

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: **June 19, 2017**

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 #1543 – Emergency Communication Supervisor**

3. Requesting Agency: Office of Human Resources

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

- Name: Susan O'Neill
- Phone: 720-913-5668
- Email: susan.oneill@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: Nicole de Gioia-Keane
- Phone: 720-913-5643
- Email: Nicole.deGioia-Keane@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 creating a new class called Emergency Communication Supervisor (N-809).

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 no budget impact.

POSTING IS REQUIRED

Classification Notice No. 1543

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of Human Resources
Date: June 2, 2017
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating a new class called Emergency Communication Supervisor (N-809).

At the request of Denver 911 Operations Center, it is proposed to create a new classification of Emergency Communication Supervisor (N-809). This request will provide a first line supervisor classification that better describes their emergency operations, provides benchmark market data and better alignment of the occupational group. This position ensures appropriate delivery of Denver's 911 service to the public and that all policies, procedures, orders and directives pertaining to operational procedures are adhered to. This position is difficult to recruit and retain as it has high stress, is an essential personnel position requiring work during emergency situations, and requires 24/7 overtime hours.

NEW CLASS

Proposed Title

Emergency Communication Supervisor

Proposed Pay Grade

N-809 (\$52,071-\$67,693-\$83,314)

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 June 15, 2017 at 9:00 AM** 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 Nicole de Gioia-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Thursday, June 15, 2017**. 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 Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, June 13, 2017**.

NEW CLASSIFICATION

Job Code: Classification Title: Proposed Pay Grade:
CN3039 Emergency Communication Supervisor N-809 (\$52,071-\$67,693-\$83,314)

Supervisory Level: EEO Code: Medical Group: FLSA:
7 - 1st Level Supv. Protective Service Medium Physical Exempt

Synopsis:

At the request of Denver 911 Operations Center, it is proposed to create a new classification of Emergency Communication Supervisor (N-809). This request will provide a first line supervisor classification that better describes their emergency operations, provides benchmark market data and better alignment of the occupational group. This position ensures appropriate delivery of Denver's 911 service to the public and that all policies, procedures, orders and directives pertaining to operational procedures are adhered to. This position is difficult to recruit and retain as it has high stress, is an essential personnel position requiring work during emergency situations, and requires 24/7 overtime hours.

Pay Rationale:

Market data was gathered from the 2016 MSEC Public Employers Compensation Survey for the Dispatch Supervisor benchmark. The pay data was aged to 2017 resulting in a market midpoint of \$69,991. This recommendation will provide a difference between the market midpoint rate of \$69,991 to the pay range midpoint of N-809, \$67,693 of 3.4%. This is a good match between the market data and the pay range N-809.

It is appropriate for the new classification to be in the "N" Enforcement, Compliance and Protective Services occupational group based on the classifications supervised. A review of the new job specification and FLSA review indicates that this classification should be exempt.

Employee Impact: This new classification will impact 11 employees classified as an Operational Supervisor I (A-808) and all will move pay-to-pay in the new classification and pay range.

Budget Impact:

There is no budget impact to base salaries.

Organizational Data:

These employees are located in the Denver 911 Operations Center in the Public Safety Department.

Effective Date Rule:

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. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.