

BILL/ RESOLUTION REQUEST

1. Title: Approves classification notice #1356 for Collections Investigator and classification notice #1357 revising the Short Range Schedule A and Community Rate Schedule B.

2. Requesting Agency: Career Service Authority

3. Contact Person with actual knowledge of proposed ordinance

Name:Alena Martinez

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4. 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:Bruce Backer

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Email:bruce.backer@denvergov.org

5. Describe the proposed ordinance, including what the proposed ordinance is intended to accomplish, who's involved

a. Scope of Work

1. Classification Notice #1356 – Collections Investigator is a pay grade change from 614-N to 616-N. Career Services Authority (CSA) conducted a review of the Collections Investigator classification, which is currently used by Denver County Court and the Department of Human Services. The purpose of this review was to update the class specification and conduct a pay study to determine the appropriate pay grade for the Collections Investigator. The Collections Investigator performs investigative work to determine reasons for overdue accounts. To complete this, the Collections Investigator conducts interviews and performs research to determine liability and arrange for settlement of debt. If necessary, the Collections Investigator initiates documents for legal actions to obtain payments. Budget impact form is attached.

2. Classification Notice #1357 – CSA is revising the Short Range Schedule A and Community Rate Schedule B. We are changing the pay ranges of Recreation Aide from \$7.40 - \$8.28 to \$7.64 – \$8.56 and Usher from \$7.40 - \$13.30 to \$7.64 - \$13.78. Lastly, we are changing the pay grades of Recreation Facility Assistant from 220-Y to 219-Y and Park Seasonal Laborer from 226-Y to 225-Y. The State of Colorado approved an increase of the state's minimum wage for 2012 from \$7.36 per hour to \$7.64 per hour. In order to comply with this change, a review of the Classification and Pay Plan indicated two classifications that will fall below the new minimum wage on January 1, 2012. These classifications are Recreation Aide and Usher. In order to comply with the new minimum wage rate, the pay grades in the Short Range Schedule A and Community Rate Schedule

B will be revised. Other impacted classes are the Recreation Facility Assistant and Park Seasonal Laborer, who will be assigned new pay grades using the revised pay tables. 159 impacted employees will receive a \$0.24 per hour increase to their pay, 48 will receive a \$0.09 per hour increase, 36 will receive a \$0.04 per hour increase, and 94 will receive a \$0.03 per hour increase. Since these are on-call employees, it is difficult to determine annual impact for employees since their schedules vary. If all of the impacted employees worked 40 hours for 52 weeks, it would cost an additional \$90292.80 annually; however, we know the actual cost will be at most half of that cost since they are all on-call employees who do not work 40 hours per week. All other employee pay moves pay to pay within the new ranges. There is no budget impact form because these increases are required by the State of Colorado.

b. Duration

n/a

c. Location

n/a

d. Affected Council District

n/a

e. Benefits

n/a

f. Costs

There is no budget impact form because these increases are required by the State of Colorado

6. Is there any controversy surrounding this ordinance, groups or individuals who may have concerns about it? Please explain.

None.

Bill Request Number: BR12-0150

Date: 2/21/2012