

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 (NWE)		2. Telephone No. 503-823-3516	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): October 20, 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: October 11, 2011
6a. Financial Impact Section: X Financial impact section completed		6b. Public Involvement Section: X Public involvement section completed	

1) Legislation Title:

*Change the salary range for the Nonrepresented classification of Emergency Communications Training and Development Manager. (Ordinance)

2) Purpose of the Proposed Legislation:

The Bureau of Emergency Communications requested a review of the Emergency Communications Training and Development Officer classification due to an increased level of responsibility for the progress of employees through the training programs and the ongoing supervision of an Emergency Communications Supervisor. BHR reviewed the request and determined the classification specification needed to be revised and that the title should be changed to Emergency Communications Training and Development Manager. BHR also reviewed the compensation level of the classification and is recommending the salary range of this class be changed from Nonrepresented salary range 8 to 9, effective September 7, 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) 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 | | | |
- X 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 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, in accordance with the HR Rules, the Bureau of Emergency Communications may request the salary of the employee be moved up on the range, which would result in additional costs. Currently the annual maximum rate for this classification is \$84,635. This ordinance will raise it to \$89,107, an increase of \$4,472.

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.)* No. A current, regular position will remain classified to this classification.
- **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?

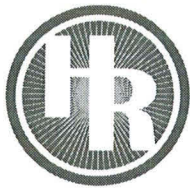
d) Who designed and implemented the public involvement related to this Council item?

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

184952

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: October 11, 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: *Change the salary range for the Nonrepresented classification of Emergency Communications Training and Development Manager. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** October 20, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** October 26, 2011
3. **CONTACT NAME & NUMBER:** Nicolle Wynia-Eide, 503-823-3516
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 Emergency Communications requested a review of the Emergency Communications Training and Development Officer classification due to an increased level of responsibility for the progress of employees through the training programs and the ongoing supervision of an Emergency Communications Supervisor. BHR reviewed the request and determined the classification specification needed to be revised and that the title should be changed to Emergency Communications Training and Development Manager. BHR also reviewed the compensation level of the classification and is recommending the salary range of this class be changed from Nonrepresented salary range 8 to 9, effective September 7, 2011, the date the request was submitted to BHR.

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, in accordance with the HR Rules, the Bureau of Emergency Communications may request the salary of the employee be moved up on the range, which would result in additional costs. Currently the annual maximum rate for this classification is \$84,635. This ordinance will raise it to \$89,107, an increase of \$4,472.

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.

