

## 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: July 18, 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 #1607

**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: Alena Duran and Blair Malloy	Name: Alena Duran and Blair Malloy
Email: <a href="mailto:alena.duran@denvergov.org">alena.duran@denvergov.org</a> ; <a href="mailto:blair.malloy@denvergov.org">blair.malloy@denvergov.org</a>	Email: <a href="mailto:alena.duran@denvergov.org">alena.duran@denvergov.org</a> ; <a href="mailto:blair.malloy@denvergov.org">blair.malloy@denvergov.org</a>

**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 changing the title and pay grades of various associated labor and equipment operator 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

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

Resolution/Bill Number: BR19 0741

Date Entered: \_\_\_\_\_

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?

**POSTING IS REQUIRED**

Classification Notice No. 1607

To: Agency Heads and Employees

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

Resolution/Bill Number: BR19 0741

Date Entered: \_\_\_\_\_

**From:** Karen Niparko, Executive Director of the Office of Human Resources

**Date:** July 3, 2019

**Subject:** Proposed Changes to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the title and pay grades of various associated labor and equipment operator classifications.**

OHR has convened a group of citywide leaders who manage the hundreds of labor and equipment operator positions across the city in a variety of diverse field work settings and assignments. This group has expressed concerns and difficulties with these classifications, which are CDL driving and labor positions who are having a challenging time attracting and retaining employees. This group feels strongly based on conversations with existing and potential employees that pay is a contributing factor to these challenges, of which market data confirms.

As a result, the Office of Human Resources (OHR) Classification and Compensation Division conducted a compensation market study of the Equipment Operator series. This series consists of eight (8) classifications. Other classifications were included due to established pay relationships.

OHR analyzed turnover data and exit interviews for 2018 and the data strongly supported this proposal. Turnover data was extremely high for both the Utility Worker Senior and the Equipment Operator. Turnover data was 28.09% for Utility Worker Senior with only 5.62% being involuntary and 22.47% being voluntary. The total turnover for Equipment Operator was 35.26% with 4.96% being involuntary and 30.30% was voluntary. Exit interview data stated pay as being a huge factor in why employees left the city.

Based on a combination of the market lag, 2018 turnover data, the low perception of pay on exit interviews, and managers expressing difficulty recruiting and retaining employees, are all reasons prompting us to propose these recommendations.

It is also recommended to change various titles to align better with market naming and to define this series better. The Equipment Operator classification series is recommended to change titles to Equipment Operator I through IV. The Semi Tractor Trailer Operator classification is recommended to change the title to Tractor Trailer Operator. The Crew Supervisor is recommended for a title change to Crew Lead to describe the work being performed accurately. There was confusion amongst agencies on whether the classification was a lead or a supervisor. It was found that only 11 of the 54 are supervising subordinate staff, and the other positions are used as a lead worker. Because of this, the classification specification was revised to describe permanently-assigned lead duties, allowing for supervision by position. The Closed Circuit Television Technician I through III was changed to Wastewater Video Inspector I through III to be consistent with industry standards.

**TITLE & PAY GRADE CHANGES**

<b>Job Code</b>	<b>Current Class Title</b>	<b>Proposed Class Title</b>	<b>Current Pay Grade &amp; Range</b>	<b>Proposed Pay Grade &amp; Range</b>
CJ2083	Utility Worker	Utility Worker I	J-610 (\$15.50-\$19.07-\$22.63)	J-612 (\$16.95-\$20.85-\$24.75)
LJ2085	Utility Worker	Utility Worker I	J-610 (\$15.50-\$19.07-\$22.63)	J-612 (\$16.95-\$20.85-\$24.75)
CJ2041	Utility Worker Senior	Utility Worker II	J-612 (\$16.95-\$20.85-\$24.75)	J-614 (\$18.53-\$22.79-\$27.05)
LJ2042	Utility Worker Senior	Utility Worker II	J-612 (\$16.95-\$20.85-\$24.75)	J-614 (\$18.53-\$22.79-\$27.05)
CJ1904	Equipment Operator	Equipment Operator I	J-613 (\$17.72-\$21.80-\$25.87)	J-615 (\$19.37-\$23.83-\$28.28)
CJ1905	Equipment Operator Specialist	Equipment Operator II	J-614 (\$18.53-\$22.79-\$27.05)	J-616 (\$20.25-\$24.91-\$29.57)
CJ1931	Equipment Operator Heavy	Equipment Operator III	J-616 (\$20.25-\$24.91-\$29.57)	J-618 (\$22.13-\$27.22-\$32.31)
CJ1996	Equipment Operator Power Shovel	Equipment Operator IV	J-617 (\$21.17-\$26.04-\$30.91)	J-619 (\$23.14-\$28.46-\$33.78)
CJ2960	Semi Tractor Trailer Operator	Tractor Trailer Operator	J-616 (\$20.25-\$24.91-\$29.57)	J-618 (\$22.13-\$27.22-\$32.31)
CJ1869	Crew Supervisor	Crew Lead	J-620 (\$24.19-\$29.76-\$35.32)	J-621 (\$25.29-\$31.11-\$36.92)
CJ2068	Closed Circuit Television Technician I	Wastewater Video Inspector I	J-612 (\$16.95-\$20.85-\$24.75)	J-614 (\$18.53-\$22.79-\$27.05)
CJ2038	Closed Circuit Television Technician II	Wastewater Video Inspector II	J-614 (\$18.53-\$22.79-\$27.05)	J-616 (\$20.25-\$24.91-\$29.57)
CJ2073	Closed Circuit Television Technician III	Wastewater Video Inspector III	J-618 (\$22.13-\$27.22-\$32.31)	J-620 (\$24.19-\$29.76-\$35.32)

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**PAY GRADE CHANGES ONLY**

<b>Job Code</b>	<b>Classification Title</b>	<b>Current Pay Grade &amp; Range</b>	<b>Proposed Pay Grade &amp; Range</b>
CJ1813	Asphalt Plant Operator	J-616 (\$20.25-\$24.91-\$29.57)	J-618 (\$22.13-\$27.22-\$32.31)
CJ2923	Aviation Snow Removal Operator	J-615 (\$19.37-\$23.83-\$28.28)	J-617 (\$21.17-\$26.04-\$30.91)
CJ2808	Building and Grounds Supervisor	J-615 (\$19.37-\$23.83-\$28.28)	J-617 (\$21.17-\$26.04-\$30.91)
CJ1933	Horticultural Worker	J-612 (\$16.95-\$20.85-\$24.75)	J-614 (\$18.53-\$22.79-\$27.05)
CJ1983	Park Horticulturist	J-613 (\$17.72-\$21.80-\$25.87)	J-615 (\$19.37-\$23.83-\$28.28)
CJ1985	Parking Meter Collector	J-610 (\$15.50-\$19.07-\$22.63)	J-612 (\$16.95-\$20.85-\$24.75)
CJ2863	Traffic Operations Technician I	J-613 (\$17.72-\$21.80-\$25.87)	J-615 (\$19.37-\$23.83-\$28.28)
CJ2864	Traffic Operations Technician II	J-615 (\$19.37-\$23.83-\$28.28)	J-617 (\$21.17-\$26.04-\$30.91)

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 18, 2019 at 9:00 AM** in the Webb Municipal Building, 4<sup>th</sup> 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](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, July 18, 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](mailto:george.branchaud@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday, July 16, 2019**.

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