

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: **January 18, 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 #1581

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: Blair Malloy
Email: blair.malloy@denvergov.org	Email: blair.malloy@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 City Planner Staff (E-810), Airport Planner Staff (E-811), Airport Planner Associate (E-813), Airport Planner Senior (E-815), Airport Planner Principal (E-817), Manager Airport Planning (E-819), Manager City Planning (E-819), and Director City Planning (E-821). The proposed change also amends the Classification and Pay Plan by changing the title of six associated planner classifications and changing the pay grade of ten associated planner 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**

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0064

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: BR19 0064

Date Entered: _____

POSTING IS REQUIRED

Classification Notice No. 1581

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: January 4, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating new classifications of City Planner Staff (E-810), Airport Planner Staff (E-811), Airport Planner Associate (E-813), Airport Planner Senior (E-815), Airport Planner Principal (E-817), Manager Airport Planning (E-819), Manager City Planning (E-819), and Director City Planning (E-821). The proposed change also amends the Classification and Pay Plan by changing the title of six associated planner classifications and changing the pay grade of ten associated planner classifications.

This study is the result of a request to create a new classification series of airport planners for Denver International Airport. Incumbents are classified in the City Planner classification series. Due to changes in the professional planning industry and more substantial organizational impacts, it was decided to review all professional planners’ pay grades across the city.

Because of industry changes, management expressed challenges with attracting and retaining talented planners to work for the CCD. The CCD has a variety of professional planners who specialize in various fields, such as community planning, land use, historic preservation, urban planning, transportation planning, airport planning, and other related areas of specialized planning requiring advanced education and experience. In addition to Denver International Airport, these classifications are also used within the Department of Community Planning and Development and in the Department of Public Works.

The purpose of this study was to (1) create a new class series specific for airport planning, (2) review the existing City Planner class series and Development Project Coordinator classification series and related organizational structure to ensure it reflects the current needs, (3) review market data to provide competitive pay ranges for the new and revised classifications.

The research found that Airport Planning is a separate niche in the planning profession. Currently, all planners in the city are classified in the city planner class series. However, to remain competitive with the market, it is proposed to create a new class series for airport planning. This is supported by management at DEN. The existing city planner class series would remain and be used by planners elsewhere in the city, performing other types of specialized professional city planning work.

This study proposes the following five recommendations: (1) Update the titles of existing classifications as described in the report to better represent the type and level of work; (2) Create a new airport planning classification series; (3) Create three new classifications, City Planner Staff, Manager City Planning, and Director Airport Planning in the city planner classification series; (4) Establish the grades and ranges for the new and existing classifications in the airport planning series; and (5) Change the pay grades for the current classifications and establish the pay grades and ranges for the new classifications in the city planner classification series.

NEW CLASSIFICATIONS

<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
City Planner Staff	E-810 (\$55,452-72,088-88,723)
Airport Planner Staff	E-811 (\$59,278-77,088-94,845)
Airport Planner Associate	E-813 (\$67,740-88,062-108,384)
Airport Planner Senior	E-815 (\$77,411-100,635-123,858)
Airport Planner Principal	E-817 (\$88,462-115,001-141,539)
Manager Airport Planning	E-819 (\$101,091-131,419-161,746)
Manager City Planning	E-819 (\$101,091-131,419-161,746)
Director City Planning	E-821 (\$115,523-150,180-184,837)

To be completed by Mayor’s Legislative Team:

CLASSIFICATION TITLE AND PAY GRADE CHANGES

Current Class Title

Development Project Coordinator Associate
Development Project Coordinator Senior
Development and Planning Supervisor
Principal City Planner
Principal City Planner Hourly
Director Airport Planning and Noise

Proposed Class Title

Development Project Administrator Associate
Development Project Administrator Senior
City Planner Supervisor
City Planner Principal
City Planner Principal Hourly
Director Airport Planning

Current Pay Grade & Range

E-810 (\$55,452-72,088-88,723)
E-812 (\$63,368-82,379-101,389)
E-815 (\$77,411-100,635-123,858)
E-815 (\$77,411-100,635-123,858)
E-815 (\$77,411-100,635-123,858)
E-819 (\$101,091-131,419-161,746)

