_\_\_ X  
Dusts \_\_\_\_\_ X  
Mists \_\_\_\_\_ X  
Gases \_\_\_\_\_ X  
Poor Ventilation \_\_\_\_\_ X  
Other \_\_\_\_\_ X

h. Noise  
Estimated maximum no. of Decibels \_\_\_\_\_

a. Strength - % time job will require

Standing 10 %  
Walking 10 %  
Sitting 80 %

weight (no. lbs)

Lifting 30  
Carrying 30  
Pushing 30  
Pulling 30

YES NO

b. Climbing X \_\_\_\_\_  
Balancing \_\_\_\_\_ X

Stooping X \_\_\_\_\_  
Kneeling X \_\_\_\_\_  
Crouching \_\_\_\_\_ X  
Crawling \_\_\_\_\_ X

Reaching X \_\_\_\_\_  
Handling X \_\_\_\_\_  
Fingering X \_\_\_\_\_  
Feeling X \_\_\_\_\_

Talking X \_\_\_\_\_

Hearing  
Ordinary Conversation X \_\_\_\_\_  
Other Sounds X \_\_\_\_\_

Seeing  
Acuity, Near X \_\_\_\_\_  
Acuity, Far X \_\_\_\_\_  
Depth Perception X \_\_\_\_\_  
Color Vision X \_\_\_\_\_  
Field of Vision X \_\_\_\_\_

24. a. Could a person with limited English speaking skills perform this job?  
Yes \_\_\_\_\_ No X

b. Could a person with limited English reading/writing skills perform this job?  
Yes \_\_\_\_\_ No X

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes \_\_\_\_\_ No X  
(if yes, please clarify) Possible overtime on occasional basis.

CM contact \_\_\_\_\_  
 OJT customized training  
 First Source (Unsubsidized) 151870  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Training Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Western Pacer Company 2. Date 6/11/81  
 3. Job Title CRT Entry Clerk 4. Number of Openings \_\_\_\_\_  
 5. Job Location 760 NE 55th Portland  
 6. Contact Person Ron Wilson phone 288-5646  
 7. Supervisor Ron Wilson 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_  
 9. Starting salary \$ 850 per month Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_  
 10. Benefits: Standard-Medical, Dental, Disability, Life-insurance, Pension, Paid Vacation & Holidays and Sick Leave.  
 11. Days to be worked Monday - Friday 12. Hours 8 to 5  
 13. Will union membership be required? Yes \_\_\_\_\_ No X  
 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? N/A (attach specific training plan).  
 15. Specific Duties Enter orders, cash and inventory transactions on CRT entry terminal. Operate all computer room equipment to include printers, burster and decollater; file computer reports. Assist in billing/accounts receivable section; back up system operator as needed.  
 16. NECESSARY QUALIFICATIONS:  
 Skill Level of experience or training required to enter program (include licenses and/or certificates necessary)  
Good mathematical aptitude;  
Good organization, accuracy and efficiency;  
Operation of a CRT work station (type 50 wpm; 10 key calculator by touch);  
Ability to learn computer room equipment operation (printers, burster and decollater).  
 17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X  
 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 itemized list (with prices) of tools required for each position.  
 19. Education level needed to perform this job (if any) High School diploma or G.E.D.

(OVER)



Date rec'd TED \_\_\_\_\_  
CM contact \_\_\_\_\_  
OJT customized 1511870  
First Source (Unsubsidized)  
DOT Code: \_\_\_\_\_  
SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
City of Portland Training & Employment Division

1. Employer Western Paper Company
2. Date 5/11/81
3. Job Title Accounts Receivable Clerk
4. Number of Openings \_\_\_\_\_
5. Job Location 700 NE 55th Portland
6. Contact Person Ron Wilson phone 252-3646
7. Supervisor Ron Wilson
8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_
9. Starting salary \$ 850 per month Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_
10. Benefits: Standard-Medical, Dental, Disability, Life-Insurance, Pension, Paid Vacation & Holidays and Sick Leave.
11. Days to be worked Monday - Friday
12. Hours 8 to 5
13. Will union membership be required? Yes \_\_\_\_\_ No X  
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? N/A (attach specific training plan).
15. Specific Duties Apply cash to customer accounts using CRT. Reconcile (with billing clerk) customer questions and bring discrepancies to appropriate manager. Assist the assistant credit manager in researching accounts and filing. Perform receptionist/PBX duties as needed.
16. NECESSARY QUALIFICATIONS:  

Skill	Level of experience or training required to enter program (include licenses and/or certificates necessary)
<u>Good mathematical aptitude.</u>	
<u>Good organization, accuracy and efficiency.</u>	
<u>Able to operate a CRT work station (type 50 wpm; 10-key calculator by touch)</u>	
<u>Good telephone communication skills.</u>	
<u>Ability to learn switchboard/PBX relief.</u>	
17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X
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 itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) High School diploma or G.E.D.

