

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

All fields must be completed.

Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: **December 12, 2014**

Please mark one: **Bill Request** or **Resolution Request**

1. Has your agency submitted this request in the last 12 months?

Yes **No**

If yes, please explain:

2. Title: Approve classification notice #1421

3. Requesting Agency: Office of Human Resources

4. Contact Person: *(with actual knowledge of proposed ordinance)*

- **Name:** Seth Duhon-Thornton
- **Phone:** 720-913-5664
- **Email:** seth.duhon-thornton@denvergov.org

5. Contact Person: *(with actual knowledge of proposed ordinance who will present the item at Mayor-Council and who will be available for first and second reading, if necessary)*

- **Name:** Meredith Creme
- **Phone:** 720-913-5722
- **Email:** meredith.creme@denvergov.org

6. General description of proposed ordinance including contract scope of work if applicable:

The Office of Human Resources (OHR) received a request from the Denver Department of Environmental Public Health (EPH) to conduct a Classification/Compensation study. The study was originally initiated to review the Environmental Quality Division and was expanded to include the Community Health, Public Health Inspections and Animal Care and Control Divisions. The purpose of this study was to review and realign current positions with proper classifications as well as conduct a pay analysis.

7. Is there any controversy surrounding this ordinance? (groups or individuals who may have concerns about it?)
Please explain.

None known

8. Budget Impact:

None

POSTING IS REQUIRED

Classification Notice No. 1421

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: November 20, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of: Public Health Administrator 811-E (\$57,464-\$91,942), Environmental Administrator 813-E (\$65,668-\$105,069) and Senior Environmental Administrator 814-E (\$70,199-\$112,318). Additionally, the proposed change abolishes the classifications of: Environmental Public Health Program Administrator 813-E (\$65,668-\$105,069) and Senior Environmental Public Health Program Administrator 814-E (\$70,199-\$112,318).

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NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CE2893	Public Health Administrator	811-E (\$57,464-\$91,942)
CE2894	Environmental Administrator	813-E (\$65,668-\$105,069)
CE2895	Senior Environmental Administrator	814-E (\$70,199-\$112,318)

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CE2268	Environmental Public Health Program Administrator	813-E (\$65,668-\$105,069)
CE2269	Senior Environmental Public Health Program Administrator	814-E (\$70,199-\$112,318)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and pay plan shall be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor’s veto.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday December 4, 2014 5:00 p.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Meredith Crème meredith.creme@denvergov.org Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-

thornton@denvergov.org by 8:00 a.m. on **Wednesday, December 3, 2014**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday December 2, 2014**.

CHANGES IN THE CLASSIFICATION AND PAY PLAN

December 16, 2014

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CE2893	Public Health Administrator	811-E (\$57,464-\$91,942)
CE2894	Environmental Administrator	813-E (\$65,668-\$105,069)
CE2895	Senior Environmental Administrator	814-E (\$70,199-\$112,318)

Supervisory Level: 2 (By position, Lead work/Supervise)

EEO Code: 2 (Professionals)

Medical Group: S (Sedentary)

FLSA: Exempt

ABOLISHMENT

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CE2268	Environmental Public Health Program Administrator	813-E (\$65,668-\$105,069)
CE2269	Senior Environmental Public Health Program Administrator	814-E (\$70,199-\$112,318)

Synopsis:

The Office of Human Resources (OHR) received a request from the Denver Department of Environmental Public Health (EPH) to conduct a Classification/Compensation study. The study was originally initiated to review the Environmental Quality Division and was expanded to include the Community Health, Public Health Inspections and Animal Care and Control Divisions. The purpose of this study was to review and realign current positions with proper classifications as well as conduct a pay analysis.

The Public Health Administrator classification is designed to enrich the current career path in the Public Health side of the organization to administer programs/projects in the Public Health areas. This classification will execute full-performance level Public Health work developing, implementing, and administering a variety of projects in the specialized area of public health, which requires a strong foundation in the principles and practices of the area in order to maintain and improve the efficiency and effectiveness of the function. This role provides supportive, interpretive, and advisory information to higher-level managers and other stakeholders.

The Environmental Administrator classification is designed to replace the current Environmental Public Health Program Administrator. This is a title change to better describe the environmental impacts. This classification administers environmental initiatives by developing and implementing programs in a multi-disciplinary setting, which requires independent integration of scientific principles with law, business, information technology, and engineering for environmental protection, planning, permitting, compliance, recovery, remediation, reclamation or removal purposes.

The Senior Environmental Administrator classification is also a title change replacing the current Senior Environmental Public Health Program Administrator. The Senior Environmental Administrator administers large scale, complex

environmental initiatives by developing and implementing programs in a multi-disciplinary setting, which require independent integration of scientific principles with law, business, information technology, and engineering for environmental protection, planning, permitting, compliance, recovery, remediation, reclamation or removal purposes. This classification will be responsible for overseeing the administration of large scale complex environmental programs, which require the application of multi-disciplinary scientific principles and backgrounds. This classification is characterized by administering programs with all of the following: a) complex regulatory issues requiring the development of new policies, b) three (3) or more areas of scientific emphasis/expertise, c) significant budgetary management with significant exposure to long term financial or political risk, d) requirement of long-term decision making with a great deal of scientific and/or regulatory uncertainty, and e) goals and performance metrics that are based upon achievement of long-term city-wide environmental outcomes.

Pay Rationale:

The 2014-Mountain States Employers' Council-Public Employers Compensation Survey, was used to verify current pay information for the Public Health Investigator Classification series. The pay grades are recommended to remain the same as follows:

Environmental Public Health Investigator I, pay grade 618-E (\$43,041-\$62,840)
Environmental Public Health Investigator II, pay grade 809-E (\$50,285-\$80,456)
Environmental Public Health Investigator III, pay grade 810-E (\$53,755-\$86,008)

Mountain States Employers' Council was engaged to conduct a special pay study for the Environmental and Senior Environmental Administrator positions; however, they were unable to get enough responses of comparable positions to provide results. In the absence of significant pay information for these classifications in the marketplace, the State of Colorado was used as a reference and internal pay comparisons were done to determine the pay grade for the Environmental Quality classifications.

For the new classification of Public Health Administrator, pay grade 811 in occupational "E" is recommended. This pay grade places this class at one pay grade higher than the Environmental Public Health Investigator III currently at pay grade 810-E. This aligns with level of expertise required by this classification to administer Public Health projects that require a strong foundation in the principles of the functional area. The pay grades for the Environmental Administrator and the Senior Environmental Administrator will stay the same (813-E & 814-E).

Employee Impact: Five employees will be reallocated in the Environmental Quality division into the Environmental Administrator and Senior Environmental Administrator classifications.

Budget Impact: There is no budget impact. All employees being reallocated are paid a salary that is within the pay range for the new classification, therefore they move pay-to-pay.

Organizational Data: The PH Administrator will be used mostly by Public Health Investigation (PHI), Community Health, and ACC (Animal Care & Control). This class reports to the EPH Program Supervisor. The Environmental Administrator and Sr. Environmental Administrator report to EPH Manager Position in EQ division.

Proposed Effective Date: If it is determined as a result of an audit or maintenance study that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and pay plan shall be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor's veto. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval (Revised February 22, 2013; Rule Revision Memo 4D).