

Portland, Oregon

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

(Deliver original to City Budget Office. 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 (hearing date): November 26, 2014	4b. Calendar (Check One)  Regular    Consent    4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		5. Date Submitted to Commissioner's office and CBO Budget Analyst: November 17, 2014
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 Archives and Records Management Coordinator and establish a compensation rate for the new classification. (Ordinance)

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

The Office of the City Auditor requested a classification review for positions in the Archives and Records Management (ARM) Division. The Bureau of Human Resources (BHR) reviewed the request and determined that a new classification should be created for two positions that lead citywide ARM programs. The new classification is titled Archives and Records Management Coordinator. BHR is recommending a Nonrepresented pay grade 7 for this classification.

**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 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.)*  
 There is no direct cost to create the new classification. The new classification will be pay grade 7, which has an annual maximum rate of \$86,154. Two regular positions will be reclassified to this classification. One is an Assistant Archivist, Nonrepresented pay grade 5, with an annual maximum of \$78,083. The second position is a Records Management Specialist, Nonrepresented grade 6, with an annual maximum of \$81,994. The total annual increase in maximum rates for both positions will be \$12,231.

**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. Two regular positions will be reclassified to this new 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

APPROPRIATION UNIT HEAD (Typed name and signature)



Office of Management and Finance

Fred Miller, Chief Administrative Officer

**DATE:** November 17, 2014

**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 Nonrepresented classification of Archives and Records Management Coordinator and establish a compensation rate for the new classification. (Ordinance)

**1. INTENDED WEDNESDAY FILING DATE:** November 26, 2014

**2. REQUESTED COUNCIL AGENDA DATE:** December 3, 2014

**3. CONTACT NAME & NUMBER:** Kate Schmidt, 503-823-3521

**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 Office of the City Auditor requested a classification review for positions in the Archives and Records Management (ARM) Division. The Bureau of Human Resources (BHR) reviewed the request and determined that a new classification should be created for two positions that lead citywide ARM programs. The new classification is titled Archives and Records Management Coordinator. BHR is recommending a Nonrepresented pay grade 7 for this classification. This is an emergency ordinance so that this compensation action can be made effective without delay.

**8. FINANCIAL IMPACT**

There is no direct cost to create the new classification. The new classification will be pay grade 7, which has an annual maximum rate of \$86,154. Two regular positions will be reclassified to this classification. One is an Assistant Archivist, Nonrepresented pay grade 5, with an annual maximum of \$78,083. The second position is a Records Management Specialist, Nonrepresented grade 6, with an annual maximum of \$81,994. The total annual increase in maximum rates for both positions will be \$12,231.

**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.

