

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 (KS)	2. Telephone No. 503-823-3521	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): July 31, 2013	4b. Calendar (Check One)  <div style="display: flex; justify-content: space-around;"> <span>Regular <input type="checkbox"/></span> <span>Consent <input checked="" type="checkbox"/></span> <span>4/5ths <input type="checkbox"/></span> </div>	5. Date Submitted to Commissioner's office and FPD Budget Analyst: July 22, 2013
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 Assistant Budget Director and establish a compensation rate for this classification. (Ordinance)

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

The City Budget Office requested the creation of a new classification of Assistant Budget Director in order to describe the specific duties of a position responsible for leading the development and analysis of the City budget, supervising the budget analysts, overseeing Citywide budget processes and assisting the City Budget Director and elected officials in setting and carrying out bureau objectives and city budget policies.

**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*.)

The Bureau of Human Resources is recommending a Nonrepresented salary grade 12 for the Assistant Budget Director. There is no direct cost to create the new classification. One fulltime regular position will be reclassified from a Principal Financial Analyst, with a maximum rate of \$103,355, to the new classification, which has a maximum rate of \$111,114 – an increase of \$7,759.

**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. One Principal Financial Analyst position will be reclassified to the new Assistant Budget Director 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.**

Anna Kanwit



BUREAU DIRECTOR (Typed name and signature)



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

186178

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Office of Management and Finance

Jack D. Graham, Chief Administrative Officer

**DATE:** July 22, 2013

**TO:** Mayor Charlie Hales

**FOR MAYOR'S OFFICE USE ONLY**

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

**FROM:** Anna Kanwit, Human Resources Director

**RE: ORDINANCE TITLE** \*Create a new Nonrepresented classification of Assistant Budget Director and establish a compensation rate for this classification. (Ordinance)

1. **INTENDED WEDNESDAY FILING DATE:** July 31, 2013
2. **REQUESTED COUNCIL AGENDA DATE:** August 7, 2013
3. **CONTACT NAME & NUMBER:** Kate Schmidt, 503-823-3521
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 City Budget Office requested the creation of a new classification of Assistant Budget Director in order to describe the specific duties of a position responsible for leading the development and analysis of the City budget, supervising the budget analysts, overseeing Citywide budget processes and assisting the City Budget Director and elected officials in setting and carrying out bureau objectives and city budget policies. The Bureau of Human Resources is recommending a Nonrepresented salary grade 12 for the Assistant Budget Director.

**8. FINANCIAL IMPACT**

There is no direct cost to create the new classification. One fulltime regular position will be reclassified from a Principal Financial Analyst, with a maximum rate of \$103,355, to the new classification, which has a maximum rate of \$111,114 – an increase of \$7,759.

**9. RECOMMENDATION/ACTION REQUESTED**

I recommend that the Mayor and City Council approve this ordinance.

**Charlie Hales, 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.

