

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**. Contact the Mayor's Legislative team with questions

Date of Request: **June 20, 2019**

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 #1600

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: Susan O'Neill	Name: Susan O'Neill
Email: susan.oneill@denvergov.org	Email: susan.oneill@denvergov.org

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

The proposed change amends the Classification and Pay Plan by creating new classifications of Trades and Vocational Intern (A-411), Field Intern (A-412), Professional Administration Intern (A-413), and Professional Technical Intern (A-414). The proposed change also amends the Classification and Pay Plan by abolishing various associated classifications.

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**

Key Contract Terms

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0613

Date Entered: _____

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>
<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?

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POSTING IS REQUIRED

Classification Notice No. 1600

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

The proposed change amends the Classification and Pay Plan by creating new classifications of Trades and Vocational Intern (A-411), Field Intern (A-412), Professional Administration Intern (A-413), and Professional Technical Intern (A-414). The proposed change also amends the Classification and Pay Plan by abolishing various associated classifications.

The proposed new job classifications are a result of the City and County of Denver's aim to educate, attract and recruit potential talent through a robust internship program. The city actively engages with students, campuses and community organizations to raise awareness and promote the wide range of internship opportunities available across the city's 30 departments and agencies.

A study was conducted to ensure that the internship program is competitive and comparable to the current market. The proposal is to update the current intern classifications to make them more flexible and to ensure that they are available to more departments/agencies within the City and County of Denver. The results also support an updated pay structure with market competitive pay and increases pay as the interns complete levels of education. The proposal also includes abolishing the existing intern classifications, grades and pay rates.

Campus recruitment is a key hiring strategy in building a strong talent pipeline. The city's internship opportunities are ways for students to get the experience they need to meet the minimum qualifications of entry level jobs with the city. By making the internship positions more competitive with other similar positions in the market, Denver has the opportunity to connect students with hard-to-fill, entry level positions upon completing their higher education programs and internship positions.

Below are the current intern classification titles and the new classification title and classification summary:

Current Classification	New Classification	
	Trades and Vocational Intern	Performs intern-level supervised work in trades or vocational field performing supervised duties. Trades may include mechanic, plumber, electrician, HVAC, and carpentry. Vocational fields may include skills in health care, computer technology, and office management.
Parks Intern I, II, and III	Field Intern	Performs intern-level supervised work in a professional field in outdoor spaces. This includes fields such as horticulture, ecology, natural resource management, arboriculture, and landscape design. This position performs more than 25 percent of the time in the field performing data analysis, testing, or other analytical responsibilities.
Professional Occupational Intern I, II, III	Professional Administration Intern	Performs intern-level supervised work in a professional field such as business, marketing, budget, accounting/auditing, human resources, or community development. This position performs more than 25 percent of the time on duties such as data analysis, research, preparing reports,

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Revised 03/02/18

		communications, auditing, public relations, or projects; and no more than 25 percent of time performing field work.
	Professional Technical Intern	Performs intern-level supervised work in a professional technical field such as science, technology, engineering or mathematics. This position performs more than 25 percent of the time on duties such as research, data management, design, and analysis; and no more than 25 percent of the time conducting field work.

These updated intern classifications are more flexible allowing more departments/agencies to have access to the classifications and a wider variety of intern positions. In addition, students will now, as recent graduates, be able to participate in an intern position up to 12 months post-graduation.

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
TA3179	Trades & Vocational Intern	A-411 (\$15.61, \$16.08, \$16.56, \$17.06, \$17.57)
TA3180	Field Intern	A-412 (\$17.89, \$18.43, \$18.98, \$19.55, \$20.14)
TA3181	Professional Administration Intern	A-413 (\$18.84, \$19.41, \$19.99, \$20.59, \$21.21)
TA3182	Professional Technical Intern	A-414 (\$19.95, \$20.55, \$21.17, \$21.82, \$22.46)

ABOLISHMENTS

<u>Job Code</u>	<u>Class Title</u>	<u>Pay Grade & Range</u>
TJ2465	Parks Intern I	J-405 (\$11.84)
TJ2466	Parks Intern II	J-407 (\$13.53)
TJ2467	Parks Intern III	J-409 (\$15.23)
TA1593	Professional Occupational Intern I	A-404 (\$13.90)
TA0015	Professional Occupational Intern II	A-406 (\$15.88)
TA1594	Professional Occupational Intern III	A-408 (\$17.87)

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, June 20, 2019 at 9:00 AM** in the Webb Municipal Building, 4th 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 by 8:00 AM on **Thursday, June 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 at (720) 913-5650 no later than noon on **Tuesday, June 18, 2019**.

CLASSIFICATION STUDY REPORT

Public Hearing: Yes ☒ No ☐ in accordance with Career Service Rule 7-21D6 (less than 25 employees, less than 5 job classes created, less than 3 agencies involved, and less than \$50,000 in projected cost).

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0613

Date Entered: _____

Revised 03/02/18

Analyst Name: Susan O'Neill, Sr. Classification and Compensation Analyst
Impacted Department(s): City-Wide
Date: June 5, 2019

NEW CLASSIFICATIONS, PAY STRUCTURE AND GRADES

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Synopsis: The proposed new job classifications are a result of the City and County of Denver's aim to educate, attract and recruit potential talent through a robust internship program. The city actively engages with students, campuses and community organizations to raise awareness and promote the wide range of internship opportunities available across the city's 30 departments and agencies.

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Professional Occupational Intern I, II, III	Professional Administration Intern	Performs intern-level supervised work in a professional field such as business, marketing, budget, accounting/auditing, human resources, or community development. This position performs more than 25 percent of the time on duties such as data analysis, research, preparing reports, communications, auditing, public relations, or projects; and no more than 25 percent of time performing field work.
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These updated intern classifications are more flexible allowing more departments/agencies to have access to the classifications and a wider variety of intern positions. In addition, students will now, as recent graduates, be able to participate in an intern position up to 12 months post-graduation.

Pay Rationale: Previously intern pay was based on a flat rate of pay. This proposal creates a table of pay rates which are based on the level of education completed, this makes the city intern positions more competitive within the market. Market data from the National Association of Colleges and Employers survey was used to determine the rate of pay. If interns stay with the city for multiple years during their years of study, they can earn more with each level of education they complete without reapplying. For example, if an intern has completed their Junior year of college and they are a Professional Administration Intern they will be paid \$19.99/hour.

Classification	College Freshman Rate	College Sophomore Rate	College Junior Rate	College Senior Rate	College Graduate Rate
Trades and Vocational Intern	\$15.61	\$16.08	\$16.56	\$17.06	\$17.57
Field Intern	\$17.89	\$18.43	\$18.98	\$19.55	\$20.14
Professional Admin. Intern	\$18.84	\$19.41	\$19.99	\$20.59	\$21.21
Professional Technical Intern	\$19.95	\$20.55	\$21.17	\$21.81	\$22.46

City wide communication has occurred to executive management, management and all employees through the Denver Employee Bulletin. The new classifications will be effective August 18, 2019, after the summer 2019 internship program has ended and before the fall/winter internship commences.

Employee Impact: At implementation, 8/18/19, it is anticipated to affect 4 interns.

Budget Impact: The estimated budget impact is \$7,642.75 and will be budgeted from department/agencies vacancy savings.

Effective Date Rule: August 18, 2019

To be completed by Mayor's Legislative Team: