

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: July 20, 2017

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 #1544 – Associate Internal Auditor

3. Requesting Agency: Office of Human Resources

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

- Name: Lori Schumann
- Phone: 720-913-5831
- Email: lori.schumann@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: Nicole de Gioia-Keane
- Phone: 720-913-5643
- Email: Nicole.deGioia-Keane@denvergov.org

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

The proposed change amends the Classification and Pay Plan by creating a new class called Associate Internal Auditor (V-808).

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

None known.

8. Budget Impact

There is no budget impact.

POSTING IS REQUIRED

Classification Notice No. 1544

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: July 7, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new class called Associate Internal Auditor (V-808).

Currently there are 4 levels of Internal Auditor classifications: Staff (Non-exempt), Senior (Exempt), Lead (Exempt), and Supervisor (Exempt). It is proposed to create an Associate Internal Auditor classification to provide a competitive career path for employees coming in at the entry level of Staff Internal Auditor. The proposed classification, Associate Internal Auditor, will create an opportunity for the Staff Internal Auditor to move from a non-exempt role to an exempt role after successfully completing one year of on-the-job experience. The Auditor's Office expects the Staff Internal Auditor to function independently and use independent judgement after one year of on-the-job experience as their work develops into an intermediate level. This new classification provides an intermediate level to the Internal Auditor series and allows the Staff Internal Auditor to move from entry level to intermediate level before becoming a Senior Internal Auditor creating 5 levels of Internal Auditor classifications. Staff, Associate, Senior, Lead, and Supervisor.

NEW CLASS

Proposed Title

Associate Internal Auditor

Proposed Pay Grade

V-808 (\$51,170-\$66,521-\$81,872)

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 July 20, 2017 at 9:00 AM** 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 Nicole de Gioia-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Thursday, July 20, 2017**. 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, July 18, 2017**.

NEW CLASSIFICATION

Job Code: CV3044 Classification Title: Associate Internal Auditor

Pay Grade: V-808 (\$51,170 - \$81,872) Supervisory Level: 10-None/Incidental EEO Code: 2 - Professionals Medical Group: Sedentary FLSA: Exempt

Synopsis:

Currently there are 4 levels of Internal Auditor classifications: Staff (Non-exempt), Senior (Exempt), Lead (Exempt), and Supervisor (Exempt). It is proposed to create an Associate Internal Auditor classification to provide a competitive career path for employees coming in at the entry level of Staff Internal Auditor. The proposed classification, Associate Internal Auditor, will create an opportunity for the Staff Internal Auditor to move from a non-exempt role to an exempt role after successfully completing one year of on-the-job experience. The Auditor's Office expects the Staff Internal Auditor to function independently and use independent judgement after one year of on-the-job experience as their work develops into an intermediate level. This new classification provides an intermediate level to the Internal Auditor series and allows the Staff Internal Auditor to move from entry level to intermediate level before becoming a Senior Internal Auditor creating 5 levels of Internal Auditor classifications. Staff, Associate, Senior, Lead, and Supervisor.

Pay Rationale:

The Associate Internal Auditor performs intermediate level professional auditing work and conducts internal performance audits and prepares reports in accordance with Generally Accepted Government Auditing Standards. It is proposed to set the pay grade for the Associate Internal Auditor at V-808. This is based on a review of market data and internal equity to the Senior Internal Auditor, whose pay grade is V-810 (see chart below). The Staff Internal Auditor (V-619) and the Senior Internal Auditor (V-810) are benchmark classifications and pay grades are based on market data. The market data for the Associate Internal Auditor (\$68,026) confirms the placement into the pay grade between Staff Internal Auditor and Senior Internal Auditor and follows the existing compensation practice to provide two pay grades between classes in a series. For this reason, it is recommended to establish the pay grade for the Associate Internal Auditor at V-808.

Title	Current Grade	Market Midpoint	Current CCD Midpoint	New Grade effective 1/1/18	CCD Midpoint effective 1/1/18
Staff – (NE)	V-619	\$54,520	\$60,216	V-620	\$62,941
Associate – (E)	V-808	\$68,026	\$66,521	V-809	\$71,112
*Senior – (E)	V-810	\$83,622	\$76,018	V-811	\$81,263
Lead – (E)	V-811		\$81,263	V-812	\$86,870
Supv – (E)	V-813		\$92,864	V-814	\$99,272

*Anchor Benchmark

Effective 1/1/18, all 4 Internal Auditor roles are moving up one pay grade because of the recently approved 2017 Pay Survey market analysis. It is proposed that the Associate Internal Auditor classification move up one pay grade from V-808 to V-809 along with the other 4 Internal Auditor roles moving up in pay grade on 1/1/18. This move preserves the alignment of the Associate Internal Auditor within the Internal Auditor series and makes this classification eligible for an increase effective January 1, 2018 along with Pay Survey adjustments as approved by the board.

Employee Impact:

Since this is a new classification, there is no employee impact.

Budget Impact:

There is no budget impact. This is a new class.

Organizational Data:

This classification may be used by the Auditor's Office, Denver International Airport, Denver Human Services, Public Works, and Office of Economic Development Agency.

Effective Date Rule:

Rule 7-37(A)

If it is determined, because 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.