

Portland, Oregon  
**FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT**  
**For Council Action Items**

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Anna Kanwit (BR)	2. Telephone No. 503-823-4217	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): March 20, 2013	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: March 11, 2013
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 Assistant Parks and Recreation Director, which is exempt from the classified service, and establish a compensation rate for this classification. (Ordinance)

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

The Portland Bureau of Parks and Recreation requested the creation of the new classification of Assistant Parks and Recreation Director in order to describe the specific duties of one full-time, permanent position responsible for leading and directing the work of assigned departments within the bureau, assisting the Director with developing and implementing the bureau's strategic plan, as well as the development of overall bureau strategies, policies, and initiatives. The Bureau of Human Resources is recommending a Nonrepresented salary grade 14 for the Assistant Parks and Recreation Director.

**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 related to 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 years. 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 this new classification. One regular, full-time Assistant to Bureau Director position will be reclassified to the new Assistant Parks and Recreation Director classification at a salary grade 14, which has a maximum salary that is \$30,243 higher.

**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. One regular, full-time Assistant to Bureau Director position will be reclassified to the 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?

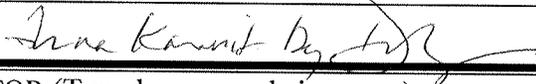
c) How did public involvement shape the outcome of this Council item?

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



BUREAU DIRECTOR (Typed name and signature)



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

186133

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Portland, Oregon 97204-1912  
(503) 823-3572  
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Office of Management and Finance

Jack D. Graham, Chief Administrative Officer

**DATE:** March 11, 2013  
**TO:** Mayor Charlie Hales  
**FROM:** Anna Kanwit, Human Resources Director

**FOR MAYOR'S OFFICE USE ONLY**  
Reviewed by Bureau Liaison \_\_\_\_\_

*Anna Kanwit*

**RE: ORDINANCE TITLE** \*Create a new Nonrepresented classification of Assistant Parks and Recreation Director, which is exempt from the classified service, and establish a compensation rate for this classification. (Ordinance)

- 1. **INTENDED WEDNESDAY FILING DATE:** March 20, 2013
- 2. **REQUESTED COUNCIL AGENDA DATE:** March 27, 2013
- 3. **CONTACT NAME & NUMBER:** Brandon Roberts, 503-823-4217
- 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 Portland Bureau of Parks and Recreation requested the creation of the new classification of Assistant Parks and Recreation Director in order to describe the specific duties of one full-time, permanent position responsible for leading and directing the work of assigned departments within the bureau, assisting the Director with developing and implementing the bureau's strategic plan, as well as the development of overall bureau strategies, policies, and initiatives. The Bureau of Human Resources is recommending a Nonrepresented salary grade 14 for the Assistant Parks and Recreation Director.

This position will be responsible for exercising independent judgment in the formulation of policies that have citywide impact or importance and will be excluded from the classified service as provided by the City Charter and Human Resources Administrative Rules.

**8.FINANCIAL IMPACT**

There is no direct cost to create this new classification. One regular, full-time Assistant to Bureau Director position will be reclassified to the new Assistant Parks and Recreation Director classification at a salary grade 14, which has a maximum salary that is \$30,243 higher.

**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.

