

**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) November 22, 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: November 15, 2010

1) Legislation Title:

* Create a new represented classification of Timekeeping Specialist and establish an interim compensation rate for this classification. (Ordinance)

2) Purpose of the Proposed Legislation:

The Portland Bureau of Transportation submitted a request to the Bureau of Human Resources to reclassify three positions which are performing the full range of timekeeper functions in a complex timekeeping environment. After a classification review, the Bureau of Human Resources has determined that these duties require a new classification of Timekeeping Specialist.

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 reclassification of three positions. Two positions are Office Support Specialist II with a maximum rate of \$43,430. The salary range we are recommending for the Timekeeping Specialist has a maximum rate of \$46,696, an increase of \$3,266 per position. The third position is an Office Support Specialist III with a maximum rate of \$51,272. Reclassification of that position will reduce its maximum rate by \$4,576.

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 filled positions and one vacant position will be reclassified to the new Timekeeping Specialist 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.

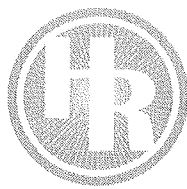
7) Change in Appropriations (If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Center Code column if new center needs to be created. Use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

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Amount

Yvonne L. Deckard

Yvonne L. Deckard by AH

APPROPRIATION UNIT HEAD (Typed name and signature)



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

184264

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Office of Management and Finance

Kenneth L. Rust, Chief Administrative Officer

DATE: November 15, 2010

FOR MAYOR'S OFFICE USE ONLY

TO: Mayor Sam Adams

Reviewed by Bureau Liaison _____

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

RE: ORDINANCE TITLE * Create a new represented classification of Timekeeping Specialist and establish an interim compensation rate for this classification. (Ordinance)

- 1. **INTENDED FILING DATE:** Monday, November 22, 2010
- 2. **REQUESTED COUNCIL AGENDA DATE:** December 1, 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 Portland Bureau of Transportation submitted a request to the Bureau of Human Resources to reclassify three positions which are performing the full range of timekeeper functions in a complex timekeeping environment. After a classification review, the Bureau of Human Resources has determined that these duties require a new classification of Timekeeping Specialist.

8. FINANCIAL IMPACT

There is no direct cost to create the classification. The bureau has requested reclassification of three positions. Two positions are Office Support Specialist II with a maximum rate of \$43,430. The salary range we are recommending for the Timekeeping Specialist has a maximum rate of \$46,696, an increase of \$3,266 per position. The third position is an Office Support Specialist III with a maximum rate of \$51,272. Reclassification of that position will reduce its maximum rate by \$4,576.

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.

