

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: **February 15, 2018**

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 #1558 – Fraud Claims Investigator**

3. **Requesting Agency:** Office of Human Resources

4. **Contact Person:** *(with actual knowledge of proposed ordinance)*

- **Name:** Lori Schumann
- **Phone:** 720-913-5831
- **Email:** lori.schumann@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:** Nicole de Gioia-Keane
- **Phone:** 720-913-5643
- **Email:** Nicole.deGioia-Keane@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 creating a new classification called Fraud Claims Investigator at pay grade A-616.

7. **Is there any controversy surrounding this ordinance?** (groups or individuals who may have concerns about it?)
Please explain.

None known.

8. **Budget Impact**

There is an annual budget impact of \$2,044.83.

POSTING IS REQUIRED

Classification Notice No. 1558

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: February 1, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification called Fraud Claims Investigator at pay grade A-616.

The Fraud Claims Investigator conducts investigations, determines claim establishment, pursues intentional program violations and fraud, pursues collections, reviews and refers cases and claims for civil, criminal and administrative proceedings for Denver Human Services programs (DHS).

Currently there are nine (9) employees at DHS that are incorrectly classified as Collections Investigators. The Collections Investigator (non-exempt) is currently in pay grade N-616, with a midpoint of \$24.30, in the Enforcement/Compliance/Protective Service salary plan and is typically reserved for Denver County Courts Agency. It is proposed to create a Fraud Claims Investigator (non-exempt) in pay grade A-616 in the General Administrative salary plan. The Fraud Claims Investigator will replace the Collections Investigator classification at DHS and will provide a competitive career path for employees who have three (3) years of experience determining eligibility for public assistance programs.

NEW CLASS

Proposed Title

Fraud Claims Investigator

Proposed Pay Grade

A-616 (\$21.54-\$26.50-\$31.45)

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 Executive Director of the Office of Human Resources 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.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday, February 15, 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 **Wednesday, February 14, 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, February 13, 2018**.

NEW CLASSIFICATION

Job Code: CA3068 Classification Title: Fraud Claims Investigator

Pay Grade: A-616 (\$21.54 - \$31.45) Supervisory Level: 10-None/Incidental EEO Code: 2 - Professionals Medical Group: Sedentary FLSA: Non-Exempt

Synopsis:

The Fraud Claims Investigator conducts investigations, determines claim establishment, pursues intentional program violations and fraud, pursues collections, reviews and refers cases and claims for civil, criminal and administrative proceedings for Denver Human Services programs (DHS).

Currently there are nine (9) employees at DHS that are incorrectly classified as Collections Investigators. The Collections Investigator (non-exempt) is currently in pay grade N-616, with a midpoint of \$24.30, in the Enforcement/Compliance/Protective Service salary plan and is typically reserved for Denver County Courts Agency. It is proposed to create a Fraud Claims Investigator (non-exempt) in pay grade A-616 in the General Administrative salary plan. The Fraud Claims Investigator will replace the Collections Investigator classification at DHS and will provide a competitive career path for employees who have three (3) years of experience determining eligibility for public assistance programs.

Pay Rationale:

It is proposed to set the pay grade for the Fraud Claims Investigator at A-616. This is based on a review of the market data, internal equity and career pathing. The market data for the Fraud Claims Investigator (\$25.95) confirms the placement into the pay grade between the Outreach Case Coordinator and Program Quality Assurance Technician and keeps the classification within the same salary plan as the Eligibility Technician series. For this reason, it is recommended to establish the pay grade for the Fraud Claims Investigator at A-616.

Job Code	Job Title	Pay Grade	Midpoint
CA2655	Eligibility Technician I	A-613	\$23.18
CA2658	Eligibility Technician II	A-614	\$24.23
CA2666	Eligibility Specialist	A-615	\$25.34
CA2667	Lead Eligibility Technician	A-615	\$25.34
CA2668	Outreach Case Coordinator	A-615	\$25.34
CA3068	*Fraud Claims Investigator	A-616	\$26.50
CA2905	Program Quality Assurance Technician	A-617	\$27.70

*New classification

Employee Impact:

This is a new classification. It is proposed to reallocate nine (9) employees from their current classification (Collections Investigator) into the Fraud Claims Investigator classification.

Budget Impact:

The budget impact to move nine (9) employees into the Fraud Claims Investigator classification is an annual cost of \$2,044.83.

Organizational Data:

This classification may be used by the Denver Human Services Agency. The Fraud Claims Investigator reports to the Fraud Team Manager who in turn reports to the Performance Improvement and Accountability Director.

Effective Date Rule:

Rule 7-37(A)

If it is determined, because 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. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.