

**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.*

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Date of Request: **March 20, 2015**

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 #1500

**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 classification titles of Case Management Coordinator I, Case Management Coordinator II, Case Management Coordinator III, Lead Case Management Coordinator and Case Management Supervisor I as well as abolishing the classification of Case Management Supervisor II.

**7. Is there any controversy surrounding this ordinance? (groups or individuals who may have concerns about it?)**  
**Please explain.**

None known

**8. Budget Impact:**

None

**POSTING IS REQUIRED**

**Classification Notice No. 1500**

To: Agency Heads and Employees  
From: Karen Niparko, Executive Director of Human Resources  
Date: March 6, 2015  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the classification titles below and abolishing the classification of Case Management Supervisor II (808-A).**

The Family and Adult Division within Denver Human Services (DHS) wishes to change the classification titles of five classifications utilized for positions involved in the determination of eligibility for public assistance programs available to City and County of Denver residents. A study of this division was conducted by the Office of Human Resources (OHR) and the proposed titles reflect the work being performed and provide a more accurate description of the positions.

It is proposed to abolish the Case Management Supervisor II. There are no current employees in this classification. The current and planned staffing model for the division does not include two levels of supervisors therefore the classification is no longer necessary.

**REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE**

<b>Present</b>		<b>Proposed</b>	<b>Pay Grade &amp; Range</b>
<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Classification Title</u></b>	
CA2655	Case Management Coordinator I	Eligibility Technician I	611-A (\$33,753 - \$49,279)
CA2658	Case Management Coordinator II	Eligibility Technician II	612-A (\$35,289 - \$51,522)
CA2666	Case Management Coordinator III	Eligibility Specialist	613-A (36,895 - \$53,867)
CA2667	Lead Case Management Coordinator	Lead Eligibility Technician	613-A (36,895 - \$53,867)
CA2691	Case Management Supervisor I	Eligibility Supervisor	807-A (\$47,118 - \$75,389)

**ABOLISHMENT**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CA2697	Case Management Supervisor II	808-A (\$50,369 - \$80,590)

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 March 19, 2015** **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 Meredith Crème [meredith.creme@denvergov.org](mailto:meredith.creme@denvergov.org) Office of Human Resources, in care of Seth Duhon-Thornton [seth.duhon-thornton@denvergov.org](mailto:seth.duhon-thornton@denvergov.org) by 8:00 a.m. on **Wednesday, March 18, 2015**. 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](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday March 17, 2015**.

**REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE**

<u>Job Code</u>	<u>Present Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade &amp; Range</u>
CA2655	Case Management Coordinator I	Eligibility Technician I	611-A (\$33,753 - \$49,279)
CA2658	Case Management Coordinator II	Eligibility Technician II	612-A (\$35,289 - \$51,522)
CA2666	Case Management Coordinator III	Eligibility Specialist	613-A (36,895 - \$53,867)
CA2667	Lead Case Management Coordinator	Lead Eligibility Technician	613-A (36,895 - \$53,867)
CA2691	Case Management Supervisor I	Eligibility Supervisor	807-A(\$47,118 - \$75,389)

<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group</u>	<u>FLSA:</u>
3: None/Incidental	5: Paraprofessionals	S: Sedentary	Non-Exempt
3: None/Incidental	5: Paraprofessionals	S: Sedentary	Non-Exempt
3: None/Incidental	5: Paraprofessionals	S: Sedentary	Non-Exempt
2: Lead worker	2: Professionals	S: Sedentary	Non-Exempt

**ABOLISHED CLASS SPECIFICATION**

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade &amp; Range</u>
CA2697	Case Management Supervisor II	808-A (\$50,369 - \$80,590)

**Synopsis:**

The Family and Adult Division within Denver Human Services (DHS) wishes to change the classification titles of five classifications utilized for positions involved in the determination of eligibility for public assistance programs available to City and County of Denver residents. A study of this division was conducted by the Office of Human Resources (OHR) and the proposed titles reflect the work being performed and provide a more accurate description of the positions.

In addition, the Eligibility Technician I and Eligibility Technician II are being established as a progressive classification series. A progressive classification series consists of entry, developmental and full performance level classifications where the levels of the duties are different, but the types of duties and nature of the work are the same. Under the progressive classification series program, re-allocation responsibility is delegated by the OHR to an appointing authority. Appointing authorities may re-allocate employees within the progressive classification series once they meet criteria established by the appointing authority and agreed to in advance by the OHR. The OHR retains the responsibility of reviewing completed Progressive Classification Series Re-allocation Forms prior to processing a reallocation to ensure compliance with the pre-established criteria. Employee movement into the Eligibility Specialist or Lead Eligibility Technician will not be done through the progressive classification series program. Those movements will be promotional opportunities determined through a competitive recruitment process.

Lastly, it is proposed to abolish the Case Management Supervisor II. There are no current employees in this classification. The current and planned staffing model for the division does not include two levels of supervisors therefore the classification is no longer necessary.

**Pay Rationale:**

Mountain States Employer’s Council’s Public Employer’s survey provides a match to the Eligibility Technician I, Eligibility Technician II and the Eligibility Supervisor. The market actual average for each of the classifications as provided by the survey was compared to the midpoint of the current City and County of Denver’s pay range. The comparison is as follows:

- The market average for the Eligibility Technician I is \$31,480. The midpoint of pay grade 611-A is \$41,516.
- The market average for the Eligibility Technician II is \$37,103. The midpoint of pay grade 612-A is \$43,406.
- The market average for the Eligibility Supervisor is \$54,544. The midpoint of pay grade 807-A is \$61,254.

While the survey data shows that Denver’s pay is currently above the market average for all three classifications it is recommended to maintain the current pay grades for this classification series. Denver is in direct competition with surrounding counties for staff for these positions. Filling vacancies quickly is essential to the operations and delivery of

services to Denver residents. A decrease in pay grade could compromise Denver's ability to attract, retain and motivate employees.

An internal relationship is used to establish the pay grade for the Eligibility Specialist and the Lead Eligibility Technician. Within the City and County of Denver's classification and pay plan, it is common practice to establish a one pay grade difference between a lead worker classification and the highest level classification under its direction. It is also appropriate to have one pay grade difference between the Eligibility Technician II and the Eligibility Specialist.

**Employee Impact:**

There are currently 101 employees in the Case Management Coordinator I classification, 83 employees in the Case Management Coordinator II classification, 12 employees in the Case Management Coordinator III, 15 Lead Case Management Coordinators and 25 Case Management Supervisor I. All employees will be reallocated to the corresponding new classification titles.

**Budget Impact:**

There is no immediate budget impact but there will be a future budget impact. When employees are re-allocated through the progressive class series program from an Eligibility Technician I to an Eligibility Technician II, employees will receive a 2.25% salary increase per Career Service Rule 9-35 B.

**Organizational Data:** The Eligibility Technician I, Eligibility Technician II, Eligibility Specialist and Lead Eligibility Technician all report to an Eligibility Supervisor. The Eligibility Supervisor reports to a Branch Manager who is classified as an Operational Supervisor II.

**Effective Date Rule:**

Section 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.