

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: **April 3, 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 #1406**

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 proposed change amends the Classification and Pay Plan by adding the classifications 911 Systems Administrator I (625-I) and 911 Systems Administrator II (814-I). The proposed change has an effective date of 03/31/2014.

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. 1406

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: March 6, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications 911 Systems Administrator I (625-I) and 911 Systems Administrator II (814-I).

Technology Services (TS) requested a legal opinion from the City Attorney's Office on the exemption status of four positions, two Associate IT Systems Administrators and two Senior IT Systems Administrators, working at the 911 Communications Center. Concerns were raised among the TS employees working at the 911 Communications Center about receiving compensation for working on-call assignments.

Based on the findings of the legal opinion issued by the City Attorney's Office, OHR is recommending the creation of two new classifications – 911 Systems Administrator I and 911 Systems Administrator II. The new class specifications better describe the duties and responsibilities performed by the incumbents working at the 911 Communications Center. In addition, the 911 Systems Administrator I is recommended to be non-exempt, whereas the current classification held by the impacted employees, the Associate IT Systems Administrator, is exempt.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CI2869	911 Systems Administrator I	625-I (\$60,962 - \$89,005)
CI2870	911 Systems Administrator II	814-I (\$72,829 - \$116,231)

OHR is requesting that the effective date for both classifications be March 31, 2014.

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 March 20, 2014 9:00 a.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 Melissa Fisher melissa.fisher@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, March 19, 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 March 18, 2014**.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CI2869	911 Systems Administrator I	625-I (\$60,962 - \$89,005)
CI2870	911 Systems Administrator II	814-I (\$72,829 - \$116,231)

<u>FLSA:</u>	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>
Non-exempt	3 – None/Incidental	2 - Professionals	S-Sedentary
Exempt	3 – None/Incidental	2 – Professionals	S-Sedentary

Synopsis

Technology Services (TS) requested a legal opinion from the City Attorney's Office on the exemption status of four positions, two Associate IT Systems Administrators and two Senior IT Systems Administrators, working at the 911 Communications Center. Concerns were raised among the TS employees working at the 911 Communications Center about receiving compensation for working on-call assignments.

Based on the findings of the legal opinion issued by the City Attorney's Office, OHR is recommending the creation of two new classifications – 911 Systems Administrator I and 911 Systems Administrator II. The new class specifications better describe the duties and responsibilities performed by the incumbents working at the 911 Communications Center. In addition, the 911 Systems Administrator I is recommended to be non-exempt, whereas the current classification held by the impacted employees, the Associate IT Systems Administrator, is exempt.

***Note:** The Department of Labor applies the Fair Labor Standards Act (FLSA) exemption tests to individual positions and not to an entire classification. The review and subsequent legal opinion issued by the City Attorney's Office was based on the duties and responsibilities, along with the discretion, judgment, and independence exercised by the four TS employees working at the 911 Communications Center. The recommendations of the legal opinion issued by the City Attorney's Office do not carry over to other positions within Technology Services, nor across the City.*

The General Statement of Duties for the 911 Systems Administrator I states that an incumbent "performs standard level professional information technology work installing, configuring, and maintaining critical systems and applications for Computer Aided Dispatch (CAD) and Voice Recording systems utilized by Denver 911 Emergency Communications Center; maintains and repairs routine issues with hardware and software; and troubleshoots, installs, and repairs user issues desktop hardware and software."

The General Statement of Duties for the 911 Systems Administrator II states that an incumbent "performs full performance level professional information technology work planning and coordinating the installation, configuration, and maintenance of critical systems and applications for Computer Aided Dispatch (CAD) and Voice Recording systems utilized by Denver 911 Emergency Communications Center; maintains and repairs complex issues with system hardware, software, and databases."

Pay Rationale

OHR conducted a study of other local cities and counties to gather information on pay practices for IT professionals supporting 911 operations. The results of this study found that other local cities and counties pay systems administrators, working for 911 operations, at the same rate as other systems administrators located elsewhere in the organization.

Based on these findings, OHR gathered and utilized market data from Mountain States Employers Council and Mercer to determine the appropriate pay grade for the 911 Systems Administrator I and II. First, the blended average actual rate of pay for the 911 Systems Administrator I is \$73,582, which corresponds to pay grade 625-I (\$60,962 - \$89,005), which has a midpoint of \$74,984. This creates a percent difference of 1.91%. Second, the blended average actual rate of pay for the 911 Systems Administrator II is \$93,968, which corresponds to the pay grade 814-I (\$72,829 - \$116,231), which has a midpoint of \$94,530. This creates a percent difference of 0.60%.

Employee Impact

There are two employees moving into the 911 Systems Administrator I and two employees moving into the 911 Systems Administrator II. The two employees moving into the 911 Systems Administrator I will be eligible for overtime for all hours worked over 40 in a work week, starting on March 31, 2014.

Budget Impact

There is no budget impact at this time.

Organizational Data

The 911 Systems Administrator I and II will report into an IT Manager.

Effective Date

It is recommended to make this classification notice effective March 31, 2014 to allow for time keeping of all hours worked by the incumbents moving into the 911 Systems Administrator I.