

FINANCIAL IMPACT STATEMENT For Council Action Items

(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 7, 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 29, 2011

1) Legislation Title:

*Create a new nonrepresented classification of Senior Affirmative Action/Diversity Analyst and establish a compensation rate for this classification. (Ordinance)

2) Purpose of the Proposed Legislation:

The Bureau of Human Resources (BHR) has requested a classification review of a Human Resources Technician position. After a classification review, the Bureau of Human Resources determined that there was an increased level of responsibility and duties and therefore a new classification of Senior Affirmative Action/Diversity Analyst should be created to properly classify this work. This classification would be effective 2/16/11, 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 direct cost to create the classification. The bureau has requested reclassification of a Human Resources Technician position, which has a maximum annual salary of \$68,619. We are proposing a grade level 6 for the Senior Affirmative Action/Diversity Analyst classification, which will be an annual salary maximum of \$75,670, an increase of \$7,051.

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.)

One Human Resources Technician position will be reclassified to the new Senior Affirmative Action/Diversity Analyst classification.


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

No.

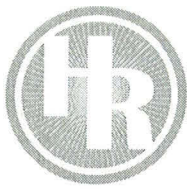
Complete the following section only if an amendment to the budget is proposed.

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

Yvonne L. Deckard 

APPROPRIATION UNIT HEAD (Typed name and signature)



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

184549

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Office of Management and Finance

Kenneth L. Rust, Chief Administrative Officer

DATE: March 29, 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 *Create a new nonrepresented classification of Senior Affirmative Action/Diversity Analyst and establish a compensation rate for this classification. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** April 07, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** April 13, 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 Bureau of Human Resources (BHR) has requested a classification review of a Human Resources Technician position. After a classification review, the Bureau of Human Resources determined that there was an increased level of responsibility and duties and therefore a new classification of Senior Affirmative Action/Diversity Analyst should be created to properly classify this work. This classification would be effective 02/16/11, the date the request was submitted to BHR.

8. FINANCIAL IMPACT

There is no direct cost to create the classification. The bureau has requested reclassification of a Human Resources Technician position, which has a maximum annual salary of \$68,619. We are proposing a grade level 6 for the Senior Affirmative Action/Diversity Analyst classification, which will be an annual salary maximum of \$75,670, an increase of \$7,051.

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.