20. Describe any on-the-job training you normally provide for this position (ie, without City funding) 151870

21. Is there a possibility for promotion from this job? Yes X No         
 If yes, to what position(s)? CRF Operator or Accounts Payable

22. Environmental Conditions

23. Physical Demands

a. Working Environment

Inside 100 %  
 Outside        %

YES NO

b. Extreme Cold with or without temperature changes        X

c. Extreme heat with or without temperature changes        X

d. Wet and/or Humid        X

e. Vibration        X

f. Hazards

Mechanical        X  
 Electrical        X  
 Burns        X  
 Explosives        X  
 Radioactivity        X  
 Other        X

g. Atmospheric Conditions

Fumes        X  
 Dusts        X  
 Mists        X  
 Gases        X  
 Poor Ventilation        X  
 Other        X

h. Noise

Estimated maximum no. of Decibels        X

a. Strength - % time job will require

Standing 10 %  
 Walking 10 %  
 Sitting 80 %

Weight (no. lbs)

Lifting 30  
 Carrying 30  
 Pushing 30  
 Pulling 30

YES NO

b. Climbing X         
 Balancing        X

Stooping X         
 Kneeling X         
 Crouching        X  
 Crawling        X

Reaching X         
 Handling X         
 Fingering X         
 Feeling X       

Talking X       

Hearing

Ordinary Conversation X         
 Other Sounds X       

Seeing

Acuity, Near X         
 Acuity, Far X         
 Depth Perception X         
 Color Vision        X  
 Field of Vision X       

24. a. Could a person with limited English speaking skills perform this job?  
 Yes        No X

b. Could a person with limited English reading/writing skills perform this job?  
 Yes        No X

25. Is public transportation easily accessible? Yes X No       

26. Does the job require shift work or other than traditional hours? Yes        No X  
 (if yes, please clarify) Possible occasional overtime.

JOB VACANCY FORM  
City of Portland Training & Employment Division

1. Employer Western Paper Company 2. Date \_\_\_\_\_
3. Job Title Promotion Assistant - Fine Paper 4. Number of Openings \_\_\_\_\_
5. Job Location 700 N.E. 55th Portland
6. Contact Person Ron Wilson phone 238-5646
7. Supervisor Ron Wilson 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_
9. Starting salary \$ 5.00 per hour Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_
10. Benefits: None
11. Days to be worked Monday - Friday 12. Hours Approx. 4 hours/day
13. Will union membership be required? Yes \_\_\_\_\_ No X  
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 Receive and file all incoming vendor promotional material.  
Prepare promotional presentation materials for customers and salesmen.  
Prepare printing dummies and other samples.  
Control completeness and accuracy of promotional material files and shelves.  
Receive visitors and customers and provide them with creative ideas for their particular printing need.
16. NECESSARY QUALIFICATIONS: Level of experience or training required to enter program  
Skill \_\_\_\_\_ (include licenses and/or certificates necessary)  
Ability to work part time shift of approximately 4 hours per day.  
Must be able to relate well to customers by telephone or in person.  
Good organization, accuracy and efficiency.  
Must have some graphic arts ability (classwork in art and design; operation of printing equipment)  
A knowledge of printing is extremely useful.
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 itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) \_\_\_\_\_



Describe any on-the-job training you normally provide for this position (ie, with City funding) 151870

21. Is there a possibility for promotion from this job? Yes  No   
If yes, to what position(s)? Promotion Manager

22. Environmental Conditions

a. Working Environment  
Inside 95%  
Outside 5%

	YES	NO
b. Extreme Cold with or without temperature changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Extreme heat with or without temperature changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Wet and/or Humid	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Hazards		
Mechanical	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Burns	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Radioactivity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Atmospheric Conditions		
Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dusts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mists	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Poor Ventilation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Noise		
Estimated maximum no. of Decibels	<input type="checkbox"/>	<input type="checkbox"/>

