

FINANCIAL IMPACT STATEMENT For Council Action Items

184638

(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) June 2, 2011 | 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: May 24, 2011 |

1) Legislation Title:

* Create a new Nonrepresented classification of Housing Policy Manager, which is exempt from the classified service, and establish a compensation rate. (Ordinance)

2) Purpose of the Proposed Legislation:

The Portland Housing Bureau (PHB) has requested a classification review for a position which oversees policy development for the bureau and manages bureau communications, outreach and media relations. After a classification review, the Bureau of Human Resources determined that a new classification of Housing Policy Manager should be created to properly classify this work. This classification would be effective April 15, 2011, the date the request was submitted to BHR. We are recommending a nonrepresented salary range 11 for the new classification.

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 this classification. A vacant position will be reclassified to the new classification. That position is currently a nonrepresented grade 12 and the new classification is a nonrepresented grade 11. This difference is a cost reduction of \$7,426.

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.)

Yes. One vacant full-time regular position will be re-classified to a Housing Policy Manager.

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.

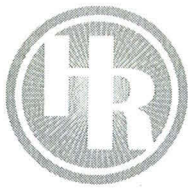
7) **Change in Appropriations** (If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Center Code column if new center needs to be created.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

184638

Yvonne L. Deckard, Director
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Office of Management and Finance

Kenneth L. Rust, Chief Administrative Officer

DATE: May 24, 2011

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 * Create a new Nonrepresented classification of Housing Policy Manager, which is exempt from the classified service, and establish a compensation rate. (Ordinance)

1. INTENDED THURSDAY FILING DATE: June 2, 2011

2. REQUESTED COUNCIL AGENDA DATE: June 8, 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 Portland Housing Bureau (PHB) has requested a classification review for a position which oversees policy development for the bureau and manages bureau communications, outreach and media relations. After a classification review, the Bureau of Human Resources determined that a new classification of Housing Policy Manager should be created to properly classify this work. This classification would be effective April 15, 2011, the date the request was submitted to BHR. We are recommending a nonrepresented salary range 11 for the new classification.

This position will be responsible for exercising independent judgment in the formulation of policies that have citywide impact or importance and will be excluded from the classified service as provided by the City Charter and Human Resources Administrative Rules. This action is requested on an emergency basis to allow immediate recruitment.

8. FINANCIAL IMPACT

There is no direct cost to create this classification. A vacant position will be reclassified to the new classification. That position is currently a nonrepresented grade 12 and the new classification is a nonrepresented grade 11. This difference is a cost reduction of \$7,426.

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.

