

ORDINANCE No. 189157 As Amended

*Adopt a new non-represented employee classification structure and compensation plan.
(Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. City Charter Section 4-201 (3) requires periodic review of the classification plan of all City service positions. The classification and compensation of non-represented positions have not been reviewed as a whole since 2002.
2. The City of Portland requires the development and implementation of an updated classification and compensation system for non-represented positions in order to be responsive to the City's business environment; recognize changes in work that have occurred over the last sixteen years; and recruit, retain, and motivate qualified employees.
3. The City of Portland desires to have an updated classification structure and compensation plan for non-represented employees.
4. A classification and compensation study of non-represented positions in the City has been conducted, excluding positions in the offices of Elected Officials.
5. The proposed classification structure contained in Exhibit A will give the City an updated classification plan and allow the City to assign non-represented positions to the plan.
6. The proposed compensation plan contained in Exhibit B will give the City an updated compensation plan and allow the City to compensate non-represented employees.

NOW, THEREFORE, the Council directs:

- a. The classification structure listed in Exhibit A, attached, is established for non-represented positions effective December 13, 2018.
- b. The compensation plan listed in Exhibit B, attached, is established for non-represented positions effective December 13, 2018.
- c. With the exception of positions in the offices of Elected Officials, all non-represented, non-seasonal positions will be allocated by the Human Resources Director to the new classification structure.
- d. The Director of the Bureau of Human Resources shall submit a written report to Council with specific results of each position classification appeal within six months of the effective date of this ordinance.

- e. The City Budget Office to report annually to Council on changes in the average hourly rate for non-represented employees, by bureau.
- f. The City Budget Office and the Chief Financial Officer to develop amendments to financial policy that would provide bureaus with guidelines for budgeting and reporting on merit increases at the bureau level.

Section 2. The Council declares that an emergency exists in order that this classification and compensation action may occur without delay; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council: SEP 05 2018

Mayor Ted Wheeler
Office of Management and Finance
Prepared by: Serilda Summers-McGee: NWE
Date Prepared: August 20, 2018

Mary Hull Caballero
Auditor of the City of Portland

By

Deputy

Agenda No.
ORDINANCE NO. 189157 As Amended
 Title

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INTRODUCED BY Commissioner/Auditor: <u>Wheeler</u>	CLERK USE: DATE FILED <u>AUG 28 2018</u>
COMMISSIONER APPROVAL Mayor—Finance & Administration - Wheeler <i>MP</i> Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Eudaly	Mary Hull Caballero Auditor of the City of Portland By: <u>Susan Parsons</u> Deputy ACTION TAKEN:
BUREAU APPROVAL Bureau: Human Resources Bureau Head: Tom Rinehart Serilda Summers-McGee	
Prepared by: Nicolle Wynia-Eide Date Prepared: August 20, 2018	
Impact Statement Completed <input type="checkbox"/> Amends Budget <input type="checkbox"/>	
Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
City Auditor Office Approval: required for Code Ordinances	
City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter	
Council Meeting Date September 5, 2018	

AGENDA	FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
TIME CERTAIN <input type="checkbox"/> Start time: _____ Total amount of time needed: _____ (for presentation, testimony and discussion)		YEAS	NAYS
CONSENT <input type="checkbox"/>	1. Fritz	1. Fritz	✓
REGULAR <input checked="" type="checkbox"/>	2. Fish	2. Fish	✓
Total amount of time needed: 10 (for presentation, testimony and discussion)	3. Saltzman	3. Saltzman	✓
	4. Eudaly	4. Eudaly	✓
	Wheeler	Wheeler	✓