

## **BILL/ RESOLUTION REQUEST**

- 1. Title:** Approves the consolidation and elimination of three occupational groups (Doctors, Health Technical & Related Support, and Trades) and creates new classes within the City's Classification and Pay Plan,
- 2. Requesting Agency:** Career Service Authority
- 3. Contact Person *with actual knowledge of proposed ordinance***  
**Name:**Bruce Backer  
**Phone:**720-913-5643  
**Email:**bruce.backer@denvergov.org
- 4. 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:**Bruce Backer  
**Phone:**720-913-5643  
**Email:**bruce.backer@denvergov.org
- 5. Describe the proposed ordinance, including what the proposed ordinance is intended to accomplish, who's involved**

**a. Scope of Work**

1. Classification Notice #1366 – Occupational Group Consolidation is changing a multiple number of pay grades as a result of an external audit of our Pay Survey conducted in 2011. Please see the attached document “Information on Impacted Classifications” for a list of the Job Codes, Classification Titles, Current Pay Grades, Proposed Pay Grades, and Supervisory Levels for all classifications that are changing pay grades in this classification notice.

CSA Compensation has been working on an initiative to consolidate and eliminate three occupational groups within the City's Classification and Pay Plan. The recommendation to consolidate and eliminate occupational groups derived from an external audit of our Pay Survey conducted in 2011.

The occupational groups that are being consolidated are: (D) Doctors, (H) Health Technical & Related Support, and (T) Trades. Classifications in these occupational groups will be moved into an existing occupational group within the City's Classification and Pay Plan. As part of the consolidation, the pay tables for (D) Doctors, (H) Health Technical & Related Support, and (T) Trades will be abolished.

Classifications in the Health Technical & Related Support and Health Professional occupational groups used by the Department of Human Services (DHS) will be moved into the Professional occupational group. Placing DHS classifications into one

occupational group will provide opportunities to better align these classifications based on internal relationships.

Classifications in the Doctors and Health Technical & Related Support occupational groups will be combined into (O) Health Professional. This aligns all healthcare classifications used for Career Service employees at Denver Health into the same occupational group. To accommodate the variety of classifications to be housed in Health Professional, the non-exempt and exempt pay tables were adjusted. Lower pay ranges were removed and higher pay ranges were added to both non-exempt and exempt pay tables. All pay ranges were renumbered with new pay grades. It is also recommended to change the title of the Health Professional occupational group to Healthcare.

Classifications in the Trades occupational group will be combined into (J) Labor. To better describe the work performed by these classifications, it is recommended to change the title to Maintenance & Operations. In order to finalize and build support for pay grade recommendations for the trades classifications, CSA Compensation held meetings with labor and trades managers to address issues with internal relationships caused by combining the two groups.

The benefits of consolidating and eliminating occupational groups are listed below:

- Consolidation of occupational groups will allow CSA Compensation to better maintain internal equity among classifications typically used within a department/agency.
- The City's Classification and Pay Plan will be better aligned with compensation best practices.
- The annual Pay Survey process will be simplified and streamlined.
- The number of benchmark classifications will increase in the remaining occupational groups, thus strengthening the pay relationship between the City's classifications and the market.

There is a monthly budget impact of \$11,542.98, which covers 101 employees across the city that will be moved to the new range minimum. The budget impact by agency is as follows:

- Aviation - \$1,779.29 (16 employees)
- Environmental Health - \$1,717.80 (4 employees)
- Human Services - \$6,107.03 (63 employees)
- General Services - \$32.04 (1 employee)
- Parks & Recreation - \$925.24 (9 employees)
- Public Works - \$253.16 (3 employees)
- Safety - \$161.42 (5 employees)

2. Classification Notice 1367- Building Engineer (620-J) and Lead Building Engineer (621-J) are new classes. These classes were created as a result of a city-wide study of the Master Trades Worker classification. The study revealed the need for a new class that focused on overall maintenance and preventative maintenance of City facilities, including the utilization of building automation systems to monitor and control building systems. It was found that the industry has begun utilizing building "generalists" to handle issues that do not require construction or one specific trade expertise such as plumbing, HVAC or electrical. Newer city facilities such as the Webb Building and the Justice Center are more in need of upkeep and preventative maintenance rather than large-scale repair or

additional construction. Attracting applicants with this type of background has been difficult, as departments have been using either the HVAC Mechanic or Master Trades Worker class to recruit, and neither class accurately describes this position. It was decided that a specific class should be written that would accurately describe the position when recruiting and would also accurately compensate this specific skill set. There is no immediate budget impact.

3. Classification Notice 1368 – DIA Stationary Engineer (621-J) is a new class. This class was created as a result of a city-wide study of the Master Trades Worker classification. The study revealed a need at DIA's Central Utility Plant for a specific Stationary Engineer classification. Employees working at the plant had historically been classified as either HVAC Mechanics or Master Trades Workers, and neither class accurately described nor compensated these positions. It was decided that since the work performed by these employees was best described as a Stationary Engineer, a specific class should be written that would accurately describe the position when recruiting and would also more accurately compensate them. There is no immediate budget impact.

4. Classification Notice 1369 – Personal Property Analyst I (612-V) and Personal Property Analyst III (616-V) are new classes. Personal Property Analyst II (614-V) is a title change from Personal Property Analyst. The Assessment Division within the Department of Finance requested that CSA create a progressive series for its Business Personal Property unit. As progressive classification series as defined by Career Service Rule 7-34F "consists of entry, developmental and full performance level classifications where the levels of the duties are different, but the types of duties and nature of the work are the same." A progressive class series also delegates authority for reallocation to the appointing authority. Currently, a single classification, Personal Property Analyst, exists. The creation of the Personal Property Analyst progressive series allows the Assessment Division to meet changing business needs. The class series provides an entry level classification that will assist with attracting and develop talent in the future. The class series also provides a full performance classification that is responsible for conducting complex business personal property valuations, working on special projects, and representing the City in personal property valuation appeals. The current Personal Property Analyst was revised and updated to reflect a standard (or developmental) level performance classification. It is recommended to change the title to Personal Property Analyst II to reflect the placement of the classification in the new progressive series. There is no immediate budget impact.

**b. Duration**

n/a

**c. Location**

n/a

**d. Affected Council District**

n/a

**e. Benefits**

n/a

**f. Costs**

n/a

**6. Is there any controversy surrounding this ordinance, groups or individuals who may have concerns about it? Please explain.**

No.

**Bill Request Number: BR12-0805**

**Date: 10/23/2012**