

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: December 10, 2018

Please mark one: **Bill Request** or **Resolution Request**

1. Type of Request:

- Contract/Grant Agreement** **Intergovernmental Agreement (IGA)** **Rezoning/Text Amendment**
- Dedication/Vacation** **Appropriation/Supplemental** **DRMC Change**
- Other: Classification & Pay Plan Update**

2. Title: Approves Classification Notice #1578

3. Requesting Agency: Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Alena Duran	Name: Alena Duran
Email: alena.duran@denvergov.org	Email: alena.duran@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

The State of Colorado approved an increase of the state’s minimum wage for 2019 from \$10.20 per hour to \$11.10 per hour. This is a part of Amendment 70 that was adopted on January 1, 2017 which approved subsequent increases of \$0.90 per hour increments annually until minimum wage reaches \$12.00 on January 1, 2020.

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: BR18 1500

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR18 1500

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1578

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: November 16, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising the Community Rate and Training & Intern pay schedules to coincide with the state increase in minimum wage. The proposed change also abolishes certain pay grades and adjusts the pay grade for certain classifications.

The State of Colorado approved an increase of the state's minimum wage for 2019 from \$10.20 per hour to \$11.10 per hour. This is a part of Amendment 70 that was adopted on January 1, 2017 which approved subsequent increases of \$0.90 per hour increments annually until minimum wage reaches \$12.00 on January 1, 2020.

REVISED PAY SCHEDULES

Training & Intern Schedule

	Pay Grade	Rate
Current	A-403	\$10.20
Proposed	A-403	\$11.10

Community Rate Schedule

	Pay Grade	Range Minimum	2nd Quartile Minimum	Range Midpoint	4th Quartile Minimum	Range Maximum
Current	Z-114	\$10.20	\$11.14	\$12.09	\$13.03	\$13.97
Proposed	Z-114	\$11.10	\$12.13	\$13.15	\$14.18	\$15.20

ABOLISHED PAY GRADES & ASSOCIATED RANGES

Pay Grade	Range Minimum	2nd Quartile Minimum	Range Midpoint	4th Quartile Minimum	Range Maximum
A-600	\$10.80	\$12.04	\$13.29	\$14.53	\$15.77
C-402	\$10.20	\$10.20	\$10.20	\$10.20	\$10.20
C-600	\$10.33	\$11.52	\$12.71	\$13.89	\$15.08
C-601	\$10.80	\$12.04	\$13.29	\$14.53	\$15.77
E-602	\$10.47	\$11.68	\$12.88	\$14.09	\$15.29
E-603	\$10.95	\$12.21	\$13.47	\$14.73	\$15.99
I-600	\$10.52	\$11.73	\$12.94	\$14.15	\$15.36
I-601	\$11.00	\$12.27	\$13.53	\$14.80	\$16.06
J-403	\$10.20	\$10.20	\$10.20	\$10.20	\$10.20

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Resolution/Bill Number: BR18 1500

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ABOLISHED PAY GRADES & ASSOCIATED RANGES (continued)

Pay Grade	Range Minimum	2nd Quartile Minimum	Range Midpoint	4th Quartile Minimum	Range Maximum
J-601	\$10.30	\$11.49	\$12.67	\$13.86	\$15.04
J-602	\$10.77	\$12.01	\$13.25	\$14.48	\$15.72
L-600	\$10.53	\$11.74	\$12.95	\$14.16	\$15.37
L-601	\$11.01	\$12.28	\$13.54	\$14.81	\$16.07
N-601	\$10.37	\$11.56	\$12.76	\$13.95	\$15.14
N-602	\$10.84	\$12.09	\$13.34	\$14.58	\$15.83
V-600	\$10.36	\$11.55	\$12.75	\$13.94	\$15.13
V-601	\$10.83	\$12.08	\$13.32	\$14.57	\$15.81
Z-113	\$10.20	\$11.14	\$12.09	\$13.03	\$13.97

PAY RATE OR PAY RANGE CHANGE

Class Code	Classification Title	Current Pay Grade & Range	Proposed Pay Grade & Range
TA1585	Mayor's Youth Worker	A-403 (\$10.20)	A-403 (\$11.10)
CJ2525	Food Service Worker	J-602 (\$10.77-\$13.25-\$15.72)	J-603 (\$11.26-\$13.85-\$16.44)
RG2944	Golf Sales Associate	Z-114 (\$10.79-\$12.79-\$14.78)	Z-116 (\$12.41-\$14.71-\$17.00)
CG2378	Golf Starter/Ranger	Z-113 (\$10.20-\$12.09-\$13.97)	Z-114 (\$11.10-\$13.15-\$15.20)
CG2943	Golf Cart Attendant	Z-113 (\$10.20-\$12.09-\$13.97)	Z-114 (\$11.10-\$13.15-\$15.20)
CC2526	Golf Pro Shop Assistant	C-603 (\$11.80-\$14.52-\$17.23)	C-605 (\$12.90-\$15.87-\$18.83)
CG2113	Park Seasonal Laborer	Z-113 (\$10.20-\$12.09-\$13.97)	Z-114 (\$11.10-\$13.15-\$15.20)
RG2909	Recreation Assistant	Z-113 (\$10.20-\$12.09-\$13.97)	Z-114 (\$11.10-\$13.15-\$15.20)
RG2401	Lifeguard	Z-113 (\$10.20-\$12.09-\$13.97)	Z-114 (\$11.10-\$13.15-\$15.20)
RG2347	Usher	Z-113 (\$10.20-\$12.09-\$13.97)	Z-114 (\$11.10-\$13.15-\$15.20)

