

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: **August 19, 2013**

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 # 1389.

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:** Melissa Fisher
- **Phone:** 720-913-5663
- **Email:** melissa.fisher@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 Senior Recreation Supervisor (810-A) as well as changing the title of Recreation Director to Director of Recreation.

Please include the following:

- a. **Duration:**
- b. **Location:**
- c. **Affected Council District:**
- d. **Benefits:**
- e. **Costs:**

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. 1389

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: August 15, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classification of Senior Recreation Supervisor (810-A), and changes the title of Recreation Director to Director of Recreation (814-A).

The Department of Parks and Recreation (P & R) requested the Office of Human Resources create a new class for the Recreation Division, Senior Recreation Supervisor. P & R currently has a Recreation Supervisor class that the department will continue to use. There are clear differences between the classes and this will increase employees' opportunities for advancement.

The Senior Recreation Supervisor supervises the operations and staff in two of the following three areas: a recreation center, a core program area(s), or a city-wide program(s). A Senior Recreation Supervisor also provides mentoring to Recreation Supervisors and center staff members to improve overall operations, scheduling, and risk management. A Recreation Supervisor is responsible for supervising the operations and staff of a recreation center.

Parks and Recreation also requested that the Office of Human Resources change the title of the new Recreation Director class to Director of Recreation. The Director of Recreation title will then be consistent with the other director classes in the department such as Director of Parks and Director of Golf.

NEW CLASS

<u>Classification Title:</u>	<u>Job Code</u>	<u>Pay Grade & Range</u>
Senior Recreation Supervisor	CA2834	810-A (\$56,967-\$91,147)

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

<u>Current Classification Title:</u>	<u>Proposed Classification Title</u>	<u>Job Code</u>	<u>Pay Grade & Range</u>
Recreation Director	Director of Recreation	CA2753	814 A (\$74,394-\$119,030)

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 August 15, 2013 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 Heather Britton heather.britton@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, August 14, 2013**. 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 August 13, 2013**.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CA2834	Senior Recreation Supervisor	810 A

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

<u>Job Code</u>	<u>Present Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade</u>
CA2753	Recreation Director	Director of Recreation	814 A

Supervisory Level:

6 – First Level Supervisor	Senior Recreation Supervisor
4 – Manager	Director of Recreation

EEO Code:

2 – Professional	Senior Recreation Supervisor
1 – Officials and Administrators	Director of Recreation

Medical Group:

M – Medium Physical	Senior Recreation Supervisor
S – Sedentary	Director of Recreation

FLSA:

Both the Senior Recreation Supervisor and the Director of Recreation are Exempt classes.

Synopsis:

The Department of Parks and Recreation (P & R) requested the Office of Human Resources create a new class for the Recreation Division, Senior Recreation Supervisor. P & R currently has a Recreation Supervisor class that the department will continue to use. There are clear differences between the classes and this will increase employees' opportunities for advancement.

The Senior Recreation Supervisor supervises the operations and staff in two of the following three areas: a recreation center, a core program area(s), or a city-wide program(s). A Senior Recreation Supervisor also provides mentoring to Recreation Supervisors and center staff members to improve overall operations, scheduling, and risk management. A Recreation Supervisor is responsible for supervising the operations and staff of a recreation center.

Additionally, the qualifications for the classes are different. A Recreation Supervisor requires three years of experience in recreational operations or in a core recreation function(s). Whereas, a Senior Recreation Supervisor requires three years of supervisory experience in recreational operations, core recreational function(s), and/or city-wide program administration in a community recreation program.

Parks and Recreation also requested that the Office of Human Resources change the title of the new Recreation Director class to Director of Recreation. The Director of Recreation title will then be consistent with the other director classes in the department such as Director of Parks and Director of Golf.

Pay Rationale:

It is recommended that the Senior Recreation Supervisor be compensated at 810 A. This pay grade recommendation is based on internal equity. In setting the pay grade at 810 A, the new class will fall between the two other supervising recreation classes. The Recreation Supervisor is compensated at 808 A and the Recreation Manager is compensated at 812 A.

Employee Impact:

At this time there is no employee impact as the department will recruit for new positions.

Budget Impact:

None.

Organizational Data:

The Director of Recreation positions report to the Deputy Manager of Recreation and the Senior Recreation Supervisor positions report to the Director of Recreation.

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.