

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: **November 25, 2013**

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 # 1396.

3. Requesting Agency: Office of Human Resources

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

- Name: Seth Duhon-Thornton
- Phone: 720-913-5664
- Email: seth.duhon-thornton@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: Meredith Creme
- Phone: 720-913-5722
- Email: meredith.creme@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 changing the pay grades of the Surveying Technician, Associate Surveying Technician and Senior Surveying Technician classifications.

Please include the following:

- a. Duration:
- b. Location:
- c. Affected Council District:
- d. Benefits:
- e. Costs:

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 \$13,055.70, which is the cost associated with five (5) employees whose salaries will be moved to the range minimum of the new pay grade.

POSTING IS REQUIRED

Classification Notice No. 1396

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: November 7, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grades of the Surveying Technician, Associate Surveying Technician and Senior Surveying Technician classifications.

The Department of Public Works requested that the Office of Human Resources (OHR) review the current pay grades for the Surveying Technician classification series. A recent reorganization of work groups within the department revealed a potential misalignment of the current pay structure for the series when compared to both the external market and internal classifications.

A review was conducted and it was found that the market average pay is higher than the pay grades we currently have assigned to the series. Due to the comparison with the market we are proposing to change the pay grades for the series.

PAY GRADE CHANGES

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
CE1777	Surveying Technician	615-E (\$37,199 - \$54,311)	618-E (\$42,512 - \$62,068)
CE1778	Associate Surveying Technician	617-E (\$40,662 - \$59,367)	620-E (\$46,468 - \$67,843)
CE1779	Senior Surveying Technician	619-E (\$44,446 - \$64,891)	622-E (\$50,792 - \$74,156)

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 Career Service Executive Personnel Director 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 November 21, 2013 9:00 a.m.** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Melissa Fisher melissa.fisher@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, November 20, 2013**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday November 19, 2013**.

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<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
CE1777	Surveying Technician	615-E (\$37,199 - \$54,311)	618-E (\$42,512 - \$62,068)
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<u>Classification Title</u>	<u>FLSA</u>	<u>Supervisory Level</u>	<u>EEO Code</u>	<u>Medical Group</u>
Surveying Technician	Non-exempt	3: None/ Incidental	3: Technicians	Medium
Associate Surveying Technician	Non-exempt	3: None/ Incidental	3: Technicians	Medium
Senior Surveying Technician	Non-exempt	3: None/ Incidental	3: Technicians	Medium

Synopsis:

The Department of Public Works requested that the Office of Human Resources (OHR) review the current pay grades for the Surveying Technician classification series. A recent reorganization of work groups within the department revealed a potential misalignment of the current pay structure for the series when compared to both the external market and internal classifications.

A review was conducted and it was found that the market average pay is higher than the pay grades we currently have assigned to the series. Due to the comparison with the market we are proposing to change the pay grades for the series.

Pay Rationale:

It is recommended to place the Surveying Technician at pay grade 618-E, the Associate Surveying Technician at pay grade 620-E and the Senior Surveying Technician at pay grade 622-E.

Market data was used to determine the appropriate pay grade for the Associate Surveying Technician. Mountain States Employers Council's Colorado Compensation Survey includes a match to this classification. The average actual pay rate for the market is \$56,800, which corresponds to the midpoint of pay grade 620-E (\$46,468 - \$67,843). This provides a percent difference of .625% to the midpoint of the proposed pay grade which is \$57,156.

An internal relationship to Associate Surveying Technician was established to recommend pay grade 618-E for the Surveying Technician and pay grade 622-E for the Senior Surveying Technician. Within the classification and pay plan, it is common practice to establish a two pay grade difference between classifications in a series. The Surveying Technician is the first or entry level in the three classification series while the Associate and Senior classifications are designated for intermediate and full performance levels, respectively.

Employee Impact:

There are ten (10) employees in the Surveying Technician classification series located in the Department of Public Works and Denver International Airport. Five (5) employees are currently paid a salary that falls within the new pay range and therefore those employees will move pay to pay. Five (5) employees are currently paid less than the range minimum of the new pay grade for their classification. Those employees' pay will be set at the range minimum of the new pay grade.

Budget Impact:

There is an annual budget impact of \$13,055.70, which is the cost associated with five (5) employees whose salaries will be moved to the range minimum of the new pay grade.

Organizational Data:

Employees in the Surveying Technician, Associate Surveying Technician and Senior Surveying Technician classifications report to Land Surveyor Supervisors, who report to an Engineer and Architect Manager. This reporting structure is the same at both the Department of Public Works and Denver International Airport.

Proposed Effective Date:

Per Career Service Rule 7-37(A), the effective date will be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor's veto.