Wednesday, December 6, 2023
Council Ordinance No. 1005

Charter Transition Classification and Compensation

Voter approved. Community centered. City delivered.

Portland Transition

Terms and Definitions

- **Classification** – broad description of a body of work; may define one position or multiple positions

- **Position** – single individual job whose duties and responsibilities align with a classification

- **Incumbent** – individual filling a particular position

- **Pay Range** – the entry and maximum pay rates of a classification

- **Pay Structure** – the organization or progression of a group of pay ranges (e.g., non-represented pay structure)

Scope of Work

Develop new classifications

Create new classifications for the new City organizational structure.

- City Administrator
- Assistant City Administrator
- Deputy City Administrator

Modify existing classifications

Evaluate existing classifications to determine if modifications are appropriate.

- Mayor's Aide
- Mayor's Senior Aide
- Council Aide
- Council Senior Aide

Determine pay ranges

Determine pay ranges for all new and modified classifications to align with new City organizational structure.

Developing New Classifications

Classifications that are new to the City:

- City Administrator
- Assistant City Administrator
- Deputy City Administrator

Created based on:

- City Charter
- Examples from other municipalities
- Collaboration between Class Comp and Charter Transition teams

Modifying Existing Classifications

Existing classifications requiring modifications to support the new structure:

Current
Commissioner's Staff Rep
Commissioner's Staff Rep, Sr

New
Council Aide
Council Aide, Senior
Mayor's Aide
Mayor's Aide, Senior

Modifications based on:

- City Charter
- Examples from other municipalities
- Collaboration between Class Comp and Charter Transition teams

Methodology for Setting Pay

Pay Philosophy

- Outlined in Human Resources Administrative Rule 8.04
- Pay should attract, retain, encourage high standard of work

Market Survey

- Match classifications with similar duties
- Match with similar jurisdictions: population size; government structure

Internal Alignment

- Situate pay of new classifications relative to pay of existing classifications
- Reporting structure (placement in org chart)

Process for Setting Pay

1   Conduct Market Survey

2   Evaluate Existing Classifications

3   Align Pay to Internal Structure

4   Recommend for Council Approval

Final Proposal to Support New Structure

Classification Title	Pay Range
City Administrator	$268,632.00 - $371,592.00
Deputy City Administrator	$204,880.00 - $307,299.20
Assistant City Administrator	$139,464.00 - $210,787.20
Mayor's Senior Aide	$90,001.60 - $134,992.00
Mayor's Aide	$71,968.00 - $115,128.00

Council Aide classifications are aligned with current Commissioner Staff Representative classifications and do not require Council approval.
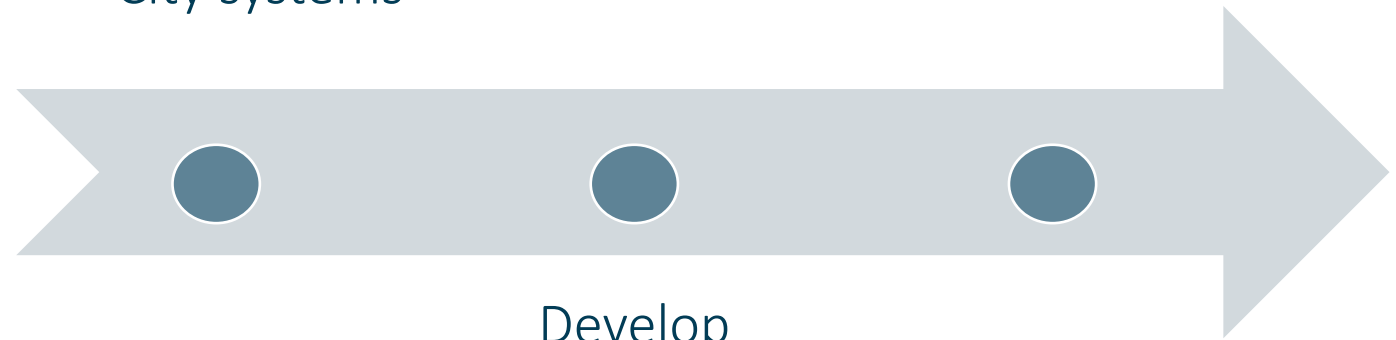
After Council Approval

Add New Classifications in City systems

Develop Position Descriptions

Recruitment and Selection

Questions