

ANALYSIS

Item 68: Department of Consumer and Business Services Salary Selective Adjustments

Analyst: Alex Perkins

Request: Increase Other Funds expenditure limitation by \$893,818, increase Federal Funds expenditure limitation by \$26,057, and authorize the establishment of three positions (1.50 FTE) to address workload, reclassify positions, and fund negotiated salary selectives.

Analysis: The Department of Consumer and Business Services (DCBS) is requesting three additional positions and reclassification of six existing positions to meet increasing workload demands. Reclassifications better align work with the position classification and have been approved by the Department of Administrative Services Chief Human Resource Office. Funding is also requested to support the alignment of 17 positions affected by collective bargaining related to salary selectives (i.e., change in position salary range). DCBS is unable to address these changes administratively through a permanent finance plan within their legislatively adopted budget. The requested position actions are summarized by division below.

Workers' Compensation Division - DCBS is requesting \$15,086 Other Funds to fund a salary selective increase for one Training and Development Specialist 2 position, which was increased from a salary range 27 to a salary range 28 during collective bargaining.

Oregon Occupational Safety and Health (OSHA) Division - A total of \$66,455 Other Funds and \$26,057 Federal Funds is requested for the upward reclassification of one position from a Project Manager 1 to a Project Manager 2 and to fund salary selective increases for three positions. The OSHA Division has two Training and Development Specialist 2 positions and one Training and Development Specialist 1 position impacted by salary selective adjustments. Training and Development Specialist 1 positions were increased from a salary range 23 to a salary range 24 during collective bargaining.

Central Services Division - DCBS is requesting \$563,225 Other Funds to establish three new permanent full-time positions (1.50 FTE), reclassify two positions, and fund salary selective increases for two Training and Development Specialist 2 positions. An Information Technology Application Development Manager 1 (0.50 FTE) and Information Systems Specialist 5 (0.50 FTE) are requested to support software development and testing. A Human Resources Analyst 1 (0.50 FTE) will assist with the agency's recruitment process. In addition, funding would support the upward reclassification of an Application Systems Manager to an Information Technology Application Development Manager 2 and an Operations and Policy Analyst 3 to a Diversity Equity and Inclusion Manager 1.

Division of Financial Regulation - DCBS is requesting \$55,658 Other Funds is requested for the upward reclassification of a Compliance Specialist 2 to a Compliance Specialist 3.

Building Codes Division - A total of \$193,394 Other Funds is requested to reclassify two Administrative Specialist 1 positions to Administrative Specialist 2 classifications and fund salary selective increases for eleven Elevator Inspector positions. Elevator Inspectors were increased from a salary range 25 to a salary range 27 during collective bargaining.

Recommendation: The Legislative Fiscal Office recommends that the Joint Interim Committee on Ways and Means recommend increasing Other Funds expenditure limitation by \$893,818, increasing Federal Funds expenditure limitation by \$26,057, and authorizing the establishment of three positions (1.50 FTE) for the Department of Consumer and Business Services in a budget reconciliation bill during the 2024 legislative session to address workload, reclassify positions, and fund negotiated salary selectives.

Request: Increase Other Funds expenditure limitation by \$893,818, increase Federal Funds expenditure limitation by \$26,057, and establish three permanent, full-time positions (1.50 FTE) to address administrative workload issues, reclassify positions, and fund recently negotiated salary selectives for the Department of Consumer and Business Services (DCBS).

Recommendation: Approve the request during the 2024 legislative session.

Discussion: DCBS is requesting \$893,818 Other Funds, \$26,057 Federal Funds, and three positions (1.50 FTE) to address the following budget issues:

Administrative Workload: DCBS is requesting \$452,361 Other Funds and three permanent full-time positions (1.50 FTE) to address workload issues in the Central Services division. This includes an IT Application Development Manager 1 (0.50 FTE), an Information Systems Specialist 5 (ISS 5) (0.50 FTE) to serve as a software tester, and a Human Resources Analyst 1 (0.50 FTE) to assist with the Department's recruitment process. The IT Application Development manager will alleviate the management burden in the software development unit, which currently has one manager to 22 staff and will aid in succession planning and create a management career path opportunity. The ISS 5 position will supplement DCBS' existing software tester position to improve overall system quality and integrity and reduce the amount of time spent testing before changes are put into production. DCBS' Information Technology and Research group is responsible for approximately 1,000 software applications, many of which were developed and are maintained in-house. Finally, the Human Resources Analyst 1 position will serve as a recruitment specialist to assist managers with the recruitment process in order to meet the Governor's expectations around timely hiring for vacant positions. The new positions in Central Services will be funded with Other Funds revenues from DCBS' cost allocation system.

