

**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**.

**\*All fields must be completed.\***

*Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: **July 11, 2011**

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 #'s 1343.**

Career Service Authority respectfully requests that this go on Consent the week of July 18, 2011 through July 22, 2011. If not approved for Consent, we request this go to General Government Committee on July 27, 2011.

3. **Requesting Agency:** Career Service Authority

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

- **Name:** Alena Martinez
- **Phone:** 720-913-5726
- **Email:** alena.martinez@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:** Bruce Backer/Pat Anderson
- **Phone:** 720-913-5643/720-913-5673
- **Email:** bruce.backer@denvergov.org/roberta.monaco@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

1. **Classification Notice #1343 – Utility Worker** is a pay grade change from 609-J to 610-J. **Senior Utility Worker** is a pay grade change from 611-J to 612-J. **Equipment Operator** is a pay grade change from 612-J to 613-J. **Parking Meter Collector** is a pay grade change from 609-J to 610-J. **Horticultural Worker** is a pay grade change from 611-J to 612-J. **Semi-Tractor Trailer Operator (615-J)** and **Tow Truck Operator (612-J)** are recommended for abolishment. Last year, CSA Classification and Compensation staff decided to conduct a Maintenance Study on several class series in the Labor Occupational Group. This decision coincided with some compensation issues that affected other classes in the Labor Occupational Group. The study also addresses a business need concerning employee retention and turnover. Our turnover statistics indicate that there is a high turnover rate for the Utility Worker and Senior Utility Worker classes. This includes a turnover rate of 25.5% for the Utility Worker class and 34.5% for the Senior Utility Worker class. Consequently, CSA began the Labor Class Study last August. The classes included in the study are the Utility Worker, Senior Utility Worker, Equipment Operator, Equipment Operator Specialist, Semi-Tractor Trailer Operator, Heavy Equipment Operator, and Power Shovel Operator. CSA is recommending that the Semi-Tractor Trailer Operator class be abolished and the employees in that class be moved into the Heavy Equipment Operator class. Budget impact forms are attached.

**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

## POSTING IS REQUIRED

### Classification Notice No. 1343

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: June 17, 2011  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grades of Utility Worker from 609-J to 610-J, Senior Utility Worker from 611-J to 612-J, Equipment Operator from 612-J to 613-J, Parking Meter Collector from 609-J to 610-J and Horticultural Worker from 611-J to 612-J. We are also deleting Semi-Tractor Trailer Operator and Tow Truck Operator.**

Last year, CSA Classification and Compensation staff decided to conduct a Maintenance Study on several class series in the Labor Occupational Group. This decision coincided with some compensation issues that affected other classes in the Labor Occupational Group.

The study also addresses a business need concerning employee retention and turnover. Our turnover statistics indicate that there is a high turnover rate for the Utility Worker and Senior Utility Worker classes. This includes a turnover rate of 25.5% for the Utility Worker class and 34.5% for the Senior Utility Worker class.

Consequently, CSA began the Labor Class Study last August. The classes included in the study are the Utility Worker, Senior Utility Worker, Equipment Operator, Equipment Operator Specialist, Semi-Tractor Trailer Operator, Heavy Equipment Operator, and Power Shovel Operator.

This class notice serves as the conclusion of the study. CSA staff spent a great deal of time in the field observing employees perform their duties so that the class specifications could be properly revised and updated.

