

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) <div style="display: flex; justify-content: space-around;"> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> </div>		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:

* Change the salary range for two Nonrepresented classifications of City Archivist and Archives and Records Management Specialist (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 three classification specifications needed to be revised and retitled. BHR also reviewed the compensation level of the updated classifications and is recommending a change to the salary range for two of the classifications. BHR recommends that the City Archivist, (formerly titled Archivist and Records Center Supervisor), be changed from Nonrepresented salary range 8 to 9. BHR also recommends that the Archives and Records Management Specialist, (formerly titled Records Center Assistant), be changed from a Nonrepresented salary range 2 to 3.

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 one position classified to the City Archivist. The annual maximum for that position will change from \$90,605 to \$95,389, an annual increase of \$4,784. There are two positions classified to the ARM Specialist. The annual maximum for those two positions will change from \$60,112 to \$69,181, an annual increase of \$9,069 for each position. The total annual increase for all three positions will be \$22,922.

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.

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)



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

186908

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

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: * Change the salary range for two Nonrepresented classifications of City Archivist and Archives and Records Management Specialist (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: 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 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 three classification specifications needed to be revised and retitled. BHR also reviewed the compensation level of the updated classifications and is recommending a change to the salary range for two of the classifications. BHR recommends that the City Archivist, (formerly titled Archivist and Records Center Supervisor), be changed from Nonrepresented salary range 8 to 9. BHR also recommends that the Archives and Records Management Specialist, (formerly titled Records Center Assistant), be changed from a Nonrepresented salary range 2 to 3. This is an emergency ordinance so that this compensation action can be made effective without delay.

8. FINANCIAL IMPACT

There is one position classified to the City Archivist. The annual maximum for that position will change from \$90,605 to \$95,389, an annual increase of \$4,784. There are two positions classified to the ARM Specialist. The annual maximum for those two positions will change from \$60,112 to \$69,181, an annual increase of \$9,069 for each position. The total annual increase for all three positions will be \$22,922.

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.

