

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 (DR)	2. Telephone No. 503-823-4507	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): October 27, 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 21, 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 a new Nonrepresented classification of Equity and Human Rights Director and establish a compensation rate for this classification. (Ordinance)

2) Purpose of the Proposed Legislation:

As the Commissioner-in-charge for the Office of Equity and Human Rights, Commissioner Fritz requested the Bureau of Human Resources (BHR) create a classification for the office's Director. BHR reviewed the request and determined a new classification specification needed to be created to reflect the responsibilities and duties to be assigned to a position in this classification. Duties and responsibilities include directing, coordinating, planning and overseeing all of the functions and activities of the Office of Equity and Human Rights and its relationship with internal and external partners and advisory bodies. BHR created a unique classification of Equity and Human Rights Director for this single-incumbent body of work. BHR is recommending a Nonrepresented salary range 15 for this new classification.

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**.)*

This action creates a new classification does not result in any direct costs. Via a separate classification review request, BHR expects to classify a position using this classification. The classification approved by this ordinance will have a maximum annual salary of \$146,952.

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 classified via a future classification review request.
- **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?

No impacts from this ordinance are anticipated at this time. Future impacts will be to hire a person to fulfill the classification as Director of the new Office of Equity and Human Rights and fulfillment of the associated workplan.

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?

The "Creation Committee" for the new Office of Equity and Human Rights, a diverse group of citizens of color and minority representation, was involved in review of the Classification, offering comments and suggestions on language incorporated.

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

Suggestions offered by citizens shaped the final document.

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

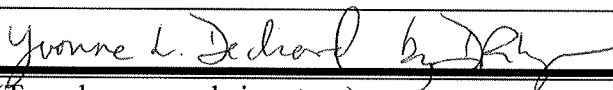
The Office of the Mayor and Commissioner Fritz – convened the Creation Committee.

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

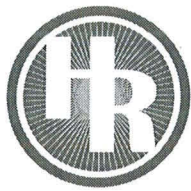
Dora Perry in the Office of Commissioner Fritz

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

184972

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Office of Management and Finance

Jack D. Graham, Chief Administrative Officer

DATE: October 20, 2011

TO: Mayor Sam Adams

FROM: Yvonne L. Deckard, Human Resources Director *YLD*

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: ORDINANCE TITLE * Create a new Nonrepresented classification of Equity and Human Rights Director and establish a compensation rate for this classification. (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:** 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

As the Commissioner-in-charge for the Office of Equity and Human Rights, Commissioner Fritz requested the Bureau of Human Resources (BHR) create a classification for the office's Director. BHR reviewed the request and determined a new classification specification needed to be created to reflect the responsibilities and duties to be assigned to a position in this classification. Duties and responsibilities include directing, coordinating, planning and overseeing all of the functions and activities of the Office of Equity and Human Rights and its relationship with internal and external partners and advisory bodies. BHR created a unique classification of Equity and Human Rights Director for this single-incumbent body of work. BHR is recommending a Nonrepresented salary range 15 for this new classification.

8. FINANCIAL IMPACT

This action creates a new classification does not result in any direct costs. Via a separate classification review request, BHR expects to classify a position using this classification. The classification approved by this ordinance will have a maximum annual salary of \$146,952.

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.

