

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Yvonne L. Deckard (BR)	2. Telephone No. 503-823-4217	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): April 19, 2012	4b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> </div>	5. Date Submitted to Commissioner's office and FPD Budget Analyst: April 10, 2012
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed

1) Legislation Title:

*Create a new nonrepresented classification of Human Resources System Specialist and establish a compensation rate for this classification. (Ordinance)

2) Purpose of the Proposed Legislation:

The Bureau of Human Resources (BHR) requested the creation of the new classification of Human Resources System Specialist in order to more accurately describe the specific and increased responsibilities assigned to five Human Resources Technician positions responsible for using SAP and business processes to provide time administration, personnel administration, organizational management, position control and other administrative support services to BHR and its customers. BHR Classification/Compensation Unit is recommending a nonrepresented salary grade 5 for the Human Resources System Specialist.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- | | | | |
|---|------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East |
| <input type="checkbox"/> Central City | | | |
| <input checked="" type="checkbox"/> Internal City Government Services | | | |

FINANCIAL IMPACT

4) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

No

5) Expense: What are the costs to the City related to this legislation? What is the source of funding for the expense? (Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution

or match required. If there is a project estimate, please identify the **level of confidence**.)

There is no direct cost to create this new classification. Five permanent Human Resources Technician positions with a maximum rate of \$69,451 will be reclassified to the Human Resources System Analyst with a maximum rate of \$72,925, for an increase of \$3,474 each. The total increase in maximum rates for all five positions is \$17,370.

6) Staffing Requirements:

- **Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** *(If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)* Yes. Five permanent Human Resources Technicians will be reclassified to the Human Resources System Specialist classification.
- **Will positions be created or eliminated in future years as a result of this legislation?**
No

(Complete the following section only if an amendment to the budget is proposed.)

7) Change in Appropriations *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

☐ **YES:** Please proceed to Question #9.

☒ **NO:** Please, explain why below; and proceed to Question #10.

This action is largely internal to City government processes.

9) If "YES," please answer the following questions:

a) What impacts are anticipated in the community from this proposed Council item?

b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?

c) How did public involvement shape the outcome of this Council item?

d) Who designed and implemented the public involvement related to this Council item?

e) Primary contact for more information on this public involvement process (name, title, phone, email):

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not. No. This action is largely internal to City government processes.

Yvonne L. Deckard

BUREAU DIRECTOR (Typed name and signature)



City of Portland
Bureau of
Human Resources
Knowledgeable | Helpful | Responsive

185273

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Fax (503) 823-4156

Office of Management and Finance

Jack D. Graham, Chief Administrative Officer

DATE: April 10, 2012

TO: Mayor Sam Adams

FROM: Yvonne L. Deckard, Human Resources Director *[Signature]*

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: ORDINANCE TITLE *Create a new nonrepresented classification of Human Resources System Specialist and establish a compensation rate for this classification. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** April 19, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** April 25, 2012
3. **CONTACT NAME & NUMBER:** Brandon Roberts, 503-823-4217
4. **PLACE ON:** X **CONSENT** _____ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** X **Y** _____ **N** _____ **N/A**
6. (3) **ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** _____ **Yes** _____ **No** X **N/A**

7. **BACKGROUND/ANALYSIS**

The Bureau of Human Resources (BHR) requested the creation of the new classification of Human Resources System Specialist in order to more accurately describe the specific and increased responsibilities assigned to five Human Resources Technician positions responsible for using SAP and business processes to provide time administration, personnel administration, organizational management, position control and other administrative support services to BHR and its customers. BHR Classification/Compensation Unit is recommending a nonrepresented salary grade 5 for the Human Resources System Specialist.

8. **FINANCIAL IMPACT**

There is no direct cost to create this new classification. Five regular Human Resources Technician positions with a maximum rate of \$69,451 will be reclassified to the Human Resources System Specialist with a maximum rate of \$72,925, for an increase of \$3,474 each. The total increase in maximum rates for all five positions is \$17,370.

9. **RECOMMENDATION/ACTION REQUESTED**

I recommend that the Mayor and City Council approve this ordinance.

Sam Adams, Mayor

We are an equal opportunity employer

Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.

