



## 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 (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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?

**POSTING IS REQUIRED**

**Classification Notice No. 1589**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** March 7, 2019  
**Subject:** Proposed Change to the Classification and Pay Plan

In March 2018, the Classification and Compensation Division of the Office of Human Resources initiated a Citywide Management Analyst Job Classification Study. The purpose of the study was to ensure that incumbents in the Management Analyst Series were performing the essential duties of this classification and to identify incumbents whose main job duties were outside of the Management Analyst job series. The Management Analyst Study involved 6 job classifications (Management Analyst I, II, III, IV, OIM and Supervisor), encompassing 150 incumbents in 22 departments/agencies across the City and County of Denver.

As a result of this study, it is proposed to change the Classification and Pay Plan by creating five (5) new classifications: Crime Data Analyst Associate (N-809), Crime Data Analyst Senior (N-811), Continuous Improvement Specialist II (A-809), Continuous Improvement Specialist III (A-811), and Continuous Improvement Specialist IV for positions performing work of these types and levels.

Additionally, 80 employees will remain in their current classifications. Twenty-eight (28) employees will be reclassified into existing job classifications, 13 employees will be reclassified into a new Crime Data Analyst Series for the Denver Police Department and 14 employees will be reallocated into a new Continuous Improvement Specialist series. Fifteen (15) employees were either promoted or reallocated into other existing classification titles during the study.

**NEW CLASSIFICATION(S)**

<b>Job Code</b>	<b>Proposed Classification Title</b>	<b>Proposed Pay Grade</b>	<b>Proposed Pay Range</b>
CN3134	Crime Data Analyst Associate	N-809	\$53,694 – \$69,802 – \$85,910
CN3135	Crime Data Analyst Senior	N-811	\$61,360 – \$79,768 – \$98,176
CA3136	Continuous Improvement Specialist II	A-809	\$58,433 – \$75,963 – \$93,493
CA3137	Continuous Improvement Specialist III	A-811	\$66,775 – \$86,808 – \$106,840
CA3138	Continuous Improvement Specialist IV	A-813	\$76,307 – \$99,199 – \$122,091

**JOB TITLE REVISIONS**

<b>Job Code</b>	<b>Current Classification Title</b>	<b>Revised Classification Title</b>
CA2251	Management Analyst I	Management Analyst Staff
CA2252	Management Analyst II	Management Analyst Associate
CA2412	Management Analyst II Hourly	Management Analyst Associate Hourly
LA2400	Management Analyst II	Management Analyst Associate
CA2253	Management Analyst III	Management Analyst Senior
CA3031	Management Analyst III Hourly	Management Analyst Senior Hourly
LA2876	Management Analyst III	Management Analyst Senior
MA2284	Management Analyst III	Management Analyst Senior
CA2254	Management Analyst IV	Management Analyst Specialist
FA2814	Management Analyst IV	Management Analyst Specialist
FA2137	Management Analyst, OIM	Management Analyst OIM

*Classification titles are being revised to match the City's job title naming convention.*

**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, March 21, 2019 at 9:00 AM** in the Webb Municipal Building, 4<sup>th</sup> floor, Room 4.G.2, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Wednesday, March 20, 2019**. 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](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, March 19, 2019**.

# Classification Study Report

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21D6.

**Analyst Name:** Greg Thress, Classification and Compensation Analyst

**Date:** 5 March 2019

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Classification titles are being revised to match the City’s job title naming convention.

**Synopsis:** The proposed new job classifications series (Crime Data Analyst and Continuous Improvement Specialist) are a result of the Management Analyst Citywide Job Classification Study that began in April 2018. The purpose of this study was to ensure that incumbents in the Management Analyst Series were performing the essential duties of this classification and to identify incumbents whose main job duties were outside of the Management Analyst job series.

The Management Analyst Study involved 6 job classifications, 150 incumbents in 22 departments/agencies across the City as shown in Tables 1 & 2 on page 2.

<b>Table 1 - Job Classifications being Reviewed (# incumbents)</b>		
Management Analyst I (8)	Management Analyst III (47)	Management Analyst OIM (2)
Management Analyst II (70)	Management Analyst IV (17)	Management Analyst Supervisor (6)

<b>Table 2 - Department/Agencies with Management Analysts (# incumbents)</b>		
Auditor's Office (1)	Dept of Human Services (18)	General Services (8)
Clerk & Recorder's Office (1)	Department of Safety (1)	Mayor's Office (3)
Community Planning & Development (1)	Denver Fire Department (1) Denver Police Department (24)	Office of Independent Monitor (3)
Denver County Court (2)	Denver Sheriff Department (19)	Office of Children's Affairs (1)
Denver International Airport (21)	Economic Development (16)	Parks and Recreation (1)
Denver Public Library (2)	Environmental Health (2)	Public Works (4)
Department of Finance (14)	Excise and License (2)	Technology Services (5)

Each incumbent completed a Job Analysis Questionnaire (JAQ) that was reviewed and approved by their immediate supervisor. The JAQ provides the Classification and Compensation Analyst (Analyst) with the essential duties that each incumbent performs. The Analyst compared these stated essential job duties with the Job Specification to determine if the incumbent was performing the essential duties of a Management Analyst. When additional information was needed, the Analyst requested additional information from the immediate supervisor, met with the immediate supervisor and/or manager, or both. In person meetings were also accompanied by the Human Resources Business Partner or Human Resources Manager and in most cases, the Classification and Compensation Analyst for that department/agency was also present.