Position Reclassifications: DCBS is requesting \$136,287 Other Funds and \$15,575 Federal Funds to reclassify six positions to ensure the current responsibilities of the positions match their classifications. Of the six reclassifications, five are reclassifications within a job series, for instance from an Administrative Specialist 1 position to an Administrative Specialist 2 position or are changes from one classification to a similar classification, for instance from an Application Systems Manager position to an Information Technology Application Development Manager position. The remaining reclassification changes an Operations and Policy Analyst 3 to a Diversity and Inclusion Manager 2 within Central Services. The new classifications are necessary to better match the work being done by the position and have been approved by the Department of Administrative Services – Chief Human Resources Office.

Salary Selectives: DCBS is requesting \$305,170 Other Funds and \$10,482 Federal Funds to fund salary selectives negotiated for the 11 Elevator Inspectors in the Building Codes Division and for the six Training and Development Specialist (TDS) positions

agencywide. During collective bargaining, Elevator Inspectors increased from a salary range 25 to a salary range 27, and TDS positions increased by a single salary range, from 23 to 24 for TDS 1 positions and from 27 to 28 for TDS 2 positions.

Legal Reference:

Increase Other Funds expenditure limitation established by chapter 354, section 1(2), Oregon Laws 2023, for the Department of Consumer and Business Services, Workers' Compensation Division, by \$15,086 for the 2023-25 biennium.

Increase Other Funds expenditure limitation established by chapter 354, section 1(3), Oregon Laws 2023, for the Department of Consumer and Business Services, Oregon OSHA, by \$66,455 for the 2023-25 biennium.

Increase Other Funds expenditure limitation established by chapter 354, section 1(4), Oregon Laws 2023, for the Department of Consumer and Business Services, Central Services Division, by \$563,225 for the 2023-25 biennium.

Increase Other Funds expenditure limitation established by chapter 354, section 1(5), Oregon Laws 2023, for the Department of Consumer and Business Services, Division of Financial Regulation, by \$55,658 for the 2023-25 biennium.

Increase Other Funds expenditure limitation established by chapter 354, section 1(6), Oregon Laws 2023, for the Department of Consumer and Business Services, Building Codes, by \$193,394 for the 2023-25 biennium.

Increase Federal Funds expenditure limitation established by chapter 354, section 2(1), Oregon Laws 2023, for the Department of Consumer and Business Services, Oregon OSHA, by \$26,057 for the 2023-25 biennium.



REPLACEMENT LETTER

December 18, 2023

Senator Elizabeth Steiner, Co-Chair
Representative Tawna Sanchez, Co-Chair
Joint Committee on Ways and Means
900 Court Street NE
H-178 State Capitol
Salem, OR 97301

Dear Co-Chairs:

Nature of the Request

The Department of Consumer and Business Services (DCBS) respectfully requests the following items be addressed in the February 2024 legislative session.

Agency Action

The Department of Consumer and Business Services respectfully requests that the Interim Joint Committee on Ways and Means approve an increase in Other Funds and Federal Funds expenditure limitation to reclassify and establish positions within the agency to align with workload needs. Normally, these actions would be completed through a Department of Administrative Services permanent finance plan process; however, we are unable to fund these actions on our own through this process and remain within our current legislatively adopted budget.