Proposed Pay Grade & Range

E-812 (\$63,368-82,379-101,389)
E-814 (\$72,414-94,138-115,862)
E-817 (\$88,462-115,001-141,539)
E-816 (\$82,752-107,578-132,403)
E-816 (\$82,752-107,578-132,403)
E-821 (\$115,523-150,180-184,837)

CLASSIFICATION PAY GRADE CHANGES

Class Title

City Planner Associate
City Planner Associate Hourly
City Planner Senior
City Planner Senior Hourly

Current Pay Grade & Range

E-811 (\$59,278-77,088-94,845)
E-811 (\$59,278-77,088-94,845)
E-813 (\$67,740-88,062-108,384)
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Proposed Pay Grade & Range

E-812 (\$63,368-82,379-101,389)
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E-814 (\$72,414-94,138-115,862)
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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, January 17, 2019 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 **Wednesday, January 16, 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, January 15, 2019**.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: **BR19 0064**

Date Entered: _____

CLASSIFICATION STUDY REPORT

Public Hearing: Yes No per [Career Service Rule 7-21](#)

Analyst Name: Blair Malloy & Alena Duran

Impacted Department(s): Denver International Airport, Public Works, Community Planning & Development

Date: 12/27/18

NEW CLASSIFICATIONS

<u>Job Code</u>	<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
CE3118	City Planner Staff	E-810 (\$55,452-72,088-88,723)
CE3119	Airport Planner Staff	E-811 (\$59,278-77,088-94,845)
CE3120	Airport Planner Associate	E-813 (\$67,740-88,062-108,384)
CE3121	Airport Planner Senior	E-815 (\$77,411-100,635-123,858)
CE3122	Airport Planner Principal	E-817 (\$88,462-115,001-141,539)
CE3123	Manager Airport Planning	E-819 (\$101,091-131,419-161,746)
CE3124	Manager City Planning	E-819 (\$101,091-131,419-161,746)
CE3125	Director City Planning	E-821 (\$115,523-150,180-184,837)

CLASSIFICATION TITLE & GRADE CHANGES

<u>Job Code</u>	<u>Current Class Title</u>	<u>Proposed Class Title</u>
CE2160	Development Project Coordinator Associate	Development Project Administrator Associate
CE2161	Development Project Coordinator Senior	Development Project Administrator Senior
CE1566	Development and Planning Supervisor	City Planner Supervisor
CE2159	Principal City Planner	City Planner Principal
CE3050	Principal City Planner Hourly	City Planner Principal Hourly
CE2779	Director Airport Planning and Noise	Director Airport Planning

<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
E-810 (\$55,452-72,088-88,723)	E-812 (\$63,368-82,379-101,389)
E-812 (\$63,368-82,379-101,389)	E-814 (\$72,414-94,138-115,862)
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E-819 (\$101,091-131,419-161,746)	E-821 (\$115,523-150,180-184,837)

CLASSIFICATION PAY GRADE CHANGES

<u>Job Code</u>	<u>Current Class Title</u>
CE0371	City Planner Associate
CE2836	City Planner Associate Hourly
CE0429	City Planner Senior
CE2636	City Planner Senior Hourly

<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
E-811 (\$59,278-77,088-94,845)	E-812 (\$63,368-82,379-101,389)
E-811 (\$59,278-77,088-94,845)	E-812 (\$63,368-82,379-101,389)
E-813 (\$67,740-88,062-108,384)	E-814 (\$72,414-94,138-115,862)
E-813 (\$67,740-88,062-108,384)	E-814 (\$72,414-94,138-115,862)

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0064

Date Entered: _____

Synopsis:

This study is the result of a request to create a new classification series of airport planners for Denver International Airport. Incumbents are classified in the City Planner classification series. Due to changes in the professional planning industry and more substantial organizational impacts, it was decided to review all professional planners’ pay grades across the city.

