

**IMPACT STATEMENT**

**Legislation title:** \* Change the wage scale for the DCTU represented classification of Records Specialist. (Ordinance)

**Contact name:** Nicolle Wynia-Eide  
**Contact phone:** 503-341-8028  
**Presenter name:** Elisabeth Nunes and Daynelle Banks

**Purpose of proposed legislation and background information:**

The Bureau of Environmental Services requested a review of the DCTU represented classification of Records Specialist due to an increased requirement for technical expertise and an increased level of responsibility. BHR reviewed the request and determined the classification specification needed to be revised. BHR also reviewed the compensation level of the classification, and is recommending the wage scale of the classification be changed to better reflect the increased duties. The change would be effective the date the request was submitted to BHR. Labor Relations informed the DCTU of the City's intent to make the changes and DCTU confirmed they are in agreement with the change.

This is an emergency ordinance so that this compensation action can be made effective without delay.

**Financial and budgetary impacts:**

The position already exists in the current budget. As agreed to in bargaining with DCTU, the single employee in this classification will be placed on the same step of the new wage scale as they are on their current wage scale. Currently the annual maximum rate for this classification is \$48,443. This ordinance will raise it to \$57,200, an increase of \$8,757.

**Community impacts and community involvement:**

This action is largely internal to City government processes.

**Budgetary Impact Worksheet****Does this action change appropriations?**

- ☐ **YES:** Please complete the information below.  
☒ **NO:** Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount



City of Portland  
Bureau of  
**Human Resources**  
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Anna Kanwit, Director  
1120 SW 5th Ave., Rm. 404  
Portland, Oregon 97204-1912  
(503) 823-3577  
Fax (503) 823-4156

Office of Management and Finance

Fred Miller, Chief Administrative Officer

DATE: June 1, 2015

TO: Mayor Charlie Hales

**FOR MAYOR'S OFFICE USE ONLY**

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

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

RE: **ORDINANCE TITLE** \* Change the wage scale for the DCTU represented classification of Records Specialist. (Ordinance)

1. **INTENDED WEDNESDAY FILING DATE:** June 10, 2015
2. **REQUESTED COUNCIL AGENDA DATE:** June 17, 2015
3. **CONTACT NAME & NUMBER:** Nicolle Wynia-Eide, 503-823-3516
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 Environmental Services requested a review of the DCTU represented classification of Records Specialist due to an increased requirement for technical expertise and an increased level of responsibility. BHR reviewed the request and determined the classification specification needed to be revised. BHR also reviewed the compensation level of the classification, and is recommending the wage scale of the classification be changed to better reflect the increased duties. The change would be effective the date the request was submitted to BHR. Labor Relations has informed the DCTU of the City's intent to make changes and DCTU confirmed they are in agreement with the change. This is an emergency ordinance so that this compensation action can be made effective without delay.

8. **FINANCIAL IMPACT**

The position already exists in the current budget. As agreed to in bargaining, the single employee in this classification will be placed on the same step of the new wage scale as they are on their current wage scale. Currently the annual maximum rate for this classification is \$48,443. This ordinance will raise it to \$57,200, an increase of \$8,757.

9. **RECOMMENDATION/ACTION REQUESTED**

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

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.

