

## 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) March 10, 2011	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: March 01, 2011

**1) Legislation Title:**

\* Change the salary range for the Nonrepresented classification of Communications Systems Representative. (Ordinance)

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

The Bureau of Technology Services requested a review of the Communications Systems Marketing Representative classification, due to the addition of customer support duties and increased level of responsibility and technical knowledge. BHR reviewed the request and determined the classification specification needed to be revised and re-titled to Communications Systems Representative. BHR also reviewed the compensation level of the classification, and is requesting the salary range of this class be changed from salary range 6 to 8 effective November 1, 2010.

**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. A position already exists in the current budget and the salary of the employee will not change as a result of this action; however the Bureau 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 \$75,670. This ordinance will raise it to \$83,637, an increase of \$7,967.

**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. A current, filled regular position will remain classified to this classification.

6) Will positions be created or eliminated in future years as a result of this legislation? No

Complete the following section if you are accepting and appropriating a grant via ordinance. This section should only be completed if you are adjusting total appropriations, which currently only applies to grant ordinances.

7) **Change in Appropriations** (If the accompanying ordinance amends the budget, please reflect the dollar amount to be appropriated by this legislation. If the appropriation includes an interagency agreement with another bureau, please include the partner bureau budget adjustments in the table as well. Include the appropriate cost elements that are to be loaded by the Grants Office and/or Financial Planning. Use additional space if needed.)

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

Yvonne L. Deckard

APPROPRIATION UNIT HEAD (Typed name and signature)



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

Yvonne L. Deckard, Director  
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Portland, Oregon 97204-1912  
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Fax (503) 823-4156

Office of Management and Finance

Kenneth L. Rust, Chief Administrative Officer

**DATE:** March 1, 2011  
**TO:** Mayor Sam Adams  
**FROM:** Yvonne L. Deckard, Human Resources Director

**FOR MAYOR'S OFFICE USE ONLY**

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

**RE: ORDINANCE TITLE** \* Change the salary range for the Nonrepresented classification of Communications Systems Representative. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** March 10, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** March 16, 2011
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 Bureau of Technology Services, (BTS) submitted a request to the Bureau of Human Resources (BHR) to review the Communications Systems Marketing Representative classification, due to the addition of customer support duties and increased level of responsibility and technical knowledge. BHR reviewed the request and determined the classification specification needed to be revised to more accurately reflect the duties assigned to the position. BHR also re-titled the classification to Communications Systems Representative. 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 6 to 8 effective November 1, 2010, the date the request was submitted to BHR.

**8. FINANCIAL IMPACT**

There is no increased cost in salary and benefits for this compensation action. A position already exists in the current budget and the salary of the employee will not change as a result of this action; however the Bureau 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 \$75,670. This ordinance will raise it to \$83,637, an increase of \$7,967.

**9. RECOMMENDATION/ACTION REQUESTED**

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

**Sam Adams, Mayor**

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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.

