

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: **July 19, 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 #1568

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: Blair Malloy | Name: Nicole De Gioia-Keane |
| Email: blair.malloy@denvergov.org | Email: Nicole.degioia-keane@denvergov.org |

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

Denver Arts & Venues has requested OHR review the current classifications of employees working in booking events into the city operated and owned facilities. Existing employees are classified in general titles, but the existing classification of Booking Coordinator describes the work at the type and level performed by employees coordinating booking activities at Red Rocks Amphitheatre, Denver Coliseum, McNichols Building, and the Denver Performing Arts Complex. This is a request to change the exemption status of this currently vacant classification, which requires changing the pay grade from the current exempt pay grade of A-810 to the proposed non-exempt pay grade of A-620. This change is appropriate based on the duties of this classification. Additionally, this will provide a clearer career path for employees performing this type and level of work.

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**

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR18 0823

Date Entered: _____

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR18 0823

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1568

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 5, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of the classification of Booking Coordinator.

Denver Arts & Venues has requested OHR review the current classifications of employees working in booking events into the city operated and owned facilities. Existing employees are classified in general titles, but the existing classification of Booking Coordinator describes the work at the type and level performed by employees coordinating booking activities at Red Rocks Amphitheatre, Denver Coliseum, McNichols Building, and the Denver Performing Arts Complex. This is a request to change the exemption status of this currently vacant classification, which requires changing the pay grade from the current exempt pay grade of A-810 to the proposed non-exempt pay grade of A-620. This change is appropriate based on the duties of this classification. Additionally, this will provide a clearer career path for employees performing this type and level of work.

PAY GRADE CHANGE

| <u>Classification Title</u> | <u>Current Pay Grade</u> | <u>Proposed Pay Grade</u> |
|-----------------------------|------------------------------------|--------------------------------|
| Booking Coordinator | A-810 (\$62,465-\$81,205-\$99,944) | A-620(\$26.29-\$32.34-\$38.38) |

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, July 19, 2018 at 9:00 AM** 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 by 8:00 AM on **Thursday, July 18, 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 at (720) 913-5650 no later than noon on **Tuesday, July 17, 2018**.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: **BR18 0823** Date Entered: _____

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

Analyst Name: Blair Malloy

Impacted Department(s): Denver Arts & Venues

Date: 6/5/18

CLASSIFICATION PAY GRADE CHANGE(S)

| <u>Job Code</u> | <u>Current Class Title</u> | <u>Current Pay Grade & Range</u> | <u>Proposed Pay Grade & Range</u> |
|-----------------|----------------------------|--------------------------------------|---------------------------------------|
| CA2490 | Booking Coordinator | A-810 (\$62,465-\$81,205-\$99,944) | A-620(\$26.29-\$32.34-\$38.38) |

Synopsis:

Denver Arts & Venues has requested OHR review the current classifications of employees working in booking events into the city operated and owned facilities. Existing employees are classified in general titles, but the existing classification of Booking Coordinator describes the work at the type and level performed by employees coordinating booking activities at Red Rocks Amphitheatre, Denver Coliseum, McNichols Building, and the Denver Performing Arts Complex. This is a request to change the exemption status of this currently vacant classification, which requires changing the pay grade from the current exempt pay grade of A-810 to the proposed non-exempt pay grade of A-620. This change is appropriate based on the duties of this classification. Additionally, this will provide a clearer career path for employees performing this type and level of work.

Pay Rationale:

There is no market data on the Booking Coordinator. Internal equity will be used instead. It is proposed to establish a pay relationship to the Events Coordinator, at pay grade A-807 and which is a benchmark class. This pay relationship is recommended since the Booking Coordinator is a full performance professional that works to schedule tenants and book events into city owned venues, whereas an Events Coordinator is a full performance professional coordinating events and administrative and logistical support during events. It is recommended to change the pay grade of the Booking Coordinator from exempt to non-exempt, A-810 to A-620, and establish a pay relationship of +0, the closest non-exempt pay grades to the Events Coordinator, an exempt grade of A-807. This is a 1.1% difference between the pay grade of A-807 and A-620.

Benchmark: None

Pay Relationship: +0 Events Coordinator (closest grade when converting exempt to non-exempt).

Employee Impact: None. This class is currently vacant. Two employees currently classified as Staff Assistant at Denver Arts & Venues will be reallocated into this class upon approval of this study.

Budget Impact: None. This class is currently vacant. Two employees currently classified as Staff Assistant at Denver Arts & Venues will move pay to pay upon reallocation.

Organizational Structure: The two employees impacted work for Denver Arts & Venues agency and report to managers for their respective venues. This management reports to the Chief Operations Officer of the agency, who reports to the Executive Director of Arts & Venues, a mayoral appointee.

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Workday Information

(Complete below for each classification. Add additional boxes if more than one class is being created, revised, etc.)

| | |
|--------------------------|---------------------|
| Classification Title: | Booking Coordinator |
| Manager Level: | 10 None/Incidental |
| EEO Code & Job Category: | 2 - Professionals |
| Medical Group | Sedentary |
| FLSA | Non-Exempt |

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