The proposed effective date is January 1, 2019 to align with the state's approved increase to minimum wage.

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, December 6, 2018 at 9:00 AM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, November 29, 2018**. 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, December 4, 2018**.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR18 1500

Date Entered: _____

CLASSIFICATION STUDY REPORT: 2019 Minimum Wage Increase

Public Hearing: Yes No in accordance with [Career Service Rule 7-21](#)

Analyst Name: Alena Duran

Impacted Department(s): DPR, Arts & Venues, Safety and Denver Health

Date: November 9, 2018

REVISED PAY SCHEDULES

Training & Intern Schedule

	Pay Grade	Rate
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Community Rate Schedule

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Synopsis: The State of Colorado approved an increase of the state’s minimum wage for 2019 from \$10.20 per hour to \$11.10 per hour. This is a part of Amendment 70 that was adopted on January 1, 2017 which approved subsequent increases of \$0.90 per hour increments annually until minimum wage reaches \$12.00 on January 1, 2020.

Pay Rationale: A review of the current pay ranges was done to comply with the minimum wage increase.

It was found that one classification and pay grade in the Training & Intern Schedule was below the \$11.10 per hour. As a result, we are changing the pay rate of Mayor’s Youth Worker to \$11.10 per hour.

It is recommended to abolish multiple pay grades where the minimum of the pay range is below the minimum wage and there are no classifications associated with the pay ranges. We are adjusting the pay range of pay grade Z-114 to reflect the minimum wage increase. It is also recommended to abolish Z-113 because the minimum pay rate falls below the new minimum wage rate. Current classifications tied to Z-113 will move to pay grade Z-114. The Food Service Worker classification will move from J-602 to J-603 because the current range minimum is below the new minimum wage. To maintain internal equity, OHR is proposing to move Golf Sales Associate from Z-114 to pay grade Z-116 because it should remain higher than the Golf Starter/Ranger and Golf Cart Attendant because the duties and responsibilities are higher level, and this will maintain the current internal equity. It is also recommended to move Golf Pro Shop Assistant from C-603 to C-605. This classification performs lead work duties over the Golf Sales Associate and it will be placed in pay grade C-605 to maintain the current internal equity and percent difference between the classes.

To be completed by Mayor’s Legislative Team:

Employee Impact: These pay range changes will affect a total of 1036 employees indicated as being active in Workday as of 10/24/2018. All impacted employees are on-call employees. Of the 1036 employees, there are 861 employees who will receive an increase to the range minimum of the assigned pay range. All other employees' salaries fall within the assigned pay range.

Below is a list of affected departments, classification titles and employee count in each classification.

Affected Dept/Agency	Classification Title	Employee Count
Parks and Recreation	Golf Sales Associate	47
Parks and Recreation	Golf Starter/Ranger	35
Parks and Recreation	Golf Cart Attendant	27
Parks and Recreation	Golf Pro Shop Assistant	5
Parks and Recreation	Park Seasonal Laborer	113
Parks and Recreation	Recreation Assistant	287
Parks and Recreation	Lifeguard	430
Department of Safety	Mayor's Youth Worker	11
Denver Health Medical Center	Food Service Worker	1
Denver Arts and Venues	Usher	80

Budget Impact: Based on the actual hours worked (YTD) for the 882 employees, it is estimated that it would cost an additional \$158,807.08 annually affecting four agencies; however, we know the actual cost will vary since they are all on-call employees whose schedule can fluctuate throughout the year based on department needs and work availability. The total estimated budget impact in 2018 was \$203,038.08.

Below is the estimated cost broken down by agency:

Affected Dept/Agency/Fund	Cost by Actual Hours
Denver Arts and Venues	\$5,533.77
Parks and Recreation	\$123,200.31
Golf Enterprise	\$44,397.87
Safety	\$1,986.75
Grand Total	\$175,118.05

Proposed Effective Date: The proposed effective date is January 1, 2019 to align with the state's approved increase to minimum wage.

To be completed by Mayor's Legislative Team: