



To: Denver City Council

From: Karen Niparko, Executive Director of the Office of Human Resources
Nicole De Gioia-Keane, Classification & Compensation Director

CC: Career Service Board - **NO ACTION REQUIRED - FYI ONLY**

Date: January 7, 2019

Subject: Changes to the Classification & Pay Plan **Not** Requiring Career Service Board Hearing Pursuant to DRMC 18-42 and CSR 7-20

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

Attached please find the classification notices for the small impact changes provisionally approved by the OHR Executive Director for the period of July 2018 through December 2018.

For this timeframe, there are 7 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1570 – 911 Emergency Communication Supervisor
- Classification Notice 1572 – Golf Course Operator
- Classification Notice 1573 – City Council Study
- Classification Notice 1575 – Parking Meter Technician
- Classification Notice 1577 – Mammography Technologist Lead
- Classification Notice 1579 – County Court Marshal & County Court Marshal Supervisor
- Classification Notice 1580 – Maintenance Planner

The next submission will be in July 2019 for small-impact changes provisionally approved by the OHR Executive Director for the period of January 2019 through June 2019.

Office of Human Resources
201 W. Colfax Ave. Dept. 412 | Denver, CO 80202
p: 720.913.5751 | f: 720.913.5720
www.denvergov.org/humanresources

POSTING IS REQUIRED

Cindy Bishop 8/7/2018

Classification Notice No. 1570

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: July 18, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade of the classification of 911 Emergency Communication Supervisor.

The Denver 911 Communication Center requested OHR review the Emergency Communication Supervisor classification pay grade. There are 13 employees in the 911 Emergency Communication Supervisor classification at the N-809 pay grade. It is recommended to change the pay grade to N-811 based on market data.

PAY GRADE CHANGE

Classification Title

911 Emergency Communication Supervisor

Current Pay Grade

N-809(\$53,694-\$69,802-\$85,910)

Proposed Pay Grade

N-811(\$61,360-\$79,768-\$98,176)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Monday, August 6, 2018**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1572

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 24, 2018
Subject: Proposed Change to the Classification and Pay Plan

 Karen Niparko
2018.09.20
10:15:05
-06'00'

The proposed change amends the Classification and Pay Plan by changing the pay grade of the classification of Golf Course Operator from J-619 to J-808.

The Department of Parks and Recreation, Golf Division, requested the Office of Human Resources to analyze the FLSA exemption status of the Golf Course Operator.

The Golf Course Operator is currently a non-exempt classification. The OHR Compensation Division partnered with the City Attorney's Office to review the FLSA exemption criteria for professional employees and conclude that based on the duties and responsibilities of this classification, changing the exemption status of the Golf Course Operator to exempt is warranted.

PAY GRADE CHANGE

Classification Title
Golf Course Operator

Current Pay Grade
J-619(\$22.95-\$28.23-\$33.51)

Proposed Pay Grade
J-808(\$49,911-\$64,885-\$79,858)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 6, 2018**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1573

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: August 31, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Legislative Policy Analyst Senior at pay grade A-814. The proposed change also amends the Classification and Pay Plan by changing the title of Legislative Assistant to Council Deputy Clerk, City Council Clerk to Council Clerk, and City Council Legislative Analyst to Legislative Policy Analyst.

City Council recently asked OHR to review its current classification structure within the central office. Specifically, they asked OHR to update the existing classification titles to better align with the work performed. Additionally, the central office requested a new classification to distinguish levels and create a career path for individuals performing policy analysis work.

NEW CLASSIFICATION

<u>Proposed Classification Title</u> Legislative Policy Analyst Senior	<u>Proposed Pay Grade</u> A-814 (\$81,572-\$106,044-\$130,515)
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TITLE CHANGES

<u>Current Classification Title</u> Legislative Assistant City Council Clerk City Council Legislative Analyst	<u>Proposed Classification Title</u> Council Deputy Clerk Council Clerk Legislative Policy Analyst
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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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, September 13, 2018**. Please include a contact name and phone number so that we may respond directly.