A summary and examples of equipment for each class follows:

- Utility Worker - performs entry level unskilled manual labor and uses hand tools with no special license required. Examples of equipment include mower, box truck, and scissor lift.
- Senior Utility Worker - performs intermediate level semi-skilled labor and operates light equipment. Some positions require a Commercial Driver's License (CDL). A Senior Utility Worker can be assigned to operate any vehicle as long as the employee has received training on a vehicle and possesses a CDL. All positions in Public Works require a CDL.
- Equipment Operator – performs intermediate level work operating light to medium sized equipment and requires a CDL. Examples of equipment include rear loader truck, dump truck, and aerial bucket truck.
- Equipment Operator Specialist – perform full performance level work operating specialized equipment and requires a CDL. Examples of equipment include paint striper, street sweeper, and sewer line jet truck.
- Semi-Tractor Trailer Operator – performs full performance level work operating semi-tractor trailers and requires a CDL.
- Heavy Equipment Operator – performs full performance level work operating heavy construction and earth moving equipment and requires a CDL. Examples of equipment include front end loader, asphalt compactor, and runway equipment.
- Power Shovel Operator – performs specialist level work operating heavy construction and earth moving equipment and requires a CDL. Examples of equipment include rotomill, back hoe, and asphalt paver.

CSA is recommending that the Semi-Tractor Trailer Operator class be abolished and the employees in that class be moved into the Heavy Equipment Operator class. This recommendation is based on a review of local and nationally comparable cities. It was found that most cities have between 2-4 levels of operators. By abolishing the Semi-Tractor Trailer Operator class, this allows the city to find comparable market matches in the future. Additionally, it is recommended that the Tow Truck Operator class be abolished as the class has not been used in the last ten years and if a Tow Truck Operator position is required in the future, it can be filled at the Equipment Operator level.

Although, CSA is not recommending a title change or a pay grade change for the Equipment Operator Specialist, Heavy Equipment Operator, or Power Shovel Operator classes there will be a brief description of market data in the Pay Rationale Section.

Because the Parking Meter Collector and the Horticultural Worker classes have direct pay relationships with classes in this study, those classes will be included in the study for pay recommendations only.

### **REVISED CLASS SPECIFICATIONS & PAY GRADE CHANGES**

| <u>Job Code:</u>     | <u>Classification Title</u> | <u>Current Pay Grade &amp; Range</u> | <u>Proposed Pay Grade &amp; Range</u> |
|----------------------|-----------------------------|--------------------------------------|---------------------------------------|
| CJ2083/LJ2085/UJ2084 | Utility Worker              | 609 J (\$28,290 - \$41,298)          | 610 J (\$29,570 - \$43,175)           |
| CJ2084/LJ2042        | Senior Utility Worker       | 611 J (\$30,926 - \$45,140)          | 612 J (\$32,331 - \$47,204)           |
| CJ1904               | Equipment Operator          | 612 J (\$32,331 - \$47,204)          | 613 J (\$33,811 - \$49,343)           |

### **PAY GRADE CHANGES ONLY**

| <u>Job Code:</u> | <u>Classification Title</u> | <u>Current Pay Grade &amp; Range</u> | <u>Proposed Pay Grade &amp; Range</u> |
|------------------|-----------------------------|--------------------------------------|---------------------------------------|
| CJ1985           | Parking Meter Collector     | 609 J (\$28,290 - \$41,298)          | 610 J (\$29,570 - \$43,175)           |
| CJ1933           | Horticultural Worker        | 611 J (\$30,926 - \$45,140)          | 612 J (\$32,331 - \$47,204)           |

### **ABOLISHMENTS**

| <u>Job Code</u> | <u>Classification Title</u>   | <u>Pay Grade</u> |
|-----------------|-------------------------------|------------------|
| CJ2020          | Semi-Tractor Trailer Operator | 615 J            |
| CJ2076          | Tow Truck Operator            | 612 J            |

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 re-allocations shall be the beginning of the first work week following approval by the Board.”

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 July 7, 2011 5:00 p.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Friday July 1, 2011**. 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 Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday July 5, 2011**.