23. Physical Demands

a. Strength - % time job will require  
Standing 45%  
Walking 25%  
Sitting 30%

Weight (no. lbs)  
Lifting 52  
Carrying 52  
Pushing 52  
Pulling 52

	YES	NO
b. Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fingering	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Feeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing		
Ordinary Conversation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Sounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing		
Acuity, Near	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acuity, Far	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Depth Perception	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Field of Vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>

24. a. Could a person with limited English speaking skills perform this job?  
Yes  No   
b. Could a person with limited English reading/writing skills perform this job?  
Yes  No

25. Is public transportation easily accessible? Yes  No

26. Does the job require shift work or other than traditional hours? Yes  No   
(if yes, please clarify) \_\_\_\_\_

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 Western Paper Company 2. Date 8-11-81
3. Job Title Order Filler 4. Number of Openings \_\_\_\_\_
5. Job Location 700 NW 55th Ave., Portland, OR 97213
6. Contact Person Ron Wilson, Operations Manager phone 285-5646
7. Supervisor Don Hodgkinson, Warehouse Manager 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_
9. Starting salary \$ 9.60 per hour Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_  
10.15 Aug. 1
10. Benefits: Medical, vision, disability, life insurance, retirement, paid vacation & holidays, sick leave.
11. Days to be worked M - F 12. Hours 7-4 or 8-5 or 10-7
13. Will union membership be required? Yes X No \_\_\_\_\_ After 30 days  
If yes, which union and local # Teamsters Local 206
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 Fills customer orders; reconciles inventory count discrepancies w/control clerk; places completed orders in staging area; prioritizes orders based on efficiency and delivery requirements; puts away incoming stock at instruction of warehouse mgr; responsible for stock location accuracy and reporting discrepancies; operates all types of fork lift equipment; responsible for good housekeeping and safety.
16. NECESSARY QUALIFICATIONS:  

Skill	Level of experience or training required to enter program (include licenses and/or certificates necessary)
<u>Knowledge of printing &amp; industrial paper items (ability to learn)</u>	
<u>Read labels, count quantities</u>	
<u>Accurate, able to follow instructions &amp; prioritize work.</u>	
<u>Ability to learn operation of fork lift equipment</u>	
17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X
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 itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) High School diploma or G.E.D.

20. Describe any on-the-job training you normally provide for this position (ie, with City funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes X No \_\_\_\_\_  
If yes, to what position(s)? Truck Driver, Receiving Clerk, Shipping Clerk

22. Environmental Conditions

23. Physical Demands

- a. Working Environment
- Inside 95%  
Outside 5%
- YES NO
- b. Extreme Cold with or without temperature changes (warehouse not fully heated) \_\_\_\_\_
- c. Extreme heat with or without temperature changes \_\_\_\_\_ X
- d. Wet and/or Humid \_\_\_\_\_ X
- e. Vibration \_\_\_\_\_ X
- f. Hazards
- Mechanical X \_\_\_\_\_
- Electrical \_\_\_\_\_ X
- Burns \_\_\_\_\_ X
- Explosives \_\_\_\_\_ X
- Radioactivity \_\_\_\_\_ X
- Other \_\_\_\_\_ X
- g. Atmospheric Conditions
- Fumes \_\_\_\_\_ X
- Dusts \_\_\_\_\_ X
- Mists \_\_\_\_\_ X
- Gases \_\_\_\_\_ X
- Poor Ventilation \_\_\_\_\_ X
- Other \_\_\_\_\_ X
- h. Noise
- Estimated maximum no. of Decibels \_\_\_\_\_

- a. Strength - % time job will require
- Standing 50%
- Walking 50%
- Sitting 0%
- Weight (no. lbs)
- Lifting 150
- Carrying 100
- Pushing 150
- Pulling 150
- YES NO
- b. Climbing X \_\_\_\_\_
- Balancing X \_\_\_\_\_
- Stooping X \_\_\_\_\_
- Kneeling X \_\_\_\_\_
- Crouching X \_\_\_\_\_
- Crawling \_\_\_\_\_ X
- Reaching X \_\_\_\_\_
- Handling X \_\_\_\_\_
- Fingering X \_\_\_\_\_
- Feeling \_\_\_\_\_ X
- Talking X \_\_\_\_\_
- Hearing
- Ordinary Conversation X \_\_\_\_\_
- Other Sounds X \_\_\_\_\_
- Seeing
- Acuity, Near X \_\_\_\_\_
- Acuity, Far X \_\_\_\_\_
- Depth Perception X \_\_\_\_\_
- Color Vision X \_\_\_\_\_
- Field of Vision X \_\_\_\_\_

