

Portland, Oregon
FINANCIAL IMPACT and PUBLIC INVOLVEMENT 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): August 18, 2011 | 4b. Calendar (Check One) Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> | | 5. Date Submitted to Commissioner's office and FPD Budget Analyst: August 9, 2011 |
| 6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed | | 6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed | |

1) Legislation Title: * Create two new Nonrepresented classifications of SAP Business Systems Analyst and Senior SAP Business Systems Analyst and establish compensation rates.
 (Ordinance)

2) Purpose of the Proposed Legislation: The Enterprise Business Solution Division of the Office of Management and Finance submitted requests to the Bureau of Human Resources (BHR) to review the classifications of ten positions which work with bureaus to develop process requirements, configure system changes in SAP business application modules and troubleshoot SAP issues. BHR reviewed the requests and determined that two new classification specifications needed to be developed for these positions: the SAP Business Systems Analyst and the Senior SAP Business Systems Analyst.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- | | | | |
|---|------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East |
| <input type="checkbox"/> Central City | | | |
| <input checked="" type="checkbox"/> Internal City Government Services | | | |

FINANCIAL IMPACT

4) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source. No

5) Expense: What are the costs to the City related to 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. If there is a project estimate, please identify the **level of confidence**.)*

There is no direct cost to create the classifications. Ten regular positions will be reclassified to one of the new classifications. Those positions are all currently Senior Business Systems

Analysts, which is a Nonrepresented range 8. The majority of the positions will be classified to the Senior SAP Business Systems Analyst at a Nonrepresented range 9, which has a maximum rate that is \$4,472 higher.

6) Staffing Requirements:

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.)*

Ten regular positions will be reclassified to one of these classifications. The majority will be reclassified to the Senior SAP Business Systems Analyst.

- **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 Fund Center column if new center needs to be created. Use additional space if needed.)*

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

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

- ☐ **YES:** Please proceed to Question #9.
☒ **NO:** Please, explain why below; and proceed to Question #10.

This action is largely internal to City government processes.

9) If "YES," please answer the following questions:

a) What impacts are anticipated in the community from this proposed Council item?

b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?

c) How did public involvement shape the outcome of this Council item?

d) Who designed and implemented the public involvement related to this Council item?

e) Primary contact for more information on this public involvement process (name, title, phone, email):

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not. No. This action is largely internal to City government processes.

Yvonne L. Deckard

BUREAU DIRECTOR (Typed name and signature)



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

Yvonne L. Deckard, Director
1120 SW 5th Ave., Rm. 404
Portland, Oregon 97204-1912
(503) 823-3572
Fax (503) 823-4156

Office of Management and Finance

Jack D. Graham, Chief Administrative Officer

DATE: August 9, 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 two new Nonrepresented classifications of SAP Business Systems Analyst and Senior SAP Business Systems Analyst and establish compensation rates. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** August 18, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** August 24, 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 Enterprise Business Solution Division of the Office of Management and Finance submitted requests to the Bureau of Human Resources (BHR) to review the classifications of ten positions which work with bureaus to develop process requirements, configure system changes in SAP business application modules and troubleshoot SAP issues. BHR reviewed the requests and determined that two new classification specifications needed to be developed for these positions: the SAP Business Systems Analyst and the Senior SAP Business Systems Analyst. BHR further determined that these two positions should be designated a deep class series, as provided in the HR Administrative Rules, 8.5 – Classification: Deep Classification Series. We are recommending Nonrepresented salary ranges 7 and 9 for these classifications.

8. FINANCIAL IMPACT

There is no direct cost to create the classifications. Ten regular positions will be reclassified to one of the new classifications. Those positions are all currently Senior Business Systems Analysts, which is a Nonrepresented range 8. The majority of the positions will be classified to the Senior SAP Business Systems Analyst at a Nonrepresented range 9, which has a maximum rate that is \$4,472 higher.

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.

