

## 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

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**Date of Request: June 12, 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 #1567

**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: Greg Thress  | Name: Nicole De Gioia-Keane                                 |
| Email: Gregory.thress@denvergov.org                            | Email: Nicole.degioia-keane@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 'Criminal Investigator Senior' and 'Internal Affairs Investigator Senior'. The proposed change also amends the Classification and Pay Plan by changing the title of 'Senior Criminal Civil Investigator' to 'Criminal Investigator Senior' and 'Senior Criminal and Civil Investigator' to 'Civil-Criminal Investigator Senior'. The proposed change also amends the Classification & Pay Plan by abolishing the classifications of 'Civil and Criminal Investigator', 'Criminal Investigator', and 'Special Criminal Investigator', and creates a new pay grade (L-626).

**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\*\***

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## 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><br>(A) | <i>Additional Funds</i><br>(B) | <i>Total Contract Amount</i><br>(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?

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**POSTING IS REQUIRED**

**Classification Notice No. 1567**

**To:** Agency Heads and Employees  
**From:** Karen Niparko, Executive Director of the Office of Human Resources  
**Date:** May 25, 2018  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating new classifications of Criminal Investigator Senior and Internal Affairs Investigator Senior. The proposed change also amends the Classification and Pay Plan by changing the title of Senior Criminal Investigator to Criminal Investigator Senior and Senior Criminal and Civil Investigator to Civil-Criminal Investigator Senior. The proposed change also amends the Classification & Pay Plan by abolishing the classifications of Civil and Criminal Investigator, Criminal Investigator, and Criminal Special Investigator.**

The proposed new job classifications are a result of the District Attorney’s Office request to revise their current Senior Criminal and Civil Investigator job specification to reflect their current duties and that DA Criminal Investigators are sworn officers. The following three department/agencies utilized the current job specification: Denver Sheriff Department Internal Affairs Division (DSD), Department of Human Services Fraud Division (DHS) and the District Attorney’s Office.

Each of these three departments/agencies has for the most part unique investigator needs. Two new job specifications and one revised job specification have been prepared to meet these unique requirements. A new job specification for the Internal Affairs Investigators has been created for the Sheriff Department who only conducts administrative investigations. The current Senior Criminal and Civil Investigator has been revised to meet the needs of the DHS who conducts mostly civil investigations with some less complex criminal investigations. The job title for DHS has been revised to indicate that most of their investigations are civil cases, Civil-Criminal Investigator Senior. A new job specification, Criminal Investigator Senior, has been created for the DA’s office that only conducts semi-complex to complex criminal investigations.

These new and revised job specifications will be very 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 being compensated appropriate because they are assigned to the proper job classification.

**NEW CLASSIFICATIONS**

| <b><u>Proposed Classification Title</u></b> | <b><u>Proposed Pay Grade</u></b> |
|---|----------------------------------|
| Criminal Investigator Senior                | L-626 (\$32.30–\$39.74–\$47.16)  |
| Internal Affairs Investigator Senior        | L-624 (\$29.55–\$36.34–\$43.14)  |

**TITLE CHANGE ONLY**

| <b><u>Current Classification Title</u></b> | <b><u>Proposed Classification Title</u></b> |
|--|---|
| Senior Criminal Civil Investigator         | Criminal Investigator Senior                |
| Senior Criminal and Civil Investigator     | Civil-Criminal Investigator Senior          |

**ABOLISHMENTS**

**Classification Title**  
Civil and Criminal Investigator  
Criminal Investigator  
Criminal Special Investigator

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Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & 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 & 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.”

**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 7, 2018 at 4:30 PM** 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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, June 7, 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](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, June 5, 2018**.

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*To be completed by Mayor’s Legislative Team:*

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

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

**Date:** May 23, 2018

**PROPOSED PAY GRADE & RANGE**

| <u>Pay Grade</u> | <u>Range Minimum – Midpoint - Maximum</u> |
|------------------|---|
| L-626            | \$32.30 – \$39.74 – \$47.16               |

**NEW CLASSIFICATION(S)**

| <u>Job Code</u> | <u>Proposed Class Title</u>          | <u>Proposed Pay Grade &amp; Range</u> |
|-----------------|--------------------------------------|---------------------------------------|
| CL3092          | Criminal Investigator Senior         | L-626 \$32.30 – \$39.74 – \$47.16     |
| CL3093          | Internal Affairs Investigator Senior | L-624 \$29.55 – \$36.34 – \$43.14     |

| <u>Supervisory Level</u> | <u>EEO Code</u>  | <u>Medical Group</u> | <u>FLSA</u> |
|--------------------------|------------------|----------------------|-------------|
| 10 – None/Incidental     | 2 – Professional | Sedentary            | Non-Exempt  |
| 10 – None/Incidental     | 2 – Professional | Sedentary            | Non-Exempt  |

