

Tuesday, March 28th, 2023



Independent Salary Commission

Voter Approved. Community Centered. City Delivered.





Zoom Overview

- Meeting is being recorded and will be posted on the Commission’s website.
- We have Close Captioning, American Sign language, and Spanish interpretation available.
- Commissioners, please change your chat setting to “Everyone”.
- Community members, you can submit questions or thoughts through the Q&A.

Meeting Agenda

TIME	ACTIVITY
6:00 – 6:05 pm	Welcome and logistics
6:05 – 6:20 pm	Introductions <ul style="list-style-type: none">• Staffing team• Commissioner Introductions
6:20 – 6:35 pm	Opening remarks <ul style="list-style-type: none">• Tracy Warren, BHR Deputy Director• Michael Jordan, Chief Administrative Officer
6:35 – 7:05pm	Charter Commission Vision, Values, and Purpose <ul style="list-style-type: none">• Robin Ye and Gloria Cruz
7:05 – 7:15pm	Foundational documents
7:15 – 8:00 pm	Methodology and Philosophy to Set Salaries <ul style="list-style-type: none">• Roles & Responsibilities of elected officials• City of Portland methodology• Comparisons with other Salary Commission Methodologies
8:00pm	Meeting Adjourned



Introductions

Please share your:

- Name & preferred pronouns
- Why did you apply to be on the Commission?



Opening Remarks

Tracy Warren, BHR Deputy Director
Michael Jordan, Chief Administrative Officer



Charter Commission Vision, Values, and Purpose

Robin Ye and Gloria Cruz

Foundational Documents

Bylaws

Structural rules
outlining how we must work.



Working agreements

Shared understanding
of how we will work together.



Statements of principles
guiding how we will work.

Values



Approach for grounding
our work in community.

**Community
Engagement Framework**





Methodology and Philosophy to Set Salaries

Roles and Responsibilities of Elected Officials

- On January 1, 2025, all legislative and quasi-judicial authority will vest in the Council, and all executive and administrative authority will vest in the Mayor.
- The revised charter assigns specific duties to Council, the Mayor, and a City Administrator who is hired by the Mayor and designated to carry out certain executive and administrative functions.
- These changes mean that the Council will be the legislative and policy body for the city.
- The Council adopts laws and the budget, raises city revenues and appropriates funds for city functions.
- The Mayor, aided by the City Administrator, will be responsible for the execution and enforcement of the city's laws and budget priorities and for administration of the city's bureaus and facilities.
- The revised charter is intended to provide a broad framework, which means that elected officials must develop and implement the details of the new government structure.

Overview

- City of Portland HRAR 8.04 Pay Philosophy
- BHR Methodology for Assigning Compensation
- Methods of Other Commissions
- City Classifications and Comp Structures

“It is the goal of the City of Portland to attract and retain qualified employees and encourage high levels of performance.”

To set appropriate levels of compensation we:

- Consider direct and indirect compensation
- Consider other factors, eg compression between classifications; incentives linked to performance (merit increases)
- Adjust pay annually based on CPI (COLA increases)
- Are externally competitive

HRAR 8.04

Methodology for Setting Pay

- Review duties and qualifications
- Compare with existing classifications
- Conduct market research
 - Externally competitive = we seek to pay the average compensation offered for similar work in applicable labor markets

Methodology for Market Research

- Actuarial databases and survey data
- Direct research
 - 70% of duties align
 - Labor market = public employers
 - Labor market = competitors (local vs national)
 - +/-5% of market average = “at market”
 - Apply geodif

Methods of Other Commissions

Washington County

- Review of external market comparators
- Review of internal comparators & comp philosophy
- Duties and time commitment required
- Testimony
- COLA applied based per internal practice

washingtoncountyor.gov

Methods of Other Commissions

Multnomah County

- Review of prior methodology
- Market data on comparable positions
- Internal alignment when market data lacking
- Adjustment for compression
- COLA applied per internal practice

www.multco.us

Methods of Other Commissions

Lane County

- Review of comp philosophy
- Market data from predetermined jurisdictions
- Consideration of pay of non-elected positions
- Adjustment for compression
- Application of COLA

lanecounty.org

Other Resources

City of Portland class / comp structures

- Classifications

<https://www.portland.gov/bhr/classification-specifications-a-to-z>

- Compensation

<https://www.portland.gov/bhr/class-comp/comp-plans>

**Additional information, research,
resources?**



Next Steps

- Meeting recording and minutes will be posted on the Salary Commission webpage.
- Next meeting will focus more on foundational documents and your roles and responsibilities as public officials.
- Next meeting is scheduled for: Tuesday, April 11 from 6pm-8pm

Meeting Adjourned

