

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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: **November 25, 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 # 1397.**

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 changing the title and pay grade of Tree Trimmer (611-J) to Arborist Technician I (614-J) and Senior Tree Trimmer (612-J) to Arborist Technician II (616-J).

**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:

There is an annual budget impact of \$4,942.90. Two employees will receive an increase that brings their salary up to the range minimum of the new class.

**POSTING IS REQUIRED**

**Classification Notice No. 1397**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: November 7, 2013  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the title and pay grade of Tree Trimmer (611-J) to Arborist Technician I (614-J) and Senior Tree Trimmer (612-J) to Arborist Technician II (616-J)**

The Natural Resources Division of Parks and Recreation requested that we look at the pay for Tree Trimmer and Senior Tree Trimmer. They contacted us because they were having issues attracting and retaining good talent because our pay was fairly low compared to other municipalities. The division was losing great employees to these municipalities because of this reason.

The agency also believed the current job descriptions needed to be updated to capture all the elements of the job. OHR updated both job descriptions and changed the title to be more aligned with what they are being called in the market. We added certifications to both the Arborist Technician I and II. We changed the education and experience requirement for the Arborist Technician II. The Arborist Technician II will now have to have two years of related college course work and 3 years of experience.

**REVISED CLASS SPECIFICATIONS INCLUDING TITLE AND PAY GRADE CHANGE**

<u>Job Code</u>	<u>Present Classification Title</u>	<u>Proposed Classification Title</u>
CJ2612	Tree Trimmer	Arborist Technician I
CJ2596	Senior Tree Trimmer	Arborist Technician II

<u>Present Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
611-J (\$30,926 - \$45,140)	614-J (\$35,353 - \$51,581)
612-J (\$32,331 - \$47,204)	616-J (\$38,636 - \$56,381)

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 November 21, 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 Melissa Fisher [melissa.fisher@denvergov.org](mailto:melissa.fisher@denvergov.org), Office of Human Resources, in care of Seth Duhon-Thornton [seth.duhon-thornton@denvergov.org](mailto:seth.duhon-thornton@denvergov.org) by 8:00 a.m. on **Wednesday, November 20, 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday November 19, 2013**.

**REVISED CLASS SPECIFICATIONS INCLUDING TITLE AND PAY GRADE CHANGE**

<u>Job Code</u>	<u>Present Classification Title</u>	<u>Proposed Classification Title</u>
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612-J (\$32,331 - \$47,204)	616-J (\$38,636 - \$56,381)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group</u>	<u>FLSA:</u>
3 - Non Incidental	8 – Service/Maintenance	Heavy Physical	Non-Exempt
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**Synopsis:**

The Natural Resources Division of Parks and Recreation requested that we look at the pay for Tree Trimmer and Senior Tree Trimmer. They contacted us because they were having issues attracting and retaining good talent because our pay was fairly low compared to other municipalities. The division was losing great employees to these municipalities because of this reason.

The agency also believed the current job descriptions needed to be updated to capture all the elements of the job. OHR updated both job descriptions and changed the title to be more aligned with what they are being called in the market. We added certifications to both the Arborist Technician I and II. We changed the education and experience requirement for the Arborist Technician II. The Arborist Technician II will now have to have two years of related college course work and 3 years of experience.

**Pay Rationale:**

It is recommended to place the Arborist Technician I at pay grade 614-J and the Arborist Technician II at pay grade 616-J.

Market data was used to determine the appropriate pay grade for the Arborist Technician II. Mountain States Employer’s Council conducted a special survey which resulted in public and private sector responses within the metro area with a match to the Arborist Technician II classification. The average actual pay rate for the market is \$46,814.00, which corresponds to the midpoint of pay grade 616-J (\$38,636 - \$56,381), which is \$47,509. This provides a percent difference of 1.48%.

An internal relationship to Arborist Technician II was established to recommend pay grade 614-J for the Arborist Technician I. Within the classification and pay plan, it is common practice to establish a two pay grade difference between classifications in a series. The Arborist Technician I is the first level in the two classification series and does not require the same level of experience, education and certification as the market-priced, Arborist Technician II.

**Employee Impact:**

Eight current employees will move pay to pay with the exception of 2 who will move into the range minimum of the new class.

**Budget Impact:**

There is an annual budget impact of \$4,942.90. Two employees will receive an increase that brings their salary up to the range minimum of the new class.

**Organizational Data:** The Arborist Technician I and II reports to an Operations Supervisor who then reports to 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.