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BOOK **142** PAGE **1705**

County Clerk
Lane County, Oregon
[Signature]
DEPUTY

IN THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY
OF LANE COUNTY, OREGON

ORDER NO.

90-2-28-1H

) IN THE MATTER OF ADOPTING A NEW
) CLASSIFICATION AND CORRESPONDING
) COMPENSATION PLAN FOR THE POSITION
) OF WEATHERIZATION SUPERVISOR

WHEREAS, there is a need to periodically review the Agency organizational structure necessary to productively and effectively meet our responsibilities; and

WHEREAS, it is in the best interest for the smooth functioning of the Community Services Division to create this position; and

WHEREAS, the funding for this position is available within the existing budget; and

WHEREAS, the Board is authorized to amend the Agency's classification and compensation plans under the Agency's personnel rules, NOW, THEREFORE, IT IS HEREBY

ORDERED, that:

1. Effective upon the Board passage of this Order, the Agency's management classification plan be amended by adopting the attached classification description entitled "Weatherization Supervisor."
2. Effective upon the Board passage of this Order, the Agency's compensation plan shall be amended by adopting the monthly salary range for the new classification of Weatherization Supervisor as follows:

<u>Bottom</u>	<u>Top</u>
\$2,381.56	\$3,127.69

DATED this 28th day of February, 1990.

APPROVED AS TO FORM
Date 2/20/90 Lane County
[Signature]
OFFICE OF LEGAL COUNSEL

Bill Rogers
Chair, HACSA Board of Commissioners

In the Matter of Adopting a New Classification and Corresponding Compensation Plan for the Position of Weatherization Supervisor

WEATHERIZATION SUPERVISORDEFINITION

Under the direction of the Community Services Division Director, this position supervises the Low Income Weatherization Program and performs related work as required.

CLASS CHARACTERISTICS

This is a single-position, program-head classification involving administrative and managerial work in the Agency's Community Services Division. The employee in this position is considered a program specialist in the sense of specific knowledge and skills in the administration and management of weatherization programs. This position has the responsibility and latitude to resolve operational, administrative and personnel problems within the program area. Work is evaluated on the basis of the smooth functioning of the programs and budgets, compliance with programmatic rules and regulations, and other identified criteria.

SUPERVISION RECEIVED AND EXERCISED

Exercises direct supervision over Energy Auditors, Clerical and other Agency staff as assigned.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

Manages the Agency's Low Income Weatherization Programs; prepares annual budgets; monitors work for compliance with the budget on a monthly basis; develops and implements program policies and procedures; evaluates, monitors and inspects overall program operation effectiveness; monitors contracts with outside contractors and utilities; supervises Energy Auditors, Secretaries and other Agency staff; prepares Board Orders; prepares reports and other required documents for grant sources with applicable contract administration; performs and/or analyzes periodic assessments of fund allocations, etc.; prepares final reports for the Agency and appropriate governmental agencies; provides technical support to staff; assigns and coordinates work; performs energy audits or inspections within the weatherization program as necessary.

QUALIFICATIONSKNOWLEDGE OF:

Principles and practices of construction, weatherization and conservation techniques, social services delivery, personnel management, grant administration, fiscal planning and organization.

ABILITY TO:

Analyze, evaluate, plan and organize program operations; control expenditures; train and supervise professional and paraprofessional employees; establish and maintain effective working relationships with other agencies and/or utilities; perform work independently with minimal supervision and direction; recognize deficiencies and take appropriate action; effectively communicate both orally and in writing; administer program regulations and policies for the desired objectives.

EXPERIENCE AND TRAINING GUIDELINES

Bachelors Degree with four years experience in energy construction or related field, or any combination of education and work experiences that add up to eight years of related education and or experience. The following are examples of optional qualifications:

- a. An Associate degree with four years work experience in the energy field and two years of supervisory experience.
- b. A Bachelors Degree with four years of related work experience.
- c. A Bachelors Degree with four years of progressively responsible supervision.
- e. A Bachelors Degree with two years of supervision and two years of related energy or construction experience.
- c. A Masters Degree with experience supervising and some background in energy or construction.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate valid drivers license, and a driving record that does not prevent the Agency from obtaining insurance coverage at a reasonable cost.

Possession of, or the ability to obtain, BPA, or comparable, certification as an energy auditor