

Portland, Oregon  
**FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT**  
**For Council Action Items**

(Deliver original to City Budget Office. Retain copy.)

1. Name of Initiator Elisabeth Nunes		2. Telephone No. 503-823-3507	3. Bureau/Office/Dept. Human Resources
4a. To be filed (hearing date):	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 CBO Budget Analyst:
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:**

\*Authorize a contract with Sjoberg Evashenk Consulting, Inc. for Non Represented Classification and Compensation Study for a total not-to-exceed amount of \$363,875.00.

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

This contract will conduct a classification and compensation study of non-represented City employees, to ensure that the City uses consistent position descriptions for each non-represented employee, and to update the City's current classification and compensation system structure to properly describe and compensate non-represented employee's work.

**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 checked="" 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                  |                                    |                                    |                                |

**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.

This action will not generate revenues.

**5) Expense:** What are the costs to the City as a result of 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 year, including Operations & Maintenance (O&M) costs, if known, and estimates, if not known. 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 total cost of this contract shall not exceed a total of \$363,875.00. This project is expected to be completed by April 30<sup>th</sup> 2017. Sufficient funding resides in Bureau of Human Resources general fund budget beginning in FY 2014-15.

**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?**

None.

**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?**

The project was publically advertised on the City's website, and the evaluation committee included an evaluator from the City's Minority Evaluator Program.

**c) How did public involvement shape the outcome of this Council item?**

A member of the evaluation committee represented the Portland minority community. This panel member provided the perspective of the minority community regarding the services being procured, evaluated proposals based on the criteria provided, and scored the proposals submitted.

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

OMF Procurement Services

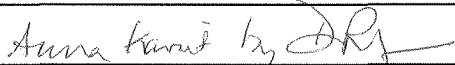
**e) Primary contact for more information on this public involvement process (name, title, phone, email):**

Tiffani Penson, Procurement Services, (503) 823-7785, email: tiffani.penson@portlandoregon.gov.

**10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.**

No future public involvement is anticipated or necessary at this time.

Anna Kanwit



APPROPRIATION UNIT HEAD (Typed name and signature)





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

186677

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Office of Management and Finance

Fred Miller, Chief Administrative Officer

**M E M O R A N D U M**

**DATE:** June 11, 2014

**TO:** Mayor Charlie Hales

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

**TITLE:** \* Authorize a contract with Sjoberg Evashenk Consulting, Inc. for Non Represented Classification and Compensation Study for a total not-to-exceed amount of \$363,875.00. (Ordinance; Contract No. 30004008)

**FOR MAYOR'S OFFICE USE ONLY**

Reviewed by Bureau Liaison

1. **INTENDED THURSDAY FILING DATE:** June 12, 2014
2. **REQUESTED COUNCIL AGENDA DATE:** June 25, 2014
3. **CONTACT NAME & NUMBER:** Elisabeth Nunes 503-823-3507
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Y** ☐ **N** ☐ **N/A**
6. **ONE (1) ORIGINAL COPY OF THE CONTRACT APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☐ **Yes** ☒ **No** ☐ **N/A**

**7. BACKGROUND/ANALYSIS:**

The recently completed Span of Control Study conducted by the Council Budget Committee recommended that "The City should immediately conduct a non-represented classification and compensation study. The City's current classification and compensation system structure is more than a decade out of date and does not properly describe or compensate non-represented employee's work. Conducting this study will have a cost in the short term but should yield benefits in organizational efficiencies in the long term." In addition, the Budget Subcommittee recommended that "The City should develop consistently formatted individual position descriptions for every non-represented employee." Developing position descriptions would ensure that individuals are appropriately allocated to their respective classifications, based on the unique work of each employee.

Request for Proposals (RFP) BHR015, was issued on March 31, 2014 and five (5) proposals were received. An evaluation committee reviewed and scored the proposals. The City desires to enter into a contract with Sjoberg Evashenk Consulting, Inc. because they received the highest score from the evaluation committee and were deemed the most capable proposer.

**Charlie Hales, Mayor**

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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.



8. **FINANCIAL IMPACT:** Funding is available in the Bureau of Human Resources, FY 2014-15 general fund budget.
9. **RECOMMENDATION/ACTION REQUESTED:** Accept Recommendation to award contract to Sjoberg Evashenk Consulting, Inc. in the amount of \$363,875.00.
10. **SCOPE OF WORK ON PROJECT:** The project includes all labor, materials, tools, equipment, and supervision necessary to complete the Non-Represented Classification and Compensation Study, This study will create and update classifications and position descriptions for all non-represented employees, and create a new compensation structure in line with comparable markets.