24. a. Could a person with limited English speaking skills perform this job?  
Yes X No \_\_\_\_\_
- b. Could a person with limited English reading/writing skills perform this job?  
Yes X No \_\_\_\_\_
25. Is public transportation easily accessible? Yes X No \_\_\_\_\_
26. Does the job require shift work or other than traditional hours? Yes \_\_\_\_\_ No \_\_\_\_\_  
(if yes, please clarify) Some staggered shifts (7-4 or 10-7)

ATTACHMENT "A"

Date rec'd TED \_\_\_\_\_  
 CM contact \_\_\_\_\_  
 OJT customized training **151870**  
 First Source (Unsubsidized)  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Training Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Western Paper Company
2. Date 6/11/81
3. Job Title Janitor
4. Number of Openings \_\_\_\_\_
5. Job Location 700 NE 55th Portland
6. Contact Person Ron Wilson phone 288-5646
7. Supervisor Don Hodgkinson
8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_
9. Starting salary \$ 4.00 per hour Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_
10. Benefits: None
11. Days to be worked Monday - Friday
12. Hours Approx. 3 hours/day
13. Will union membership be required? Yes \_\_\_\_\_ No X  
 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? N/A (attach specific training plan).
15. Specific Duties Sweep and clean aisles in warehouse. Pick up empty cartons from racks. Pull weeds and basic landscape maintenance around outside of building. Dusts cartons of slow moving stock.
16. NECESSARY QUALIFICATIONS:  

Skill	Level of experience or training required to enter program (include licenses and/or certificates necessary)
Punctuality	_____
Attention to detail	_____
Ability to follow instructions	_____
17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X
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 itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) High School students O.K.

(OVER)

20. Describe any on-the-job training you normally provide for this position (ie, with City funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes \_\_\_\_\_ No X  
If yes, to what position(s)? \_\_\_\_\_

22. Environmental Conditions

23. Physical Demands

a. Working Environment

Inside 90 %  
Outside 10 %

	YES	NO
b. Extreme Cold with or without temperature changes	___	___
c. Extreme heat with or without temperature changes	___	___
d. Wet and/or Humid	___	___
e. Vibration	___	<u>X</u>
f. Hazards		
Mechanical	___	<u>X</u>
Electrical	___	<u>X</u>
Burns	___	<u>X</u>
Explosives	___	<u>X</u>
Radioactivity	___	<u>X</u>
Other	___	<u>X</u>
g. Atmospheric Conditions		
Fumes	___	<u>X</u>
Dusts	<u>X</u>	___
Mists	___	<u>X</u>
Gases	___	<u>X</u>
Poor Ventilation	___	<u>X</u>
Other	___	<u>X</u>
h. Noise		
Estimated maximum no. of Decibels	___	___

a. Strength - % time job will require

Standing 50 %  
Walking 50 %  
Sitting \_\_\_\_\_ %

Weight (no. lbs)

Lifting \_\_\_\_\_  
Carrying \_\_\_\_\_  
Pushing \_\_\_\_\_  
Pulling \_\_\_\_\_

	YES	NO
b. Climbing	<u>X</u>	___
Balancing	<u>X</u>	___
Stooping	<u>X</u>	___
Kneeling	<u>X</u>	___
Crouching	<u>X</u>	___
Crawling	___	<u>X</u>
Reaching	<u>X</u>	___
Handling	<u>X</u>	___
Fingering	<u>X</u>	___
Feeling	<u>X</u>	___
Talking	___	<u>X</u>
Hearing		
Ordinary Conversation	<u>X</u>	___
Other Sounds	<u>X</u>	___
Seeing		
Acuity, Near	<u>X</u>	___
Acuity, Far	<u>X</u>	___
Depth Perception	<u>X</u>	___
Color Vision	___	<u>X</u>
Field of Vision	<u>X</u>	___

24. a. Could a person with limited English speaking skills perform this job?  
Yes X No \_\_\_\_\_

b. Could a person with limited English reading/writing skills perform this job?  
Yes \_\_\_\_\_ No \_\_\_\_\_

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes \_\_\_\_\_ No \_\_\_\_\_  
(if yes, please clarify) \_\_\_\_\_

ATTACHMENT "B"

QUARTERLY HIRING SUMMARY

For Quarter Ending: \_\_\_\_\_

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

Position title:	Total new hires:
1. Promotion Assistant (fine paper)	_____
2. CRT Entry Clerk	_____
3. Accounts Receivable Clerk	_____
4. Billing Clerk	_____
5. Accounts Payable Clerk	_____
6. Receptionist/PBX Operator*	_____
7. Janitor	_____
8. Order Filler*	_____

\*These positions are covered on a referral basis only.

