

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): December 01, 2011	4b. Calendar (Check One) Regular    Consent    4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	5. Date Submitted to Commissioner's office and FPD Budget Analyst: November 22, 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:**

\* Change the salary range for the Nonrepresented classification of Emergency Communications Program Manager. (Ordinance)

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

The Bureau of Emergency Communications requested a review of the Emergency Communications Program Coordinator classification due to changes in program staffing and services over the past several years, resulting in expanded duties and increased level of responsibility. BHR determined the classification specification needed to be revised and the title changed to Emergency Communications Program Manager. BHR also reviewed the compensation level of the classification and is recommending the salary range be changed from salary range 8 to salary range 10. BHR further recommends that the changes be retroactive to July 25, 2011, to correspond with the date BHR received the request. 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                                 |                                    |                                    |                                |
| <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 does not result in any direct costs. There is one position classified as an Emergency Communications Program Coordinator and the current maximum rate for that position will go up from \$84,635 to \$93,829, an annual increase of \$9,194. The bureau may request movement on the salary range for the incumbent, which would result in an immediate cost increase.

**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. There is one position currently classified to this classifications and it will remain so.
- **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?**

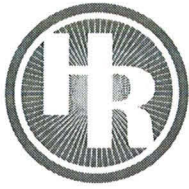
**d) Who designed and implemented the public involvement related to this Council item?**

**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

185037

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Office of Management and Finance

Jack D. Graham, Chief Administrative Officer

**DATE:** November 22, 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** \* Change the salary range for the Nonrepresented classification of Emergency Communications Program Manager. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** December 01, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** December 07, 2011
3. **CONTACT NAME & NUMBER:** Nicolle Wynia-Ede, 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 Program Coordinator classification due to changes in program staffing and services over the past several years, resulting in expanded duties and increased level of responsibility. BHR determined the classification specification needed to be revised and the title changed to Emergency Communications Program Manager. BHR also reviewed the compensation level of the classification and is recommending the salary range be changed from salary range 8 to salary range 10. BHR further recommends that the changes be retroactive to July 25, 2011, to correspond with the date BHR received the request. This is an emergency ordinance so that this compensation action can be made effective without delay.

8. **FINANCIAL IMPACT**

This action does not result in any direct costs. There is one position classified as an Emergency Communications Program Coordinator and the current maximum rate for that position will go up from \$84,635 to \$93,829, an annual increase of \$9,194. The bureau may request movement on the salary range for the incumbent, which would result in an immediate cost increase.

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.