**REVISED CLASS SPECIFICATION INCLUDING PAY GRADE CHANGE**

| <u>Job Code</u>      | <u>Classification Title</u> |
|----------------------|-----------------------------|
| CJ2083/LJ2085/UJ2084 | Utility Worker              |
| CJ2041/LJ2042        | Senior Utility Worker       |
| CJ1904               | Equipment Operator          |

  

| <u>Present Pay Grade</u>    | <u>Proposed Pay Grade</u>   |
|-----------------------------|-----------------------------|
| 609 J (\$28,290 - \$41,298) | 610 J (\$29,570 - \$43,175) |
| 611 J (\$30,926 - \$45,140) | 612 J (\$32,331 - \$47,204) |
| 612 J (\$32,331 - \$47,204) | 613 J (\$33,811 - \$49,343) |

**PAY GRADE CHANGE**

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| <u>Job Code</u> | <u>Classification Title</u>   | <u>Pay Grade</u> |
|-----------------|-------------------------------|------------------|
| CJ2020          | Semi-Tractor Trailer Operator | 615 J            |
| CJ2076          | Tow Truck Operator            | 612 J            |

Supervisory Level:

|                     |                         |
|---------------------|-------------------------|
| 3 – None/Incidental | Utility Worker          |
| 3 – None/Incidental | Senior Utility Worker   |
| 3 – None/Incidental | Equipment Operator      |
| 3 – None/Incidental | Horticultural Worker    |
| 3 – None/Incidental | Parking Meter Collector |

EEO Code:

|                         |                         |
|-------------------------|-------------------------|
| 8 – Service/Maintenance | Utility Worker          |
| 8 – Service/Maintenance | Senior Utility Worker   |
| 8 – Service/Maintenance | Equipment Operator      |
| 8 – Service/Maintenance | Horticultural Worker    |
| 8 – Service/Maintenance | Parking Meter Collector |

Medical Group:

|                    |                         |
|--------------------|-------------------------|
| H – Heavy Physical | Utility Worker          |
| H – Heavy Physical | Senior Utility Worker   |
| H – Heavy Physical | Equipment Operator      |
| H – Heavy Physical | Horticultural Worker    |
| H – Heavy Physical | Parking Meter Collector |

FLSA:

These are all non-exempt classes.

Synopsis:

Last year, CSA Classification and Compensation staff decided to conduct a Maintenance Study on several class series in the Labor Occupational Group. This decision coincided with some compensation issues that affected other classes in the Labor Occupational Group.

The study also addresses a business need concerning employee retention and turnover. Our turnover statistics indicate that there is a high turnover rate for the Utility Worker and Senior Utility Worker classes. This includes a turnover rate of 25.5% for the Utility Worker class and 34.5% for the Senior Utility Worker class.

Consequently, CSA began the Labor Class Study last August. The classes included in the study are the Utility Worker, Senior Utility Worker, Equipment Operator, Equipment Operator Specialist, Semi-Tractor Trailer Operator, Heavy Equipment Operator, and Power Shovel Operator.

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- Power Shovel Operator – performs specialist level work operating heavy construction and earth moving equipment and requires a CDL. Examples of equipment include rotomill, back hoe, and asphalt paver.

CSA is recommending that the Semi-Tractor Trailer Operator class be abolished and the employees in that class be moved into the Heavy Equipment Operator class. This recommendation is based on a review of local and nationally comparable cities. It was found that most cities have between 2-4 levels of operators. By abolishing the Semi-Tractor Trailer Operator class, this allows the city to find comparable market matches in the future. Additionally, it is recommended that the Tow Truck Operator class be abolished as the class has not been used in the last ten years and if a Tow Truck Operator position is required in the future, it can be filled at the Equipment Operator level.

Although, CSA is not recommending a title change or a pay grade change for the Equipment Operator Specialist, Heavy Equipment Operator, or Power Shovel Operator classes there will be a brief description of market data in the Pay Rationale Section.

Because the Parking Meter Collector and the Horticultural Worker classes have direct pay relationships with classes in this study, those classes will be included in the study for pay recommendations only.

