

IMPACT STATEMENT

Legislation title: *Create a new nonrepresented classification of Assistant to the Human Resources Director and establish a compensation rate for this classification. (Ordinance)

Contact name: Nicolle Wynia-Eide

Contact phone: 503-823-3516

Presenter name: Anna Kanwit

Purpose of proposed legislation and background information:

The Bureau of Human Resources (BHR) requested the creation of a new classification in order to more accurately classify a position that assists the Director of Human Resources with media inquiries, marketing communications, and executive support. The Bureau of Human Resources is recommending a nonrepresented salary grade 5 for the new classification. This classification would be effective June 1, 2016. This is an emergency ordinance so that this compensation action can be made effective without delay.

Financial and budgetary impacts:

There is no increased cost in salary and benefits for this compensation action. BHR has requested that a regular, full-time, Administrative Assistant position currently budgeted as an Executive Assistant be reclassified to the new Assistant to the Human Resources Director classification. The maximum rate for both the Executive Assistant and the proposed Assistant to the Human Resources Director classification is the same, \$79,726. Therefore, there is no increase or decrease in salary.

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