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 Avenue, 8th Floor  
Portland, Oregon 97204

ORDINANCE NO. 151870 1

An Ordinance authorizing one (1) First Source Agreement between the City of Portland and Keller Enterprises, Inc., dba Western Paper Company, for recruitment, 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:

1. 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. Pursuant to City Council Resolutions No. 32220, 32250 and Ordinance No. 149440, the City and the Port of Portland have agreed that all sales or leases of land in the Mocks Bottom and Lagoon areas of Swan Island shall be subject to First Source Agreements between the City and purchasers or leasees from the Port of Portland.
3. The Port of Portland Commission met on May 13, 1981, and approved the purchase of approximately 4.8 acres of land to Keller Enterprises, Inc., dba Western Paper Company, in the Mocks Landing development in the Mocks Bottom area of Swan Island.
4. A First Source Agreement providing for the recruitment, referral and placement of entry level employees has been agreed upon between the Training and Employment Division and Keller enterprises, Inc., and is attached as Exhibit "A".
5. This First Source Agreement does not result in expenditure of either CETA Funds or General Fund revenues.
6. It is therefore appropriate that the Commissioner of Public Utilities and the City Auditor execute, on behalf of the City, a First Source Agreement with Keller Enterprises, Inc. for recruitment, referral and placement of entry level employees, under the Human Resources Bureau, AU 682, Training and Employment Division, for the period beginning with execution of the agreement, ending three (3) years from the date of receipt of the first job order under this Agreement or three (3) years from the time Keller Enterprises, Inc. occupies facilities at Mocks Landing, whichever occurs first, as set forth in Exhibit "A".

NOW, THEREFORE, the Council directs:

ORDINANCE No.

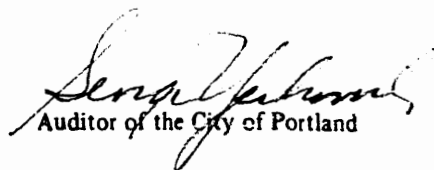
- a. The Commissioner of Public Utilities and the City Auditor are hereby authorized to execute, on behalf of the City, a First Source Agreement, with Keller Enterprises, Inc. for recruitment, referral and placement of entry level employees, under the Human Resources Bureau, AU 682, Training and Employment Division, for the period beginning with execution of the agreement, ending three (3) years from the date of receipt of the first job order under this Agreement or three (3) years from the time Keller Enterprises, Inc. occupies facilities at Moxs Landing, whichever occurs first, as set forth in Exhibit "A".

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 Port of Portland and Keller Enterprises, Inc.; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, JUL 1 1981

Commissioner Margaret Strachan  
 JPG:pj  
 6/12/81

Attest:

  
 Auditor of the City of Portland



Calendar No. 2150

ORDINANCE No. 151870

Title

An Ordinance authorizing one (1) First Source Agreement between the City of Portland and Keller Enterprises, Inc., dba Western Paper Company, for recruitment, referral and placement of entry level employees, under the Human Resources Bureau, AU 682, Training and Employment Division and declaring an emergency.

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
JORDAN		
LINDBERG	/	
SCHWAB	/	
STRACHAN	/	
IVANCIE	/	

FOUR-FIFTHS CALENDAR	
JORDAN	
LINDBERG	
SCHWAB	
STRACHAN	
IVANCIE	

Filed JUN 25 1981

GEORGE YERKOVICH  
Auditor of the CITY OF PORTLAND

By *George Yerkovich*  
Deputy

INTRODUCED BY
Commissioner Margaret Strachan

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities <i>Margaret Strachan</i>
Works

BUREAU APPROVAL
Bureau: Human Resources
Prepared by: <i>Joseph P. Gonzalez</i> Date: 6/12/81
Budget Impact Review: <input type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head: <i>Erma E. Hepburn</i>

CALENDAR	
Consent	X Regular

NOTED BY
City Attorney <i>S.O. Thompson, Reg.</i>
City Auditor
City Engineer