

FINANCIAL IMPACT STATEMENT For Council Action Items

184533

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

1. Name of Initiator Yvonne L. Deckard (BR)		2. Telephone No. 503-823-4217	3. Bureau/Office/Dept. Human Resources
4a. To be filed (date) April 28, 2011 14	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: April 5, 2011	

1) Legislation Title:

*Change the salary range for the Nonrepresented classification of Legal Assistant Supervisor. (Ordinance)

2) Purpose of the Proposed Legislation:

The City Attorney's office has requested a classification review of a Legal Assistant Supervisor position due to an increased level of responsibility and complexity. The supervisory duties have expanded since the job was originally created, with the added responsibility for procedural training of new attorneys. The Bureau of Human Resources determined that the classification specification needed to be revised to more accurately reflect the complexity of duties assigned to the position. Based on the changes to the classification specification, BHR also reviewed the compensation level of the classification. BHR determined that there was an increased level of responsibility and duties and is therefore requesting the salary range of this class be increased from salary range 6 to 7, effective 02/25/2011, the date the request was submitted to BHR. This is an emergency ordinance so that this compensation action can be made effective without delay.

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 Attorney's office may in accordance with HR Rules request the salary of the employee be moved up on the range which would result in additional costs. BHR has requested increasing the salary range of the Legal Assistant Supervisor position, currently at salary grade level 6 which has a maximum annual salary of \$75,670. We are proposing a grade level 7 for the Legal Assistant Supervisor classification, which will be an annual salary maximum of \$79,518, an increase of \$3,848.

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, regular position will remain classified in this 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.

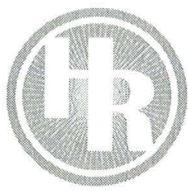
7) **Change in Appropriations** (If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Center Code column if new center needs to be created.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

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Amount

Yvonne L. Deckard

Yvonne L. Deckard

APPROPRIATION UNIT HEAD (Typed name and signature)



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

1 8 4 5 3 3

Yvonne L. Deckard, Director
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Portland, Oregon 97204-1912
(503) 823-3572
Fax (503) 823-4156

Office of Management and Finance

Kenneth L. Rust, Chief Administrative Officer

DATE: April 5, 2011

TO: Mayor Sam Adams

FROM: Yvonne L. Deckard, Human Resources Director *Yvonne L. Deckard by [signature]*

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: ORDINANCE TITLE *Change the salary range for the Nonrepresented classification of Legal Assistant Supervisor. (Ordinance)

1. INTENDED THURSDAY FILING DATE: April 14, 2011

2. REQUESTED COUNCIL AGENDA DATE: April 20, 2011

3. CONTACT NAME & NUMBER: Brandon Roberts, 503-823-4217

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 Attorney's office has requested a classification review of a Legal Assistant Supervisor position due to an increased level of responsibility and complexity. The supervisory duties have expanded since the job was originally created, with the added responsibility for procedural training of new attorneys. The Bureau of Human Resources determined that the classification specification needed to be revised to more accurately reflect the complexity of duties assigned to the position. Based on the changes to the classification specification, BHR also reviewed the compensation level of the classification. BHR determined that there was an increased level of responsibility and duties and is therefore requesting the salary range of this class be increased from salary range 6 to 7, effective 02/25/2011, the date the request was submitted to BHR. This is an emergency ordinance so that this compensation action can be made effective without delay.

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 Attorney's office may in accordance with HR Rules request the salary of the employee be moved up on the range which would result in additional costs. BHR has requested increasing the salary range of the Legal Assistant Supervisor position, currently at salary grade level 6 which has a maximum annual salary of \$75,670. We are proposing a grade level 7 for the Legal Assistant Supervisor classification, which will be an annual salary maximum of \$79,518, an increase of \$3,848.

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.