The results of the Management Analyst Citywide Job Classification Study are highlighted in Table 3.

<b>Table 3 – Results of Management Analyst Job Classification Study</b>	
150	Management Analyst Positions in the Classification Study
80	Incumbents performing the essential duties of a Management Analyst; no reallocation needed
28	Incumbents to be reallocated to the following existing job classifications:
	1 – Administrator I
	1 – Administrator II
	2 – Applications Support Administrator Associate
	1 – Applications Support Administrator Senior
	6 – Compliance/Certification Officer Associate
	1 – Compliance/Certification Officer Senior
	2 – Executive Assistant III
	1 – IT Business Analyst Senior
	1 – Management Analyst II
	1 – Management Analyst IV
	1 – Marketing and Communications Professional II
	5 – Operations Coordinator
	1 – Staff Assistant
	4 – Statistical Researcher Associate

27	Incumbents to be reallocated to new job classifications
	14 - incumbents to Continuous Improvement Job Classification Series

	13 - incumbents to Crime Data Analyst Job Classification Series
7	Management Analyst being audited when Citywide Study started & were reallocated
7	Promoted/Reallocated during the Citywide Study
1	Possible Abolishment

With the addition of these two new classification series (Crime Data Analyst and Continuous Improvement Specialists) and reallocating employees into the correct job classification will be beneficial during the recruitment process ensuring that candidates are applying to the appropriate job classification. This will also be beneficial in retaining current employees knowing they are in the correct job classification and are being compensated based on market data for the correct classification.

**Pay Rationale:**

**Crime Data Analyst Job Series:** The Employer’s Council Public Employees (ECPE) Salary Survey was used to establish the pay grade for the Crime Data Analyst Associate job classification series. Individual salary data was provided from 13 cities and 5 counties, not including the City and County of Denver, within the Denver Metro Area. This data was aged 3% to 1 January 2019. The aged average pay range midpoint was \$70,538. The closest range midpoint under the City’s Enforcement, Compliance and Protective Services range structure is Pay Grade N-809 where the range midpoint is \$69,802. This represents a 1.1% difference from the city’s range midpoint. No published salary data was available for the Crime Data Analyst Senior position. Following our standard practice of a two-pay grade difference, recommendation is to assign the Crime Data Analyst Senior to Pay Grade N-811.

**Continuous Improvement Specialist Job Series:** The 2018 Mercer Benchmark Database Survey and the 2018 Willis Towers Watson General Industry Middle Management, Professional and Support Compensation Survey were used to establish Pay Grade assignment for the Continuous Improvement Specialist II. Blended data from these two surveys was aged 3% to 1 Jan 2019 and then Denverized. The blended survey median for the Continuous Improvement Specialist II was \$78,469. The closest range midpoint under the City’s General Administrative range structure is Pay Grade A-809 where the range midpoint is \$75,963. This represents a 3.2% difference from the city’s range midpoint. The Continuous Improvement Specialist II is the anchor in establishing a two-pay grade difference for the Specialist III pay grade of A-811 and Specialist IV at pay grade A-813. Current managers for this classification series are assigned to pay grade A-814 or higher.

**Benchmark:** The following surveys were used to benchmark these job classes and to establish pay grade assignments:

**CCD Job Classification Title matched to Survey, Job Code, and Position Title**

Crime Data Analyst Associate	ECPE	39119	Crime & Data Analyst
Continuous Improvement Specialist II	Mercer Willis	QLT.02.001.P20 AQY030; P2	Business Process Quality Experienced Six Sigma Intermediate

**Employee and Budget Impact:**

**Crime Data Analyst Job Series:** Eleven current incumbents will be reallocated from Management Analyst II to Crime Data Analyst Associate and two incumbents will be reallocated from Management Analyst III to Crime Data Analyst Senior with no budget impact.

**Continuous Improvement Specialist Job Series:** One current incumbent will be reallocated from

Management Analyst II to Continuous Improvement Specialist II. Nine incumbents will be reallocated from Management Analyst III to Continuous Improvement Specialist III and two incumbents will be reallocated from Management Analyst IV to Continuous Improvement Specialist IV. There is no budget impact with these reallocations.

**Effective Date Rule:**

Career Service Rule 7-37 Effective Dates, Section A: If it is determined 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. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the OHR Executive Director or Board, but use for longer than six months is contingent upon City Council approval.