

Portland, Oregon

**FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT  
For Council Action Items**

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

1. Name of Initiator Anna Kanwit (NWE)	2. Telephone No. 503-823-3516	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): May 17, 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: May 8, 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:**

\*Change the salary range for the Nonrepresented classification of Survey Supervisor.  
(Ordinance)

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

The Bureaus of Transportation and Water requested a review of salary and wage structure for represented and non-represented classifications in the surveying series. As a result of this review the Bureau of Human Resources (BHR) is recommending a compensation adjustment for the DCTU represented surveying classifications subject to the ratification of an agreement by the Union and City Council. Additionally, BHR looked at the difference between the Surveying Supervisor classification used by the Bureau of Transportation (PBOT) and the Surveying Supervisor/Water Rights Examiner classification used by the Water Bureau. Currently, the classification at the Water Bureau is one salary range higher due to the extra water certifications required for the position. PBOT's Surveying Supervisor, however, has a much larger unit with multiple teams. BHR has determined and PBOT and the Water Bureau have agreed that the scope of PBOT's Surveying Supervisor classification is equivalent to the Surveying Supervisor/Water Rights Examiner classification at the Water Bureau. Therefore, BHR is recommending through this ordinance that the Surveying Supervisor classification be changed from salary range 8 to salary range 9.

**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)?**

- City-wide/Regional       Northeast       Northwest       North  
 Central Northeast       Southeast       Southwest       East  
 Central City  
 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 Bureau of Transportation 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 Transportation 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
- **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.

**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?**

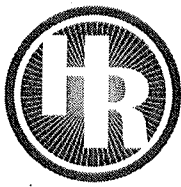
**e) Primary contact for more information on this public involvement process (name, title, phone, email):**

**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.**

Anna Kanwit



BUREAU DIRECTOR (Typed name and signature)



City of Portland  
Bureau of  
**Human Resources**  
Knowledgeable | Helpful | Responsive

Anna Kanwit, 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:** May 8, 2012  
**TO:** Mayor Sam Adams  
**FROM:** Anna Kanwit, Human Resources Director

*Anna Kanwit*

**FOR MAYOR'S OFFICE USE ONLY**

Reviewed by Bureau Liaison \_\_\_\_\_

**RE: ORDINANCE TITLE:** \*Change the salary range for the Nonrepresented classification of Survey Supervisor. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** May 17, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** May 23, 2012
3. **CONTACT NAME & NUMBER:** Nicole Wynia-Eide, 503-823-3516
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 Bureaus of Transportation and Water requested a review of salary and wage structure for represented and non-represented classifications in the surveying series. As a result of this review the Bureau of Human Resources (BHR) is recommending a compensation adjustment for the DCTU represented surveying classifications subject to the ratification of an agreement by the Union and City Council. Additionally, BHR looked at the difference between the Surveying Supervisor classification used by the Bureau of Transportation (PBOT) and the Surveying Supervisor/Water Rights Examiner classification used by the Water Bureau. Currently, the classification at the Water Bureau is one salary range higher due to the extra water certifications required for the position. PBOT's Surveying Supervisor, however, has a much larger unit with multiple teams. BHR has determined and PBOT and the Water Bureau have agreed that the scope of PBOT's Surveying Supervisor classification is equivalent to the Surveying Supervisor/Water Rights Examiner classification at the Water Bureau. Therefore, BHR is recommending through this ordinance that the Surveying Supervisor classification be changed from salary range 8 to salary range 9.

**8.FINANCIAL IMPACT**

There is no increased cost in salary and benefits for this compensation action. The position already exists in the current Bureau of Transportation 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 Transportation 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**

We 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.



**ORDINANCE No.**

\*Change the salary range for the Nonrepresented classification of Survey Supervisor. (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. In accordance with the policies established by the City Council and based on a classification and compensation review, the Bureau of Human Resources is changing the salary grade of the Nonrepresented classification Surveying Supervisor, effective May 23, 2012.

NOW, THEREFORE, the Council directs:

- a. The following compensation rate is being changed:

<u>JCN</u>	<u>Job Class</u>	<u>Range</u>	<u>Effective Date</u>
30000694	Surveying Supervisor	From 8 to 9	May 23, 2012

Section 2. The Council declares that an emergency exists in order that this classification and compensation action may occur without delay; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council:  
Mayor Sam Adams  
Office of Management and Finance  
Prepared by: Anna Kanwit: NWE  
Date Prepared: May 8, 2012

**LaVonne Griffin-Valade**  
Auditor of the City of Portland  
By

Deputy

# 558

## Agenda No. ORDINANCE NO.

Title

\*Change the salary range for the Nonrepresented classification of Survey Supervisor. (Ordinance)

<p><b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Sam Adams</b></p>	<p>CLERK USE: DATE FILED <u>MAY 18 2012</u></p>
<p><b>COMMISSIONER APPROVAL</b></p> <p>Mayor—Finance and Administration - Adams <i>[Signature]</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p>	<p>LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <u><i>[Signature]</i></u> Deputy</p>
<p><b>BUREAU APPROVAL</b></p> <p>Bureau: Bureau of Human Resources Bureau Head: Jack D. Graham/ Anna Kanwit <i>[Signature]</i></p>	
<p>Prepared by: Nicolle Wynia-Eide Date Prepared: May 8, 2012</p>	<p><b>ACTION TAKEN:</b> MAY 23 2012 <i>REFERRED TO COMMISSIONER OF FINANCE AND ADMINISTRATION</i></p>
<p><b>Financial Impact &amp; Public Involvement Statement</b> Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p><b>Portland Policy Document</b> If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p><b>Council Meeting Date</b> May 23, 2012</p>	
<p><b>City Attorney Approval:</b> required for contract, code, easement, franchise, comp plan, charter</p>	

<b>AGENDA</b>
<p><b>TIME CERTAIN</b> <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p><b>CONSENT</b> <input checked="" type="checkbox"/></p>
<p><b>REGULAR</b> <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz	1. Fritz	
2. Fish	2. Fish	
3. Saltzman	3. Saltzman	
4. Leonard	4. Leonard	
Adams	Adams	