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This study proposes the following five recommendations: (1) Update the titles of existing classifications as described in the report to better represent the type and level of work; (2) Create a new airport planning classification series; (3) Create three new classifications, City Planner Staff, Manager City Planning, and Director Airport Planning in the city planner classification series; (4) Establish the grades and ranges for the new and existing classifications in the airport planning series; and (5) Change the pay grades for the current classifications and establish the pay grades and ranges for the new classifications in the city planner classification series.

Pay Rationale:

Airport Planning Series:

Published data were used from the 2018 ACI Compensation and Benefits Survey. Five (5) new titles are proposed and were used for comparison to the survey data. One (1) existing title, Director Airport Planning and Noise was also reviewed and matched to survey data. In this existing class, the noise responsibilities were removed following department changes to no longer require management of the airport noise office within the scope of this position. This title will be updated to reflect this change to Director Airport Planning. The ACI survey positions were reviewed for a match of 70% to the duties of the classifications below. This is the industry standard for determining a survey match.

Market data was used to establish the pay grades for the existing class, Director Airport Planning, and new classes Manager Airport Planning and Airport Planner III. Director Airport Planning: This classification is a match in the ACI survey, position of Director Airport Planning. The current pay grade of this classification is E-819. The average range midpoint is \$154,073. This rate is 2.5% above the midpoint of pay grade E-821, \$150,180. It is proposed to use the market recommended grade of E-821. Manager Airport Planning: This classification is a match in the ACI survey, position of Manager Airport Planning. The average survey range midpoint is \$135,437. This rate is 3.0% above the midpoint of pay grade E-819, \$131,419. It is proposed to use the market recommended grade of E-819. Airport Planner III: This classification is a match in the ACI survey, position of Planner. The average range midpoint is \$97,062. This rate is 3.7% below the midpoint of pay grade E-815, \$100,635. It is proposed to use the market recommended grade of E-815.

Internal equity was used to establish the pay grades for the new classes, Airport Planner I, II, and IV. Airport Planner I: It is proposed to use pay grade E-811, midpoint \$77,062. This is based on internal equity and the established compensation practice to provide two pay grades between an entry-level classification and the next highest-level classification. Airport Planner II: It is proposed to use pay grade E-813, midpoint \$88,062. This is based on internal equity and the established compensation practice to provide two pay grades between classifications in a series. Airport Planner IV: It is proposed to use pay grade E-817, midpoint \$115,001. This is based on internal equity and the established compensation practice to provide two pay grades between classifications in a series.

To be completed by Mayor’s Legislative Team:

City Planning Series:

A custom survey was conducted of local and national survey contacts. The following title changes are proposed to the existing titles to better align with industry titles and to simplify job titles with city naming conventions: Development Project Coordinator Associate and Development Project Coordinator Senior – change the word Coordinator in these titles to Administrator to better define the scope and level of responsibility of exempt-level professional level work. It is also proposed to simplify the title of the Development and Planning Supervisor by removing word Development and call this class Planning Supervisor.

This survey was conducted in June 2018. One hundred forty-eight local and national jurisdictions were contacted. All national data sources were adjusted to the Denver market using ERI's geographic adjustment for each data point. This resulted in 41 jurisdictions' data provided as an excellent match to one or more positions and was analyzed for a 28% valid response rate.

Although market data obtained from the custom survey indicates that the city planner classes are at or over the market currently, the recommendations are to change the pay grades for these classes. This will ensure internal equity is maintained between the Airport Planner series and the City Planner series. These classes will be used alongside the airport planners at the airport, require the same expertise and level of education, and have the same scope and decision making. The difference is the specialization of the level of education and training required of airport planners. The recommendations outline the final recommended pay grade. By increasing the pay grades, it will maintain the competitiveness of the pay grades to attract and sustain the level of professionals performing this type of work and will reduce the risk for employees leaving planning positions for other employers.