POSTING IS REQUIRED

Classification Notice No. 1575



Karen Niparko
2018.10.05 12:16:44
-06'00'

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: September 21, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Parking Meter Technician at pay grade J-616.

OHR received individual position audits for a group of employees at Public Works who are involved in the maintenance, repair and troubleshooting of parking meters across the city. They're currently classified as Electrical Maintenance Workers. It was found that their current classification didn't accurately reflect the duties they are performing. It is proposed to create a new classification called Parking Meter Technician to describe the type and level of duties performed by these employees.

NEW CLASSIFICATION

Proposed Classification Title

Parking Meter Technician

Proposed Pay Grade

J-616 (\$20.08-\$24.70-\$29.32)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, October 4, 2018**. Please include a contact name and phone number so that we may respond directly.



POSTING IS REQUIRED

Classification Notice No. 1577

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: November 9, 2018
Subject: Proposed Change to the Classification and Pay Plan

Digitally signed by Karen Niparko
Date: 2018.11.23 11:23:41 -08'00'

The proposed change amends the Classification and Pay Plan by creating a new classification of Mammography Technologist Lead at pay grade O-622.

Denver Health Medical Center submitted an audit request for a Career Service employee, requesting that this employee be reallocated to a Mammography Technologist Lead classification. This classification does not currently exist in the Career Service system but does within the Denver Health Medical Center’s personnel system. To create parity with Denver Health Medical Center, the Office of Human Resources is creating the same classification for the advancement of a Career Service employee.

NEW CLASSIFICATION

Proposed Classification Title

Mammography Technologist Lead

Proposed Pay Grade

O-622 (\$29.63-\$36.45-\$43.26)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, November 22, 2018**. Please include a contact name and phone number so that we may respond directly.

Office of Human Resources
201 W. Colfax Ave. Dept. 412 | Denver, CO 80202
p: 720.913.5751 | f: 720.913.5720
www.denvergov.org/humanresources



POSTING IS REQUIRED

Classification Notice No. 1579

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: November 16, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adjusting the pay grades of County Court Marshal from N-619 to N-621 and the County Court Marshal Supervisor from N-809 to N-810.

The Denver County Court requested OHR review the County Court Marshal and County Court Marshal Supervisor job specification and classification pay grade due to difficulty in recruitment. It is recommended to change the pay grades to N-621 and N-810 respectively with no title changes.

PAY GRADE CHANGES

<u>Current Class Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
County Court Marshal	N-619(\$23.08-\$28.39-\$33.70)	N-621(\$25.23-\$31.04-\$36.84)
County Court Marshal Supervisor	N-809(\$53,694-\$69,802-\$85,910)	N-810(\$57,399-\$74,619-\$91,838)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, November 29, 2018**. Please include a contact name and phone number so that we may respond directly.

Digitally signed by Karen
Niparko
Date: 2018.12.04
16:00:30 -07'00'

OHR Executive Director

This notice was posted for 13 days from November 16, 2018 to November 29, 2018 with no comments or questions regarding the proposed change. Therefore, per the Class & Comp process, the request is submitted to the Executive Director of the Office of Human Resources for approval as indicated by the signature above.

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POSTING IS REQUIRED

Classification Notice No. 1580

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: December 7, 2018
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new classification of Maintenance Planner at paygrade A-808.

Denver International Airport has requested a new classification to support the maintenance division with facilities maintenance planning to schedule work projects and resources. This function promotes a sustainable and cost-effective approach to the maintenance work performed within this division.

NEW CLASSIFICATION

<u>Proposed Class Title</u>	<u>Proposed Pay Grade & Range</u>
Maintenance Planner	A-808 (\$54,661-\$71,060-\$87,458)

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

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, December 20, 2018**. Please include a contact name and phone number so that we may respond directly.

December 26, 2018

This notice was posted for 13 days from December 7, 2018 to December 20, 2018 with no comments or questions regarding the proposed change. Therefore, per the Class & Comp process, the request is submitted to the Executive Director of the Office of Human Resources for approval as indicated by the signature above.

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