

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 (BR)		2. Telephone No. 503-823-4217	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): February 15, 2012	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: February 7, 2012
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 Labor Relations Analyst and Senior Labor Relations Analyst and establish compensation rates for these classifications. (Ordinance)

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

The Bureau of Human Resources (BHR) requested the creation of two new classifications of Labor Relations Analyst and Senior Labor Relations Analyst in order to more accurately describe the specific responsibilities assigned to labor relations positions and to create promotional opportunities within the Labor Relations Unit. A deep class series, including these two new classes and the already-established Labor Relations Coordinator, will also be established to support internal growth. BHR Classification/Compensation Unit is recommending a nonrepresented salary grade 5 for the Labor Relations Analyst, the same grade as the Human Resources Analyst, and a grade 6 for the Senior Labor Relations Analyst, which is the same as the Senior Human Resources 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 increased cost in salary and benefits for this classification action. One regular Human Resources Analyst position will be reclassified to the Labor Relations Analyst; both classifications are salary grade 5.

**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 permanent Human Resources Analyst will be reclassified to the Labor Relations Analyst position.
- **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?**

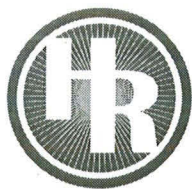
**d) Who designed and implemented the public involvement related to this Council item?**

**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

185169

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:** February 7, 2012

**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 two new nonrepresented classifications of Labor Relations Analyst and Senior Labor Relations Analyst and establish compensation rates for these classifications. (Ordinance)

1. **INTENDED WEDNESDAY FILING DATE:** February 15, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** February 22, 2012
3. **CONTACT NAME & NUMBER:** Brandon Roberts, 503-823-4217
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 Human Resources (BHR) requested the creation of two new classifications of Labor Relations Analyst and Senior Labor Relations Analyst in order to more accurately describe the specific responsibilities assigned to labor relations positions and to create promotional opportunities within the Labor Relations Unit. A deep class series, including these two new classes and the already-established Labor Relations Coordinator, will also be established to support internal growth. BHR Classification/Compensation Unit is recommending a nonrepresented salary grade 5 for the Labor Relations Analyst, the same grade as the Human Resources Analyst, and a grade 6 for the Senior Labor Relations Analyst, which is the same as the Senior Human Resources Analyst.

8. **FINANCIAL IMPACT**

There is no increased cost in salary and benefits for this classification action. One regular Human Resources Analyst position will be reclassified to the Labor Relations Analyst; both classifications are salary grade 5.

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.