The proposed pay grades for the new and existing classes are as follows:

- City Planner Staff: This is a new class. It is proposed to use pay grade E-810, range midpoint \$72,088. This is the entry level into the City Planner class series. It will establish a -2 relationship between this class and the City Planner Associate, the next higher level in the City Planner class series.
- Development Project Administrator Associate: The current pay grade is E-810, midpoint \$72,088. It is proposed to use pay grade E-812, midpoint \$82,379. This is based on internal equity make the pay grade for this class equal to the City Planner Associate and one pay grade less than the proposed pay grade of the Airport Planner II. All three of these titles are considered at the same, developmental/intermediate professional level.
- City Planner Associate: The current pay grade is E-811, midpoint \$77,062. It is proposed to use pay grade E-812, range midpoint \$82,379. This will establish a -1 relationship between this class and the Airport Planner II and will maintain internal equity between these classes whose scope and level and considered comparable.
- Development Project Administrator Senior: The current pay grade is E-812, midpoint \$82,379. It is proposed to use pay grade E-814, range midpoint \$100,635. This will establish a -1 relationship between this class and the Airport Planner III and will maintain internal equity between these classes whose scope and level and considered comparable.
- City Planner Senior: The current pay grade is E-813, midpoint \$88,062. It is proposed to use pay grade E-814, range midpoint \$100,635. This will establish a -1 relationship between this class and the Airport Planner III and will maintain internal equity between these classes whose scope and level and considered comparable.
- City Planner Principal: 8 The current pay grade is E-815, midpoint \$100,635. It is proposed to use pay grade E-816, range midpoint \$107,578. This will establish a -1 relationship between this class and the Airport Planner IV and will maintain internal equity between these classes whose scope and level and considered comparable.
- City Planner Supervisor: This pay rate is 0.7% below the midpoint of pay grade E-814, \$94,138 The current pay grade is E-815, midpoint \$100,635. It is proposed to use pay grade E-817, range midpoint \$115,001. This will establish a +1 relationship between this class and the Principal City Planner, whom this class will supervise.
- Manager City Planning: This is a new class. It is proposed to use pay grade E-819, range midpoint \$131,419. This will establish a +2 relationship between this class and the Planning Supervisor, whom this class will supervise.
- Director City Planning: This is a new class. It is proposed to use pay grade E-821, range midpoint \$150,180. This will establish a +2 relationship between this class and the Manager City Planning, whom this class will supervise.

To be completed by Mayor's Legislative Team:

Employee Impact:

This will impact 90 employees in four (4) departments/agencies as follows:

Agency	Current Job Title	Proposed Job Title	Employee Count
CPD Community Planning & Development Agency	City Planner Associate	City Planner Associate	24
	City Planner Senior	City Planner Senior	19
	Development and Planning Supervisor	City Planner Supervisor	3
	Director	Director City Planning	2
	Director Hourly	Director City Planning Hourly	1
	Manager	Manager City Planning	3
	Principal City Planner	City Planner Principal	7
	CPD Community Planning & Development Agency Total		59
DEN Denver International Airport Agency	City Planner Associate	Airport Planner II	1
	City Planner Senior	Airport Planner III	3
	Development and Planning Supervisor	City Planner Supervisor	1
	Manager	Manager Airport Planning	2
	Principal City Planner	Airport Planner IV	1
DEN Denver International Airport Agency Total		8	
OED Office of Economic Development Agency	City Planner Associate	City Planner Associate	1
OED Office of Economic Development Agency Total		1	
PW Public Works Agency	City Planner Associate	City Planner Associate	5
	City Planner Senior	City Planner Senior	9
	Development and Planning Supervisor	City Planner Supervisor	1
	Director	Director City Planning	3
	Manager	Manager City Planning	3
	Principal City Planner Hourly	City Planner Principal Hourly	1
	PW Public Works Agency Total		22
Grand Total		90	

Budget Impact:

This will impact three employees, whose pay will increase to the range minimum.

Agency	New Job Title	Annual Impact
DEN Denver International Airport Agency	Airport Planner II	\$ 4,545.00
OED Office of Economic Development Agency	City Planner Associate	\$ 1,368.00
PW Public Works Agency	City Planner Associate	\$ 736.00
Grand Total		\$ 6,649.00

To be completed by Mayor's Legislative Team:

Organizational Structure:

Although it varies by work unit, in general, the planner classifications – City or Airport – report to planning division management. These classifications will report to department/agency senior leadership.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0064

Date Entered: _____