

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): December 4, 2013	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 CBO Budget Analyst: November 25, 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 represented classification of Information Security Architect and establish an interim compensation rate for this classification. (Ordinance)

2) Purpose of the Proposed Legislation:

The Bureau of Technology Services (BTS) requested the creation of a new classification of Information Security Architect in order to describe the specific duties of three positions responsible for contributing to the design of the City software and infrastructure security architecture. The Information Security Architects will focus on security design, policy recommendation, and security audit compliance.

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 direct cost to create the new classification. Three regular positions will be reclassified to the new classification. One is a Principal Information Systems Analyst (PISA) which has a maximum rate of \$104,291. Two are Information Systems Technical Analysts (ISTA) VI which has a maximum rate of \$92,872. The annual increase for the PISA position will be \$4,181 and for the ISTA VI positions the annual increase for each is \$15,600.

The total annual increase at maximum based on the interim rates for all three positions is \$35,381.

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. Three positions will be reclassified to the Information Security Architect. One is a Principal Information Systems Analyst-Security and two are Information System Technical Analysts VI – Security.
- **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)



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: November 25, 2013

TO: Mayor Charlie Hales

FROM: Anna Kanwit, Human Resources Director

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: ORDINANCE TITLE *Create a new represented classification of Information Security Architect and establish an interim compensation rate for this classification. (Ordinance)

1. **INTENDED WEDNESDAY FILING DATE:** December 4, 2013
2. **REQUESTED COUNCIL AGENDA DATE:** December 11, 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 Bureau of Technology Services (BTS) requested the creation of a new classification of Information Security Architect in order to describe the specific duties of three positions responsible for contributing to the design of the City software and infrastructure security architecture. The Information Security Architects will focus on security design, policy recommendation, and security audit compliance.

The Bureau of Human Resources is recommending an interim salary range with a minimum rate of \$39.15 and a maximum rate of \$52.15. Annual equivalents are \$81,432 and \$108,472. The final salary range must be bargained with the City of Portland Professional Employees Association (COPPEA).

8. FINANCIAL IMPACT

There is no direct cost to create the new classification. Three regular positions will be reclassified to the new classification. One is a Principal Information Systems Analyst (PISA) which has a maximum rate of \$104,291. Two are Information Systems Technical Analysts (ISTA) VI which has a maximum rate of \$92,872. The annual increase for the PISA position will be \$4,181 and for the ISTA VI positions the annual increase for each is \$15,600.

The total annual increase at maximum based on the interim rates for all three positions is \$35,381.

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.