**CLASSIFICATION TITLE CHANGE(S)**

| <u>Job Code</u> | <u>Current Class Title</u>             | <u>Proposed Class Title</u>        | <u>Current Pay Grade</u> |
|-----------------|--|------------------------------------|--------------------------|
| DL1185          | Senior Criminal Civil Investigator     | Criminal Investigator Senior       | X-000 No Pay Range       |
| CL0368          | Senior Criminal and Civil Investigator | Civil-Criminal Investigator Senior | L-624                    |

**ABOLISHED CLASSIFICATION(S)**

| <u>Job Code</u> | <u>Current Class Title</u>      | <u>Pay Grade</u> |
|-----------------|---------------------------------|------------------|
| VL1607          | Civil and Criminal Investigator | L-620            |
| DA1195          | Criminal Investigator           | X-000            |
| DA1198          | Criminal Special Investigator   | X-000            |

**Synopsis:** The proposed new job classifications are a result of the District Attorney’s Office request to revise their current Senior Criminal and Civil Investigator job specification to reflect their current duties and that DA Criminal Investigators are sworn officers. The following three department/agencies utilized the current job specification: Denver Sheriff Department Internal Affairs Division (DSD), Department of Human Services Fraud Division (DHS) and the District Attorney’s Office.

Each of these three departments/agencies has for the most part unique investigator needs. Two new job specifications and one revised job specification have been prepared to meet these unique requirements. A new job specification for the Internal Affairs Investigators has been created for the Sheriff Department who only conducts administrative investigations. The current Senior Criminal and Civil Investigator has been revised to meet the needs of the DHS who conducts mostly civil investigations with some less complex criminal investigations. The job title for DHS has been revised to indicate that most of their investigations are civil cases,

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Civil-Criminal Investigator Senior. A new job specification, Criminal Investigator Senior, has been created for the DA's office that only conducts semi-complex to complex criminal investigations.

These new and revised job specifications will be very 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 being compensated appropriate because they are assigned to the proper job classification.

**Pay Rationale:** There is no published survey data for investigators for the DSD, DHS, and the senior level DA criminal investigators. A custom survey was conducted to gather pay information for District Attorney's Criminal Investigators. Survey data was obtained from the following Colorado Judicial Districts:

- Judicial District 1 that incorporates Jefferson and Gilpin Counties
- Judicial District 17 that incorporates Broomfield and Adams Counties
- Judicial District 18 that incorporates Arapahoe, Douglas and Elbert Counties
- Judicial District 19 that incorporates Weld County
- Judicial District 20 that incorporates Boulder County

The average range midpoint for Senior Criminal Investigators from these five Colorado Judicial Districts is \$39.08 and the closest range midpoint within the Legal Occupational Group is L-626 (\$32.30 - \$39.74 - \$47.16). The market midpoint represents a 1.7% difference from the city's range midpoint.

By establishing the DA's Criminal Investigators class at pay grade L-626 as the anchor point and utilizing the standard compensation practice of a two-pay grade difference would establish the DSD Internal Affairs Investigator Senior and the DHS Civil-Criminal Investigator Senior job classifications pay grade at L-624, which is the current pay grade for the current Senior Criminal and Civil Investigator. One of the major differences between the DA's Criminal Investigators and the investigators with the DSD and DHS is that the DSD and DHS investigator are not sworn police officers and they are not POST (Police Officer Standards and Training) certified, whereas POST Certification is a requirement for the DA's Office.

**Employee and Budget Impact:**

Twenty-three DA Investigators will be reallocated from Senior Criminal and Civil Investigator to Criminal Investigator Senior job classification with three investigator that be moved to range minimum with an annualized budget impact of \$2,558.40.

Five District Attorney Appointee's job titles will be updated from Senior Criminal Civil Investigator to Criminal Investigator Senior job classification to have the same job title as other Criminal Investigators in the DA's Office. These five investigators are not career service employees and are assigned to pay grade X-000 that has no established pay range.

Seven investigators assigned to the Denver Sheriff Department will be reallocated from Senior Criminal and Civil Investigator to Internal Affairs Investigator Senior job classification with no budget impact.

Three investigators assigned to the Department of Human Services Department will be reallocated from Senior Criminal and Civil Investigator to Civil-Criminal Investigator Senior job classification with no budget impact.

**Effective Date Rule:**

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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.

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