

## FINANCIAL IMPACT STATEMENT For Council Action Items

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

1. Name of Initiator Yvonne L. Deckard (KS)		2. Telephone No. 503-823-3521	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date) May 13, 2010	4b. Calendar (Check One) Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/>		5. Date Submitted to FPD Budget Analyst: May 07, 2010

**1) Legislation Title:**

\*Create a new Nonrepresented classification of Principal SAP Business Systems Analyst and establish a compensation rate for this classification. (Ordinance)

**2) Purpose of the Proposed Legislation:**

The Enterprise Business Solutions (EBS) Division of the Office of Management and Finance (OMF) submitted a request to the Bureau of Human Resources (BHR) to reclassify two positions which will serve as leads over a team of Business Systems Analysts. These positions will perform the most complex configuration on the modules assigned to the team, oversee the analysis and configuration for the more complex business scenarios and provide a strong team leadership role. The Bureau of Human Resources has determined that the duties and responsibilities require a new Nonrepresented classification of Principal SAP Business Systems Analyst.

**3) Revenue:**

Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If new revenue is generated please identify the source. No

**4) Expense:**

What are the costs to the City as a result of 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)

There is no direct cost to create the classification. The bureau has requested that two positions be reclassified to the new classification. Both of these positions are currently Senior Business Systems Analysts which are a Nonrepresented range 8 (annual range of \$62,629 - \$83,637). The new classification is recommended to be a Nonrepresented range 11 (annual range of \$74,214 - \$98,862). The reclassification would increase the annual maximum rate for these two positions by \$15,225 each.

**Staffing Requirements:**

5) 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.)

Two Senior Business Systems Analyst positions will be reclassified to the new Principal SAP Business Systems Analyst classification.

6) 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 Center Code column if new center needs to be created. Use additional space if needed.)

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Amount
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Yvonne L. Deckard

Yvonne L. Deckard by AL

APPROPRIATION UNIT HEAD (Typed name and signature)



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

183768  
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Office of Management and Finance

Kenneth L. Rust, Chief Administrative Officer

**DATE:** May 7, 2010

**TO:** Mayor Sam Adams

**FROM:** Yvonne L. Deckard, Human Resources Director

**FOR MAYOR'S OFFICE USE ONLY**

Reviewed by Bureau Liaison \_\_\_\_\_

**RE: ORDINANCE TITLE** \*Create a new Nonrepresented classification of Principal SAP Business Systems Analyst and establish a compensation rate for this classification. (Ordinance)

**1. INTENDED THURSDAY FILING DATE:** May 13, 2010

**2. REQUESTED COUNCIL AGENDA DATE:** May 19, 2010

**3. CONTACT NAME & NUMBER:** Kate Schmidt, 503-823-3521

**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 Enterprise Business Solutions (EBS) Division of the Office of Management and Finance (OMF) submitted a request to the Bureau of Human Resources (BHR) to reclassify two positions which will serve as leads over a team of Business Systems Analysts. These positions will perform the most complex configuration on the modules assigned to the team, oversee the analysis and configuration for the more complex business scenarios and provide a strong team leadership role. The Bureau of Human Resources has determined that the duties and responsibilities require a new Nonrepresented classification of Principal SAP Business Systems Analyst. BHR is recommending Nonrepresented salary range 11 for this classification, which has a maximum annual rate of \$98,862. This new classification is expected to be part of a new series yet to be developed. The Bureau of Human Resources will review compensation for this classification, and other classifications developed for the series, when the classification series is proposed.

**8. FINANCIAL IMPACT**

There is no direct cost to create the classification. The bureau has requested that two positions be reclassified to the new classification. Both of these positions are currently Senior Business Systems Analysts which are a Nonrepresented range 8 (maximum annual rate of \$83,637). The reclassification would increase the annual maximum rate for these two positions by \$15,225 each. The positions are currently vacant and the bureau may hire employees within the range, subject to HR Administrative rules.

**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.

