

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: **May 13, 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 #1409

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 classification of Park Ranger Supervisor (809-N) as well as changing the title for Parks and Recreation Ranger to Park Ranger. Additionally, the proposed change includes changing the title and pay grade for Lead Park Ranger (621-N) to Senior Park Ranger (617-N).

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. 1409

To: Agency Heads and Employees
From: Melissa Fisher, Interim Deputy Director
Date: April 2, 2014
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Park Ranger Supervisor (809-N) as well as changing the title for Parks and Recreation Ranger to Park Ranger. Additionally, the proposed change includes changing the title and pay grade for Lead Park Ranger (621-N) to Senior Park Ranger (617-N).

OHR has been working with the Natural Resources Division of Parks and Recreation on their Park Ranger Classification Series. This division consists of 5 districts, 240 Urban Parks, 80 miles of regional trails and 44 Mountain Parks totaling 14,000 acres of open space over 5 counties. OHR updated the Parks and Recreation Ranger and Lead Park Ranger job descriptions and changed the titles to be more aligned with the industry. We are changing the title of Parks and Recreation Ranger to Park Ranger and changing the title of Lead Park Ranger to Senior Park Ranger. A progressive series was established to move Park Rangers to Senior Park Rangers; this will give their employees the opportunity for growth after meeting the established criteria by taking on more complex duties.

A new classification of Park Ranger Supervisor was created to oversee the Park Rangers and Senior Park Rangers. Currently one person provides supervision to all the Park Rangers and Senior Park Rangers which increases to approximately 26 staff during the spring/summer seasons. A Park Ranger Supervisor will provide day to day supervision and give the Administrator time to facilitate and guide the Ranger Program which includes park use management, training, developing procedures, and rules and regulations. There is also a need for a supervisory classification because it would allow for a supervisor to always be on duty during the multiple daily shifts when the Administrator is not working. This again will give employees some career growth opportunities.

TITLE CHANGE

| Present Classification Title | Proposed Classification Title | Pay Grade & Range |
|-----------------------------------------|------------------------------------------|------------------------------|
| Parks and Recreation Ranger | Park Ranger | 614-N (\$36,372 - \$53,103) |

TITLE AND PAY GRADE CHANGE

| Present Classification Title | Proposed Classification Title | Present Pay Grade & Range | Proposed Pay Grade & Range |
|-----------------------------------------|------------------------------------------|------------------------------------------|-------------------------------------------|
| Lead Park Ranger | Senior Park Ranger | 621-N (\$49,662 - \$72,507) | 617-N (\$41,566- \$60,686) |

NEW CLASS

| Classification Title | Pay Grade & Range |
|-----------------------------|------------------------------|
| Park Ranger Supervisor | 809-N (\$50,774 - \$81,238) |

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 April 17, 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 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, April 16, 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 April 15, 2014**.

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

| | | | |
|--------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------|
| <u>Job Code</u> CN2570 | <u>Present Classification Title</u> Parks and Recreation Ranger | <u>Proposed Classification Title</u> Park Ranger | <u>Pay Grade & Range</u> 614-N (\$36,372 - \$53,103) |
| <u>Supervisory Level:</u> 3 - Non Incidental | <u>EEO Code:</u> 4 – Protective Service | <u>Medical Group</u> Medium Physical | <u>FLSA:</u> Non-Exempt |

REVISED CLASS SPECIFICATION INCLUDING TITLE AND PAY GRADE CHANGE

| | | |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------|
| <u>Job Code</u> CN2550 | <u>Present Classification Title</u> Lead Park Ranger | <u>Proposed Classification Title</u> Senior Park Ranger |
| <u>Present Pay Grade & Range</u> 621-N (\$49,662 - \$72,507) | <u>Proposed Pay Grade & Range</u> 617-N (\$41,566 - \$60,686) | |
| <u>Supervisory Level:</u> 2 - Leadworker | <u>EEO Code:</u> 4 – Protective Service | <u>Medical Group</u> Medium Physical |
| | | <u>FLSA:</u> Non-Exempt |

NEW CLASS

| | | |
|----------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------|
| <u>Job Code</u> CN2872 | <u>Classification Title</u> Park Ranger Supervisor | <u>Pay Grade & Range</u> 809-N (\$50,774 - \$81,238) |
| <u>Supervisory Level:</u> 6 – First Level Supervisor | <u>EEO Code:</u> 4 – Protective Service | <u>Medical Group</u> Medium Physical |
| | | <u>FLSA:</u> Exempt |

Synopsis:

OHR has been working with the Natural Resources Division of Parks and Recreation on their Park Ranger Classification Series. This division consists of 5 districts, 240 Urban Parks, 80 miles of regional trails and 44 Mountain Parks totaling 14,000 acres of open space over 5 counties. OHR updated the Parks and Recreation Ranger and Lead Park Ranger job descriptions and changed the titles to be more aligned with the industry. We are changing the title of Parks and Recreation Ranger to Park Ranger and changing the title of Lead Park Ranger to Senior Park Ranger. A progressive series was established to move Park Rangers to Senior Park Rangers; this will give their employees the opportunity for growth after meeting the established criteria by taking on more complex duties.

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Pay Rationale:

It is recommended to maintain the Park Ranger at pay grade 614-N. The recommendations for the Senior Park Ranger and the Park Ranger Supervisor are pay grades 617-N and 809-N.

Market data was used to determine the appropriate pay grade for the Park Ranger and the Park Ranger Supervisor. Mountain States Employer’s Council’s Public Employer’s survey provides a match to both of the classifications. The Park Ranger remains the same as matched in previous years. The average actual pay rate for the market for the new classification of Park Ranger Supervisor is \$64,561, which corresponds to the midpoint of pay grade 809-N (\$50,774 - \$81,238), which is \$66,006. This provides a percent difference of 2.24%.

An internal relationship to Park Ranger was established to recommend pay grade 617-N for the Senior Park Ranger. Within the classification and pay plan, it is more common to establish a two pay grade difference between classifications in a series; however in this case the Senior Park Ranger has responsibilities that warrant a three pay grade relationship. In addition to the duties of a Park Ranger, the Senior Park Ranger is responsible for educational programming and outreach to park visitors and providing field training to the Park Rangers in multiple locations.

Employee Impact:

There are currently fourteen employees who will move pay to pay.

Budget Impact:

There is no immediate budget impact.

Organizational Data: The Park Ranger and Senior Park ranger will report to a Park Ranger Supervisor who will then report to an Administrator I and a Field Superintendent.

Effective Date Rule:

Section 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.