DCBS is requesting to re-classify six positions, establish 3 positions, and align 17 positions affected by union bargaining agreements related to salary selectives. If approved, this request would increase DCBS' position authority by 1.50 FTE and modify other and federal funds expenditure limitation among the divisions as detailed below:

Action Requested

Workers' Compensation Division (SCR 011-13-00-00000):

- Salary Selective one position:
 - From: Training & Development Specialist 2 (OAS C1339 AP – SR 27)
 - To: Training & Development Specialist 2 (OAS C1339 AP – SR 28)

Total request: \$15,086 Other Funds, 0 positions, 0.00 FTE



Oregon OSHA (SCR 011-15-00-00000):

- Reclassify upward one position:
 - From: Project Manager 1 (OAS C0854 AP – SR 27)
 - To: Project Manager 2 (OAS C0855 AP – SR 30)
- Salary Selective three total positions:
 - Two positions:*
 - From: Training & Development Specialist 2 (OAS C1339 AP – SR 27)
 - To: Training & Development Specialist 2 (OAS C1339 AP – SR 28)
 - One position:*
 - From: Training & Development Specialist 1 (OAS C1338 AP – SR 23)
 - To: Training & Development Specialist 1 (OAS C1338 AP – SR 24)

Total request: \$66,455 Other Funds and \$26,057 Federal Funds, 0 positions, 0.00 FTE

Central Services Division (SCR 017-00-00-00000):

- Reclassify upward two positions:
 - From: Applications Systems Manager (MMS X1412 IP – SR 34)
 - To: Information Technology Application Development Manager 2 (MMS X7894 IP – SR 33X)
 - From: Operations & Policy Analyst 3 (MMN X0872 AP – SR 30)
 - To: Diversity Equity & Inclusion Manager 1 (MMS X7205 AP – SR 31X)
- Establish three positions:
 - Information Technology Application Development Manager 1 (MMS X7895 IP – SR 31X)
 - Information Systems Specialist 5 (OAS C1485 IP – SR 28)
 - Human Resources Analyst 1 (MMN X1320 AP – SR 23)
- Salary Selective two positions:
 - One position:*
 - From: Training & Development Specialist 2 (OAS C1339 AP – SR 27)
 - To: Training & Development Specialist 2 (OAS C1339 AP – SR 28)
 - One position:*
 - From: Training & Development Specialist 2 (MMN X1339 AP – SR 27)
 - To: Training & Development Specialist 2 (MMN X1339 AP – SR 28)

Total request: \$563,225 Other Funds, 3 positions, 1.50 FTE

Division of Financial Regulation (018-00-00-00000):

- Reclassify upward one position:
 - From: Compliance Specialist 2 (OAS C5247 AP – SR 25)
 - To: Compliance Specialist 3 (OAS C5248 AP – SR 29)

Total request: \$55,658 Other Funds, 0 positions, 0.00 FTE



Building Codes Division (019-00-00-00000):

- Reclassify upward two positions:
 - From: Administrative Specialist 1 (AT C0107 AP – SR 17)
 - To: Administrative Specialist 2 (AT C0108 AP – SR 20)
- Salary Selective eleven positions:
 - From: Elevator Inspector (AT C5342 AP – SR 25)
 - To: Elevator Inspector (AT C5342 AP – SR 27)

Total request: \$193,394 Other Funds, 0 positions, 0.00 FTE

Legislation Affected

Approval of this request will:

- Increase Other Funds expenditure limitation established by chapter 354, section 1(2), Oregon Laws 2023, for the Department of Consumer and Business Services, Workers' Compensation Division, by \$15,086 for the 2023-25 biennium.
- Increase Other Funds expenditure limitation established by chapter 354, section 1(3), Oregon Laws 2023, for the Department of Consumer and Business Services, Oregon OSHA, by \$66,455 for the 2023-25 biennium.
- Increase Other Funds expenditure limitation established by chapter 354, section 1(4), Oregon Laws 2023, for the Department of Consumer and Business Services, Central Services Division, by \$563,225 for the 2023-25 biennium.
- Increase Other Funds expenditure limitation established by chapter 354, section 1(5), Oregon Laws 2023, for the Department of Consumer and Business Services, Division of Financial Regulation, by \$55,658 for the 2023-25 biennium.
- Increase Other Funds expenditure limitation established by chapter 354, section 1(1), Oregon Laws 2023, for the Department of Consumer and Business Services, Building Codes Division, by \$193,394 for the 2023-25 biennium.
- Increase Federal Funds expenditure limitation established by chapter 354, section 2(1), Oregon Laws 2023, for the Department of Consumer and Business Services, Oregon OSHA, by \$26,057 for the 2023-25 biennium.

Sincerely,



Andrew R. Stolfi
Director, Department of Consumer and Business Services