

TO: Portland Utility Board Members
From: Melissa Merrell, PUB Analyst
RE: Request from Mayor Wheeler regarding two additional BES staff requested
On: May 1, 2017

During discussions with Mayor Wheeler about his proposed budget, BES requested two additional staff positions that were not part of the bureau's initial budget request submitted in January.

The Mayor has requested feedback from the PUB before making a decision on these requests. Director Jordan and Deputy Director Uchiyama will be at the meeting tomorrow to talk about these requests. There is a small window of time for you to weigh in on this issue. There will be a council work session on May 9 (next Tuesday) and I think it would be most valuable to be able to communicate your feedback then.

The bureau has submitted the following information about the two positions:

Equity and Community Engagement (Sr. Management Analyst) \$112,000

This request is to add a Senior Management Analyst to the Director's Office to assist with Equity Plan implementation and Portland Harbor community engagement. The position will be split 50/50 between the Environmental Remediation Fund and the Sewer Operating Fund in the Director's Office and will report to the Assistant Director.

With the recently released Portland Harbor Record of Decision ("ROD"), it is expected that there will be many community-based organizations that are interested in the remedy as well as impacts on populations that will be directly affected by the remedy. It is a City priority that any remedy should consider public input, and prioritize equitable job creation, economic impacts, and MWESB opportunities. A significant community engagement effort will be required and is more than existing staff can support. While the City's specific role in post-ROD implementation activities are yet to be determined, this position will be focused on designing and implementing a public engagement process, working with community-based parties, and partnering with other government agencies and City bureaus on the next phase of work.

Related to the community engagement responsibilities described above, this position will also oversee the implementation of the Bureau's Equity Plan which includes bureau-wide coordination as well as coordination with other city bureaus and community groups. The equity plan identifies action items related to training, service delivery and business practices, and employee recruitment and retention to be completed over the next 3-5 years. This position will work with the bureau Leadership Team to manage and report on action items, metrics and overall progress.

Plans tied to this request include: Bureau Equity Plan, Strategic Plan, Record of Decision for the Portland Harbor Superfund.

KPMs tied to this request include: Supports multiple efforts that impact numerous Bureau-wide KPMs.

Change Management and Strategic Plan (Principal Management Analyst) \$141,162

This request is to add a Principal Management Analyst to the Director's Office to assist with managing major process change efforts Bureau-wide. The position will report to the Assistant Director and will manage and synthesize multiple interests across groups throughout the Bureau, including the CIP process improvement initiative (which began in FY 2016-17). This position will manage consultant participation in various major projects, and help develop Bureau-wide strategies and initiatives. The Director's Office anticipates that additional specific needs will be identified as the Bureau nears completion of the Strategic Plan. Currently there are insufficient staff resources available to support these Bureau-wide change management initiatives. In addition, the position will monitor metrics and reporting of the Strategic Plan, which is expected to be completed in the Fall of 2017. When completed, the new Strategic Plan will be a live document that outlines specific initiatives for the bureau and provides metrics to allow the organization to track performance each year. This position will be charged with managing and reporting on those metrics and ensuring the Strategic Plan stays current and consistent with public priorities and the Bureau's mission, vision and strategic direction.

Plans tied to this request include: This position will connect to nearly all Bureau plans via managing change bureau-wide and more specifically via the implementation, reporting, and monitoring of the new Strategic Plan.

KPMs tied to this request include: Supports multiple efforts that impact numerous Bureau-wide KPMs.