

**FINANCIAL IMPACT STATEMENT  
For Council Action Items**

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

1. Name of Initiator Yvonne L. Deckard (NWE)		2. Telephone No. 503-823-3516	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date) June 23, 2010	4b. Calendar (Check One) Regular      Consent      4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		5. Date Submitted to FPD Budget Analyst: June 22, 2010

**1) Legislation Title:**

Change the salary range for the Nonrepresented classification of Clerk to the City Council. (Ordinance)

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

The City Auditor's Office submitted a request to Bureau of Human Resources (BHR) to review the classification of Clerk to the City Council due to an increased level of responsibility and decision making. BHR reviewed the request and determined the classification specification needed to be revised to more accurately reflect the level and complexity of duties assigned to the position. Based on the changes to the classification specification, BHR also reviewed the compensation level of the classification. As a result of this review, BHR is requesting the salary range of this class be changed from salary range 5 to 6 effective December 3, 2009, the date the request was submitted to BHR.

**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 increased cost in salary and benefits for this compensation action. The position already exists in the current budget and the salary of the employee will not change as a result of this action. However, the City Auditor may in accordance with HR Rules request the salary of the employee be moved up on the range which would result in additional costs. Currently the maximum rate for this classification is \$72,051. This ordinance will raise it to \$75,670, an increase of \$3,619.

**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.)** No

**6) Will positions be created or eliminated in future years as a result of this legislation?**

No

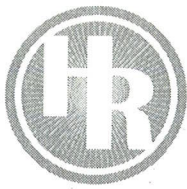
**Complete the following section only if an amendment to the budget is proposed.**

**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

Yvonne L. Deckard 

APPROPRIATION UNIT HEAD (Typed name and signature)



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

1 8 3 9 8 1

Yvonne L. Deckard, Director  
 1120 SW 5th Ave., Rm. 404  
 Portland, Oregon 97204-1912  
 (503) 823-3572  
 Fax (503) 823-4156

Office of Management and Finance

Kenneth L. Rust, Chief Administrative Officer

**DATE:** June 22, 2010

**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** Change the salary range for the Nonrepresented classification of Clerk to the City Council. (Ordinance)

- 1. **INTENDED THURSDAY FILING DATE:** June 24, 2010
- 2. **REQUESTED COUNCIL AGENDA DATE:** June 30, 2010
- 3. **CONTACT NAME & NUMBER:** Nicole Wynia-Eide, 503-823-3516
- 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 City Auditor's Office submitted a request to Bureau of Human Resources (BHR) to review the classification of Clerk to the City Council due to an increased level of responsibility and decision making. BHR reviewed the request and determined the classification specification needed to be revised to more accurately reflect the level and complexity of duties assigned to the position. Based on the changes to the classification specification, BHR also reviewed the compensation level of the classification. As a result of this review, BHR is requesting the salary range of this class be changed from salary range 5 to 6 effective December 3, 2009, the date the request was submitted to BHR.

**8. FINANCIAL IMPACT**

There is no increased cost in salary and benefits for this compensation action. The position already exists in the current budget and the salary of the employee will not change as a result of this action. However, the City Auditor may in accordance with HR Rules request the salary of the employee be moved up on the range which would result in additional costs. Currently the maximum rate for this classification is \$72,051. This ordinance will raise it to \$75,670, an increase of \$3,619.

**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.