Pay Rationale:

The following pay grade recommendations follow:

| <u>Current Pay Grade</u> | <u>Recommended Pay Grade</u> |       |  |
|--------------------------|------------------------------|-------|--|
| Equipment Operator       | 612 J                        | 613 J |  |
| Senior Utility Worker    | 611 J                        | 612 J |  |
| Utility Worker           | 609 J                        | 610 J |  |
| Parking Meter Collector  | 609 J                        | 610 J |  |
| Horticultural Worker     | 611 J                        | 612 J |  |

CSA staff analyzed market survey data from the Colorado Municipal League, Mountain States Employers Council Benchmark Compensation and Public Employers surveys, Towers Watson Technician and Skilled Trades survey, and a special survey. The special survey included municipalities located in areas with a similar climate (snow), size, and operations. CSA contacted 23 municipalities and 13 were included in the overall analysis. The national data was adjusted to the local Denver market using a cost-of-living adjustment calculator.

### **Equipment Operator**

It is recommended that the Equipment Operator class be compensated at 613 J. Market data from CML's position of Equipment Operator was matched and utilized for analysis. The CML survey indicates that the City's midpoint is 4.94% below the market midpoint. Hence, the recommendation of a +1 pay grade increase is appropriate.

### **Senior Utility Worker**

It is recommended that the Senior Utility Worker be compensated at 612 J. Market data from CML's position of Maintenance Worker/Senior was matched and utilized in the analysis. A review of the average pay data indicates that the City's range midpoint is 9.04% below that of the market range midpoint. A +1 pay grade change is recommended in order to maintain a one pay grade internal equity relationship with the Equipment Operator.

### **Utility Worker**

It is recommended that the Utility Worker be compensated at 610 J. This recommendation maintains CSA's compensation practice of allowing a two pay grade difference between classes in a series i.e. Utility Worker and Senior Utility Worker.

### **Parking Meter Collector and the Horticultural Worker**

The following internal relationships are in place and will be adjusted based on the aforementioned proposed pay grade changes. The Parking Meter Collector class, pay grade 609 J, is tied through internal relationship at a +0 relationship to the Utility Worker. Since it is proposed that the Utility Worker increase one pay grade, it is also proposed to increase the pay grade of the Parking Meter Collector to 610 J. Both classes are entry level in the Labor Occupational Group and perform unskilled work.

The Horticultural Worker, pay grade 611 J, is currently tied to the Senior Utility Worker at a +0 internal relationship. Since it is proposed to increase the pay grade for the Senior Utility Worker by one pay grade, it is recommended to increase the pay grade of the Horticultural Worker by one pay grade as well, to 612 J. Both of these classes perform intermediate level semi-skilled work in the Labor Occupational Group.

### **Equipment Operator Specialist, Heavy Equipment Operator, and Power Shovel Operator**

According to the pay data CSA's collected, the Equipment Operator Specialist and Heavy Equipment Operator classes are in line with the current market and no pay grade changes are warranted. Additionally, since the Power Shovel Operator is tied by an internal relationship of +1 to the Heavy Equipment Operator, no change is recommended at this time.

### Employee Impact:

The Labor Study included 612 employees. This includes employees in the following classes: 100 Utility Workers, 98 Senior Utility Workers, 197 Equipment Operators, 142 Equipment Operator Specialists, 14 Semi-Tractor Trailer Operator, 43 Heavy Equipment Operators, 10 Power Shovel Operators, 4 Parking Meter Collectors, and 4 Horticultural Workers. Most impacted employees in the study will move pay to pay. 116 employees will receive an increase that will bring them up the new range minimums. The employees currently classified as Semi-Tractor Trailer Operators will be reallocated into the Heavy Equipment Operator class.

### Budget Impact:

The budgetary impact for the Labor Study is \$131,457.64 annually. This amount brings anyone in the study that is not at the range minimum up to the range minimum.

### Organizational Data:

The positions involved in this study are used throughout the city and report to various positions.

### Effective Date Rule:

#### Section 7-37 A

If it is determined, as a result of an audit or a maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting reallocations shall be the beginning of the first work week following approval by the Board.