

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: **June 21, 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 # 1387.**

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: Heather Britton
- Phone: 720-913-5699
- Email: heather.britton@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 classifications of Team Decision Making Coordinator (807-A) and Lead Team Decision Making Coordinator (808-A).

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. 1387

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: June 20, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding the classifications of Team Decision Making Coordinator (807-A) and Lead Team Decision Making Coordinator (808-A).

The Child Welfare Division of Denver Human Services (DHS) currently has a Team Decision Making (TDM) unit that provides for community engagement and team forums as mandated by Child Welfare to families involved in investigations and open cases in both Child Welfare and Youth Services/Community Impact at DHS. To properly classify, recruit for and evaluate these functions, DHS has requested the creation of two new classes, DHS Team Decision Making Coordinator and Lead DHS Team Decision Making Coordinator.

The incumbents performing this work are currently classified as Social Case Workers, Senior Social Case Workers and Lead Social Case Workers. While the incumbents utilize their social work background in the performance of their duties, their specific duties are significantly different than the duties of other social case workers at DHS. These incumbents do not carry on-going cases nor do they develop treatment plans; their work is focused on coordinating the Team Decision Making process that includes the facilitation of meetings with internal staff, community members, family/clients, attorneys and other professional providers in all decisions involving child removal, change of placement, and reunification/other permanency plan.

Creating the DHS Team Decision Making Coordinator class will more accurately reflect the work being done by employees on the team, which will help in recruiting efforts and will provide distinction from, and advancement opportunities for, other employees in the Social Case Worker series.

The Lead DHS Team Decision Making Coordinator class will be responsible for performing lead work over the DHS Team Decision Making Coordinators. One incumbent currently classified as a Lead Social Caseworker is currently serving as a lead over the unit. Creating a specific class will, as with the DHS Team Decision Making Coordinator, recognize and compensate the incumbent for the specialized work she is performing. The position in this class will be a working lead and perform many of the same duties as the Coordinators, but will also be responsible for handling particularly complex situations and giving guidance to the team members when unusual or crisis situations arise. The position is also expected to serve as a subject matter expert. Having lead positions serve in this capacity is common industry practice; currently Jefferson, Boulder and Adams counties all use leads over Social Case Workers.

NEW CLASS

<u>Classification Title:</u>	<u>Job Code</u>	<u>Pay Grade & Range</u>
Team Decision Making Coordinator	CA2831	807-A (\$46401-\$74242)
Lead Team Decision Making Coordinator	CA2832	808-A (\$49603-\$79365)

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.

CHANGES IN THE CLASSIFICATION AND PAY PLAN
July 2, 2013

NEW CLASSES

<u>Classification Title:</u>	<u>Job Code</u>	<u>Pay Grade & Range</u>
Team Decision Making Coordinator	CA2831	807-A (\$46401-\$74242)
Lead Team Decision Making Coordinator	CA2832	808-A (\$49603-\$79365)

Supervisory Level:

3-None/Incidental (DHS Team Decision Making Coordinator)
2-Lead Worker (Lead DHS Team Decision Making Coordinator)

EEO Code:

2-Professional (Both classes)

Medical Group:

Sedentary (Both classes)

FLSA:

Exempt (Both classes)

Synopsis:

The Child Welfare Division of Denver Human Services (DHS) currently has a Team Decision Making (TDM) unit that provides for community engagement and team forums as mandated by Child Welfare to families involved in investigations and open cases in both Child Welfare and Youth Services/Community Impact at DHS. To properly classify, recruit for and evaluate these functions, DHS has requested the creation of two new classes, DHS Team Decision Making Coordinator and Lead DHS Team Decision Making Coordinator.

The incumbents performing this work are currently classified as Social Case Workers, Senior Social Case Workers and Lead Social Case Workers. While the incumbents utilize their social work background in the performance of their duties, their specific duties are significantly different than the duties of other social case workers at DHS. These incumbents do not carry on-going cases nor do they develop treatment plans; their work is focused on coordinating the Team Decision Making process that includes the facilitation of meetings with internal staff, community members, family/clients, attorneys and other professional providers in all decisions involving child removal, change of placement, and reunification/other permanency plan.

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Pay Rationale:

The proposed pay grade and range for the DHS Team Decision Making Coordinator class is 807-A (\$46401-\$74242). Market data was not available, so an internal relationship was used to determine the appropriate pay grade. The class of Utilization Management Coordinator (pay grade 807-A) was used for comparison purposes. The work of this new class is similar in the level of supervision received, the guidance and decision-making responsibilities, the interpersonal communications, and the overall coordination aspects to the Utilization Management Coordinator class. This provides a 6.5% difference when compared to the range minimum of the Senior Social Caseworker pay range (\$43406-\$69450), which is appropriate based on the specialized duties and knowledge required for this class.

The proposed pay grade and range for the Lead DHS Team Decision Making Coordinator is 808-A (\$49603-\$79365). This would create a +1 pay grade relationship between this class and the DHS Team Decision Making Coordinator class, which is consistent with internal compensation practice to place lead worker classes one pay grade above the highest class it leads.

Employee Impact:

Five (5) employees on the Team Decision Making unit currently classified as Social Case Worker or Senior Social Case Worker will be reallocated to the new DHS Team Decision Making Coordinator class, and one (1) employee currently classified as a Lead Social Case Worker will be reallocated to the new Lead DHS Team Decision Making Coordinator class.

Budget Impact:

Two (2) employees will move to the range minimum of the new Team Decision Making Coordinator class, with a total annual budget impact of \$7659. All other impacted employees have salaries within the new pay range.

Organizational Data:

These classes will be created specifically for DHS.

Proposed Effective Date:

Per Career Service Rule 7-37(A), the effective date will be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor's veto.