

Portland, Oregon  
**FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT**  
**For Council Action Items**

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

|   |  |   |
|---|--|---|
| 1. Name of Initiator<br>Yvonne L. Deckard (DR)  | 2. Telephone No.<br>503-823-3507   | 3. Bureau/Office/Dept.<br>Bureau of Human Resources   |
| 4a. To be filed (date):<br>October 27, 2011   | 4b. Calendar (Check One)<br>Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> | 5. Date Submitted to<br>Commissioner's office<br>and FPD Budget Analyst:<br>October 18, 2011                |
| 6a. Financial Impact Section:<br><input checked="" type="checkbox"/> Financial impact section completed |  | 6b. Public Involvement Section:<br><input checked="" type="checkbox"/> Public involvement section completed |

**1) Legislation Title:**

\* Create two new Nonrepresented classifications of Environmental Compliance Manager and Environmental Investigations Manager and establish compensation rates for these classifications. (Ordinance)

**2) Purpose of the Proposed Legislation:**

The Bureau of Environmental Services requested a review of two positions in the Pollution Prevention Group. The Bureau of Human Resources (BHR) reviewed the requests and determined two new classification specifications needed to be created to reflect the management of compliance and the management of investigations work assigned to these two positions. This ordinance creates two unique classifications for these single-incumbent positions: Environmental Compliance Manager and Environmental Investigations Manager. BHR is recommending a Nonrepresented salary range 12 for each of these new classifications.

**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 these classifications.

The position to be classified as the Environmental Compliance Manager currently is a range 11 with an annual maximum rate of \$100,048. The new classification will have a maximum rate of \$107,557, an annual increase of \$7,509. There may be an incremental cost when an employee is placed on the range of the new classification.

The position to be classified as the Environmental Investigations Manager currently has a maximum rate of \$125,070. The new classification will have a maximum rate of \$107,557, an annual decrease of \$17,513. However, in accordance with the HR Rules, the Bureau of Environmental Services has requested and BHR has agreed that concurrent with the passage of this ordinance, the salary reduction impact on the incumbent be mitigated via a controlled class designation.

**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.) Yes. A current, regular position will be reclassified 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?

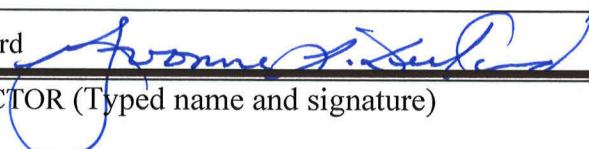
c) How did public involvement shape the outcome of this Council item?

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

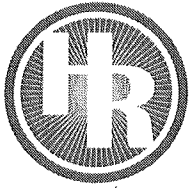
e) Primary contact for more information on this public involvement process (name, title, phone, email):

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

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 18, 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 two new Nonrepresented classifications of Environmental Compliance Manager and Environmental Investigations Manager and establish compensation rates for these classifications. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** October 27, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** November 2, 2011
3. **CONTACT NAME & NUMBER:** David Rhys, 503-823-3507
4. **PLACE ON:**  CONSENT  REGULAR
5. **BUDGET IMPACT STATEMENT ATTACHED:**  Y  N  N/A
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:**  Yes  No  N/A

7. **BACKGROUND/ANALYSIS**

The Bureau of Environmental Services requested a review of two positions in the Pollution Prevention Group. The Bureau of Human Resources (BHR) reviewed the requests and determined two new classification specifications needed to be created to reflect the management of compliance and the management of investigations work assigned to these two positions. This ordinance creates two unique classifications for these single-incumbent positions: Environmental Compliance Manager and Environmental Investigations Manager. BHR is recommending a Nonrepresented salary range 12 for each of these new classifications.

8. **FINANCIAL IMPACT**

There is no direct cost to create these classifications.

The position to be classified as the Environmental Compliance Manager currently is a range 11 with an annual maximum rate of \$100,048. The new classification will have a maximum rate of \$107,557, an annual increase of \$7,509. There may be an incremental cost when an employee is placed on the range of the new classification.

The position to be classified as the Environmental Investigations Manager currently has a maximum rate of \$125,070. The new classification will have a maximum rate of \$107,557, an annual decrease of \$17,513. However, in accordance with the HR Rules, the Bureau of Environmental Services has requested and BHR has agreed that concurrent with the passage of this ordinance, the salary reduction impact on the incumbent be mitigated via a controlled class designation.

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.

